



Date: \_\_\_\_\_

# Central Middle School PTO

## Cash Count Form

All cash must be counted by two people and recorded on this form before being placed into the safe.

Please do NOT paper clip bills together.

Completed form along with the money/checks should be placed into PTO safe.

Event and/or Committee Name: \_\_\_\_\_

Currency Bills	Amount
100's	
50's	
20's	
10's	
5's	
2's	
1's	
Subtotal	
Currency Coins	Amount
1's	
0.50's	
0.25's	
0.10's	
0.05's	
0.01's	
Subtotal	
Total Currency	
Total Checks	
Less Petty Cash (Returned to Safe)	
<b>Total Deposit</b>	

Currency Bills	Amount
100's	
50's	
20's	
10's	
5's	
2's	
1's	
Subtotal	
Currency Coins	Amount
1's	
0.50's	
0.25's	
0.10's	
0.05's	
0.01's	
Subtotal	
Total Currency	
Total Checks	
<b>Total Deposit</b>	

Treasurer Verification

Counted By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Verified By: \_\_\_\_\_  
(Print Name)

Signature: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_