John Adams ACADEMY

Group/Event Name: _____

Event Date: _____

Grade/Department: _____

CASH BOX COUNT SHEET

- Admin Manager 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 **Admin Manager**
  - 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
- Admin Manager 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 Admin Manager: _____ Date: _____

Record of Checks in cash box

Check Information:		
Date	*Check Number*	*Amount*
		$
		$
		$
		$
		$
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Total Checks This Side $ ____________