

# Cash Box Procedures

Event & Location: \_\_\_\_\_

Date \_\_\_\_\_

Beginning Cash Box: Funds will be counted by both the supervisor and person responsible for taking in funds for the event. This will be recorded below and signed by those responsible for funds. Record beginning Ticket(s) # for event and the price of admission at each level.

Beginning Ticket Numbers and price:    **Adult** \_\_\_\_\_    **Student:** \_\_\_\_\_    **Child** \_\_\_\_\_

**Beginning Cash Box:**

1's \_\_\_\_\_  
5's \_\_\_\_\_  
10's \_\_\_\_\_  
20's \_\_\_\_\_  
50's \_\_\_\_\_  
100's \_\_\_\_\_  
Coin \_\_\_\_\_

Verified by : Supervisor: \_\_\_\_\_

Verified by Box attendee: \_\_\_\_\_

*(signature required by both of above)*

**Total Beginning Cash \$** \_\_\_\_\_

**Ending Cash Box: Funds will be counted by the supervisor and person responsible for taking** in cash for event. Dollar amounts will be recorded below. These funds will be verified prior to locking up funds in vault. Record ending ticket(s) number.

Ending Ticket Numbers:    **Adult** \_\_\_\_\_    **Student:** \_\_\_\_\_    **Child** \_\_\_\_\_

**Ending Cash Box:**

1's \_\_\_\_\_  
5's \_\_\_\_\_  
10's \_\_\_\_\_  
20's \_\_\_\_\_  
50's \_\_\_\_\_  
100's \_\_\_\_\_  
Coin \_\_\_\_\_  
Checks \_\_\_\_\_

Verified by : Supervisor: \_\_\_\_\_

Verified by Box attendee: \_\_\_\_\_

*(signature required by both of above)*

**Total Ending Cash**                    \$ \_\_\_\_\_

Attach this completed form to your Revenue Deposit form and deliver to District Office

**Deposits are to be received at the District Office no later than the following workday of event**

Gervais School District is an equal opportunity educator and employer.