

SPRINGER MIDDLE SCHOOL FAMILY ASSOC.

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 Board Member: _____

Starting Cash On Hand Verified By Second SFA Member: _____

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 or other designated Board Member.*

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)

Ending Cash Count Verified by Board Member: _____

Ending Cash Count Verified by Second SFA Member: _____

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: _____