

# Event Count Worksheet

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

Location: \_\_\_\_\_

Directions: This cash box has startup funds of \$\_\_\_\_\_.

At the end of the event, please place the original cash box startup funds back in the enclosed envelope. These funds are to remain separate from the profit made.

**TWO People** and **TWO Counts** are required for this cash box. NEVER count money alone or take funds home without prior approval.

Please keep cash boxes separate. Do not combine cash boxes from the same event.

If there are questions, please contact the PTO Treasurer a PTO Board Member.

Thanks!

**Count #1**

Name: \_\_\_\_\_

Cash - Bills: \_\_\_\_\_

Cash - Coins: \_\_\_\_\_

Checks: \_\_\_\_\_

Cash Box  
Start-up Fund \_\_\_\_\_

**Total Profit:** \_\_\_\_\_  
(Total Cash and Checks minus Cash Box)

**Count #2**

Name: \_\_\_\_\_

Cash - Bills: \_\_\_\_\_

Cash - Coins: \_\_\_\_\_

Checks: \_\_\_\_\_

Cash Box  
Start-up Fund \_\_\_\_\_

**Total Profit:** \_\_\_\_\_  
(Total Cash and Checks minus Cash Box)

Notes for Treasurer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Deposit Information:**

Please attach deposit receipts from bank to this sheet and file with event.

Deposit date: \_\_\_\_\_

Depositor Initials: \_\_\_\_\_