

# SPRINGER MIDDLE SCHOOL PTA

## Cash Accountability Form

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

### STARTING CASH

#### Paper Bills:

Hundreds: \_\_\_\_\_ X 100 = \$ \_\_\_\_\_  
Fifties : \_\_\_\_\_ X 50 = \$ \_\_\_\_\_  
Twenties: \_\_\_\_\_ X 20 = \$ \_\_\_\_\_  
Tens: \_\_\_\_\_ X 10 = \$ \_\_\_\_\_  
Fives: \_\_\_\_\_ X 5 = \$ \_\_\_\_\_  
Ones: \_\_\_\_\_ X 1 = \$ \_\_\_\_\_  
**TOTAL PAPER BILLS: \$ \_\_\_\_\_**

#### Coins:

Dollar Coins: \_\_\_\_\_ X 1.00 = \$ \_\_\_\_\_  
Half-Dollars: \_\_\_\_\_ X 0.50 = \$ \_\_\_\_\_  
Quarters: \_\_\_\_\_ X 0.25 = \$ \_\_\_\_\_  
Dimes: \_\_\_\_\_ X 0.10 = \$ \_\_\_\_\_  
Nickels: \_\_\_\_\_ X 0.05 = \$ \_\_\_\_\_  
Pennies: \_\_\_\_\_ X 0.01 = \$ \_\_\_\_\_  
**TOTAL COINS: \$ \_\_\_\_\_**

**TOTAL STARTING CASH IN BOX: \$ \_\_\_\_\_ verified by Treasurer \_\_\_\_\_**

Starting Cash On Hand Verified To Match Above Amount By: \_\_\_\_\_

### ENDING CASH/CHECKS

*The cash and checks on hand must be counted by a Board Member (if available) and verified by a second person before leaving the event. Please return this completed form and cash box to the Treasurer.*

#### Paper Bills:

Hundreds: \_\_\_\_\_ X 100 = \$ \_\_\_\_\_  
Fifties : \_\_\_\_\_ X 50 = \$ \_\_\_\_\_  
Twenties: \_\_\_\_\_ X 20 = \$ \_\_\_\_\_  
Tens: \_\_\_\_\_ X 10 = \$ \_\_\_\_\_  
Fives: \_\_\_\_\_ X 5 = \$ \_\_\_\_\_  
Ones: \_\_\_\_\_ X 1 = \$ \_\_\_\_\_  
**TOTAL PAPER BILLS: \$ \_\_\_\_\_**

#### Coins:

Dollar Coins: \_\_\_\_\_ X 1.00 = \$ \_\_\_\_\_  
Half-Dollars: \_\_\_\_\_ X 0.50 = \$ \_\_\_\_\_  
Quarters: \_\_\_\_\_ X 0.25 = \$ \_\_\_\_\_  
Dimes: \_\_\_\_\_ X 0.10 = \$ \_\_\_\_\_  
Nickels: \_\_\_\_\_ X 0.05 = \$ \_\_\_\_\_  
Pennies: \_\_\_\_\_ X 0.01 = \$ \_\_\_\_\_  
**TOTAL COINS: \$ \_\_\_\_\_**

**TOTAL CASH: \$ \_\_\_\_\_**

**TOTAL CHECKS: \$ \_\_\_\_\_ (# of checks received: \_\_\_\_\_)**

**TOTAL CASH+CHECK: \$ \_\_\_\_\_ (including starting cash)**

Signature of Board Member: \_\_\_\_\_

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

Date Received By Treasurer: \_\_\_\_\_ Total Cash Received: \$ \_\_\_\_\_ Total Checks Received: \$ \_\_\_\_\_ = TOTAL: \$ \_\_\_\_\_

Date Recorded In QB: \_\_\_\_\_ Date Deposited: \_\_\_\_\_ Minus Starting Cash: \$ \_\_\_\_\_  
TOTAL DEPOSIT: \$ \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_