

Intervale PTA Money Counting Worksheet

Event Name _____ Event Date _____

Monies received for cash box at beginning of event:

<u>Coins</u>		<u>Currency</u>	
Pennies _____	X \$0.01 = _____	Ones _____	X \$1.00 = _____
Nickels _____	X \$0.05 = _____	Fives _____	X \$5.00 = _____
Dimes _____	X \$0.10 = _____	Tens _____	X \$10.00 = _____
Quarters _____	X \$0.25 = _____	Twenties _____	X \$20.00 = _____
Other _____	X \$. = _____	Other _____	X \$. = _____
Total Coins	\$ _____	Total Currency	\$ _____
Total Monies Received \$ _____			

Person verifying monies received _____	Signature _____	Date _____
Person verifying monies received _____	Signature _____	Date _____

Monies received end of the event to be deposited:

<u>Coins</u>		<u>Currency</u>	
Pennies _____	X \$0.01 = _____	Ones _____	X \$1.00 = _____
Nickels _____	X \$0.05 = _____	Fives _____	X \$5.00 = _____
Dimes _____	X \$0.10 = _____	Tens _____	X \$10.00 = _____
Quarters _____	X \$0.25 = _____	Twenties _____	X \$20.00 = _____
Other _____	X \$. = _____	Other _____	X \$. = _____
Total Coins	\$ _____	Total Currency	\$ _____
Total Number of Checks _____	Amount All Checks Total \$ _____		
Total Monies Received \$ _____			

Person verifying monies received _____	Signature _____	Date _____
Person verifying monies received _____	Signature _____	Date _____

Please Note: One signature must be a *current Executive Board member* each time money is verified.