**Cashier Report - Briar Glen PTC**

Cash Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staffed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The starting and ending total amounts are required, as well as any additions/subtractions to the cash box.

**Starting Cash Ending Funds (Cash & Checks)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |
| **Den** | **x** | **Qty** | **=** | **Amount** |  |  | **Den** | **x** | **Qty** | **=** | **Amount** |
| $100 | x |  | = |  |  |  | $100 | x |  | = |  |
| $50 | x |  | = |  |  |  | $50 | x |  | = |  |
| $20 | x |  | = |  |  |  | $20 | x |  | = |  |
| $10 | x |  | = |  |  |  | $10 | x |  | = |  |
| $ 5 | x |  | = |  |  |  | $ 5 | x |  | = |  |
| $2 | x |  | = |  |  |  | $2 | x |  | = |  |
| $1 | x |  | = |  |  |  | $1 | x |  | = |  |
| 25¢ | x |  | = |  |  |  | 25¢ | x |  | = |  |
| 10¢ | x |  | = |  |  |  | 10¢ | x |  | = |  |
| 5¢ | x |  | = |  |  |  | 5¢ | x |  | = |  |
| 1¢ | x |  | = |  |  |  | 1¢ | x |  | = |  |
| \_\_\_\_\_\_ |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Total |  | $ |  |  | # of | Checks = |  | = |  |
|  |  |  |  |  |  |  |  |  | Total |  | $ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verification of Counter 1

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verification of Counter 2

Initial Cash: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Treasurer or Officer Providing Box

Verification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Cashier Accepting Box

**Cash Additions/Subtractions** Amounts (+ or –) Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: do not include even change-making transactions (example: treasurer replaces a twenty with 20 ones.).

Any money added (treasurer brings more change) or taken from the cash box (treasurer collects large bills to store more securely elsewhere) should be noted here.

**Additional Notes Provided:** YES / NO (circle one) – see attached, or back of form for additional notes.

For example: An Excel spreadsheet listing all checks.