

White Twp PTO Money Count Worksheet

Please return this form with proceeds to treasurer or PTO board member for deposit. THANK YOU!

Date: _____

Event or Fundraiser: _____

A. If you have a Beginning Bank, list balance here: _____

B. Count cash proceeds:

Pennies		x \$0.01	=		Ones		x \$1.00	=
Nickels		x \$0.05	=		Twos		x \$2.00	=
Dimes		x \$0.10	=		Fives		x \$5.00	=
Quarters		x \$0.25	=		Tens		x \$10.00	=
Fifty-Cent		x \$0.50	=		Twenties		x \$20.00	=
Dollar Coin		x \$1.00	=		Fifties		x \$50.00	=
Total Coins					Hundreds		x \$100.00	=
					Total Currency			

C. Total checks (additional checks may be listed on the back and totaled, bring total forward and include here)

Cents																										
Dollars																										
Number																										Total

B. Coin Total _____

B. Currency Total _____

C. Checks Total + _____
 Total = _____

PTO Bucks Received _____

Amount for deposit:
 Beginning bank: _____
 Proceeds: + _____
 Less Reimbursement: - _____
TOTAL DEPOSIT: = _____

Small expenses may be reimbursed by cash. This must be approved by a board member **PRIOR TO**. Receipts must be attached to this form. Someone other than recipient must count out cash, and print and sign in this box.

Amount taken: _____
 For: _____
 Given to: _____
 Counted by: _____
 Board Member that approved: _____

Signatures of two people who have counted the beginning bank and proceeds:

Print Name: _____	Print Name: _____
Signature: _____	Signature: _____