

Box # 01

## Change Box Form

Activity: Event Ticket

Date: 01/01/2022 Cash in Box: \$150.00

Club Name: ABC Club

Verified & Received by: Bookkeeper Name Here

Currency	Starting Cash	Total Cash at End of Event
100's		
50's		
20's		\$500
10's		
5's	\$40	\$150
2's		
1's	\$100	\$50
Subtotal	\$140	\$700
<b>Coin</b>		
Dollars		
Half Dollars		
Quarters	\$10	\$50
Dimes		
Nickels		
Pennies		
Subtotal	\$10	\$50
<b>Total Cash in Box</b>	<b>\$150</b>	<b>\$750</b>
<b>Less Starting Cash</b>		<b>- \$150</b>
TOTAL CASH =		\$600
TOTAL OF CHECKS		+ \$400
<b>TOTAL REVENUE</b>		<b>\$1000</b>

Counted by: Person A Initial: PA

Counted by: Person B Initial: PB

Bookkeeper: Bookkeeper Signature

**Cash count must be done in dual custody**

Supporting documentation:

(Must be included when this form is turned in)

**Cash register:**

- ✓ Report of Ticket Sales form
- ✓ Unused tickets returned

**Prenumbered receipt books:**

- ✓ Cash register tape
- ✓ Copy of each receipt issued

**Tally Sheet:**

- ✓ Copy of each receipt issued
- ✓ All receipt books returned
- ✓ All receipt books accounted for
- ✓ Completed tally sheet/sheets

**(\*\*High School Use Only\*\*)**