SHERIDAN SCHOOL STUDENT ACTIVITY CASH BOX REQUEST & RECONCILIATION WORKSHEET

Submit to the Business Office 5 days prior to the event.

Use this page to reconcile the end of activity monies. Count your complete cash drawer including beginning bank.

	I	1	1	
\$100	х		=	
\$50	Х		=	
\$20	Х		=	
\$10	Х		=	
\$ 5	Х		=	
\$2	Х		=	
\$1	Х		=	
.25	Х		=	
.10	Х		=	
.05	Х		=	
.01	Х		=	
		TOTAL		·

IF YOU ARE SELLING ADMISSION TICKETS TO AN EVENT, YOU MUST KEEP TRACK OF TICKET NUMBERS AND FILL OUT BELOW.

ADULT TICKETS					
Number of Last					
Ticket Sold:					
Number of First					
Ticket Sold:					
Number of Tickets					
Sold:	X \$				
Amount ***					
STUDENT TICKETS					
Number of Last					
Ticket Sold:					
Number of First					
Ticket Sold:					
Number of Tickets					
Sold:	X\$				
Amount***					
TOTAL TICKET SALES =					
*** + *** \$					

List checks (last name)	Amount
TOTAL	

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Submit to the Business Office 5 days prior to the event.

Activity					Club/Class		
Date of Activity					Advisor(s)		
activity, cou	nt all m	onies, con	nplete th		g monies to verify the initial amount. Upon completion of the y and sign it. Return the cash box and all monies immediate		
Number of Cash Boxes Requested		ested	FINAL SUMMARY				
Date & Ti	me Re	quired _					
Please spec			of pape	r & coin curren	TOTAL CASH \$		
Den	Х	Qty	=	Amount	TOTAL CHECKS \$		
\$20	Х		=		SUBTOTAL \$		
\$10	Х		=		Minus Paginning Pank		
\$ 5	Х		=		Minus- Beginning Bank <\$>		
\$1	Х		=		BALANCE \$		
Quarter roll (\$10.00)	Х		=				
Dime Roll (\$5.00)	Х		=		Please fill out the information on the front of the tamper proof deposit bag. Place all monies and this		
Nickel Roll (\$2.00)	Х		=		worksheet inside and seal the bag.		
Penny Roll (\$0.50)	х		=		Ciamatura		
		TOTAL	•		Signature		
Requested	l by:				Comments:		
Counted &	Receiv	ed by					
		·					
ffice Use Onl	y:						
heck Number			Date:		Office Verification		
BA Fund:			Clerk	·			