

SQHS PTSA CONCESSION INCOME CASH COUNT

Before the event begins:

- 1.) **Count** the starting cash. Make sure there is \$100 in the till. Do NOT enter this count in boxes.
- 2.) **Enter** the amount in the box below.
- 3.) Make sure that both counters **initial** by the box.

After the event is over:

- 1.) Count **ALL** the cash.
- 2.) **Enter** the amounts in the cash count grid to the right.
- 3.) **Pull out** \$100 for the starting cash for the next event.

It is recommended that you keep:

4 \$5 bills	\$20
50 \$1 bills	\$50
quarters	\$30
\$100	

All \$1 coins should be deposited. Do NOT keep any coin but quarters.

Starting Cash:

	Quantity	Amount
Pennies		
Nickels		
Dimes		
Quarters		
Total Coin:		
\$1		
\$5		
\$10		
\$20		
\$50		
Total Currency:		
Checks:		
Total Checks:		
Total Cash and Checks:		
Less Working Cash Fund:		(100.00)
Total Deposit:		

Number of \$5 Tips given out:

Counted by: _____

Counted by: _____

Concession Event: _____

Date of Event: _____

PA/AC that worked Event: _____

Date Treasurer Received: _____

Treasurer Signature: _____