Budget Line Item (Treasurer to fill in):

**Cash Box Starting Inventory Sheet**

**Spiritridge PTSA**

Committee Name or Budget Line Item:

Activity Date: Chair:

Amount Issued: $ Check No.:

|  |  |  |
| --- | --- | --- |
| **Flavor** | **Quantity** | **Amount** |
| $100 bill |  |  |
| $50 bill |  |  |
| $20 bill |  |  |
| $10 bill |  |  |
| $5 bill |  |  |
| $1 bill |  |  |
| Quarters |  |  |
| Dimes |  |  |
| Nickels |  |  |
| Pennies |  |  |
|  |  |  |
| Total |  | $ 0.00 |

Additional Items:

* Cash Box
* Bank Money Bag
* Receipt Book
* Calculator

Counted by: Date:

Date:

Always have two people count the money.

Treasurer’s signature: