John Adams ACADEMY

Group/Event Name: _____

Event Date: _____

Grade/Department: _____

CASH BOX COUNT SHEET

- Business tech. provides group cash box with starting bank and Cash Box Count Sheet showing amount of starting cash provided.
- Group signs for receipt of cash box: **Verified #1:** _____ **Verified #2:** _____ *(Initials)*
- Cash box must be maintained by two people at event.
- Cash box must be counted by two people at the end of the event and put in a filled out **tamper proof cash bag.**
- Cash Box Count Sheet is completed and signed by both individuals.
  - Photo is taken of completed count sheet
  - Original count sheet is placed in cash bag or cash box for the **business tech.**
  - Photo of count sheet is emailed to finance@johnadamsacademy.org for the **staff accountant**
  - Photo of count sheet is retained by both individuals from group for record of money turned in
- Cash is placed into tamper proof cash bag and secured in box.
- Business tech. receives cash box in **tamper proof cash bag** with copy of Cash Box Count Sheet prepared by group.

Currency Information:

Quantity		*Denomination*	*Total*
	x	$ 100.00	$
	x	$ 50.00	$
	x	$ 20.00	$
	x	$ 10.00	$
	x	$ 5.00	$
	x	$ 2.00	$
	x	$ 1.00	$

Total Cash $ _____

	x	$ 1.00	$
	x	$ 0.50	$
	x	$ 0.25	$
	x	$ 0.10	$
	x	$ 0.05	$
	x	$ 0.01	$

Total Coin $ _____

Check Information:

Date	*Check Number*	*Amount*
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$

Total Checks This Side $ _____

Total Checks From Other Side $ _____

TOTAL CURRENCY AMOUNT $

TOTAL CHECK AMOUNT $

TOTAL CASH & CHECK $

STARTING CASH BOX BALANCE
(Subtract from TOTAL CASH & CHECK ABOVE) $

CASH BAG #:

TOTAL FROM EVENT $

Verified By # 1: _____ Date: _____

Verified By # 2: _____ Date: _____

Submitted To Office By: _____ Date: _____

Verified By Business Tech.: _____ Date: _____

Record of Checks in cash box

Check Information:		
Date	*Check Number*	*Amount*
		$
		$
		$