

Discovery Elementary PTO Money Count Worksheet

Name: _____ Phone: _____

Event: _____

Start Up Cash Verification:

Ones		<i>x 1</i>	=		Pennies		<i>x 0.01</i>	=	
Fives		<i>x 5</i>	=		Dimes		<i>x 0.05</i>	=	
Tens		<i>x 10</i>	=		Nickels		<i>x 0.10</i>	=	
Twentys		<i>x 20</i>	=		Quarters		<i>x 0.25</i>	=	
Fifties		<i>x 50</i>	=		Half Dollars		<i>x 0.50</i>	=	
Hundreds		<i>x 100</i>	=		Dollar Coins		<i>x 1.00</i>	=	
Total Cash					Total Coin				
Total Currency									

Signatures: _____

Ending Verification:

Ones		<i>x 1</i>	=	\$	Pennies		<i>x 0.01</i>	=	\$	
Fives		<i>x 5</i>	=	\$	Dimes		<i>x 0.05</i>	=	\$	
Tens		<i>x 10</i>	=	\$	Nickels		<i>x 0.10</i>	=	\$	
Twenties		<i>x 20</i>	=	\$	Quarters		<i>x 0.25</i>	=	\$	
Fifties		<i>x 50</i>	=	\$	Half Dollars		<i>x 0.50</i>	=	\$	
Hundreds		<i>x 100</i>	=	\$	Dollar Coins		<i>x 1.00</i>	=	\$	
Total Cash	\$					Total Coin	\$			
Total Currency	\$									

# of Checks		Total of Checks	\$
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Total for Deposit: \$ _____

Signatures: _____

Note: Two signatures are required for cash verification. Once all funds have been verified please contact Deonna Newton 314-825-0789 or email despto@ofr5.com. Please leave this form with the cash and turn the cash box with all funds in at the school office or directly to a PTO board member.

For Treasurer Use Only

Funds Verified: \$

Date:

Budget Category:

Verified By:

Deposit Date:

