

Box # _____

Change Box Form

Activity: _____

Date: _____ Cash in Box: _____

Club Name: _____

Verified & Received by: _____

Currency	Starting Cash	Total Cash at End of Event
100's		
50's		
20's		
10's		
5's		
2's		
1's		
Subtotal		
Coin		
Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
Subtotal		
Total Cash in Box		
Less Starting Cash	-	
TOTAL CASH =		
TOTAL OF CHECKS	+	
TOTAL REVENUE		

Counted by: _____ Initial: _____

Counted by: _____ Initial: _____

Bookkeeper: _____

Cash count must be done in dual custody
Supporting documentation:
(Must be included when this form is turned in)

Other Forms:

- Report of ticket sales form
- Unused tickets returned
- Completed tally sheet/sheets

Cash register:

- Cash register tape
- Copy of each receipt issued

Pre-numbered receipt books:

- Receipt Numbers (from & to) noted
- All receipt books returned
- All receipt books accounted for

(High School Use Only**)**

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