## 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.

| $\$ 100$ | x |  | $=$ |  |
| :--- | :--- | :--- | :--- | :--- |
| $\$ 50$ | x |  | $=$ |  |
| $\$ 20$ | x |  | $=$ |  |
| $\$ 10$ | x |  | $=$ |  |
| $\$ 5$ | x |  | $=$ |  |
| $\$ 2$ | x |  | $=$ |  |
| $\$ 1$ | x |  | $=$ |  |
| .25 | x |  | $=$ |  |
| .10 | x |  | $=$ |  |
| .05 | x |  | $=$ |  |
| .01 | x |  | $=$ |  |
|  |  | 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 LastTicket 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 |
| :--- | :--- |
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## SHERIDAN SCHOOL STUDENT ACTIVITY CASH BOX REQUEST \& RECONCILIATION WORKSHEET

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

Activity $\qquad$ Club/Class

Date of Activity $\qquad$ Advisor(s)

At the beginning of an activity, please count the starting monies to verify the initial amount. Upon completion of the activity, count all monies, complete the following summary and sign it. Return the cash box and all monies immediately after the activity to the person in charge of the activity.

## Number of Cash Boxes Requested

$\qquad$

## Date \& Time Required

Please specify the breakdown of paper \& coin currency you are requesting.

| Den | $\mathbf{x}$ | Qty | $=$ | Amount |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| $\$ 20$ | x |  | $=$ |  |  |
| $\$ 10$ | x |  | $=$ |  |  |
| $\$ 5$ | x |  | $=$ |  |  |
| $\$ 1$ | x |  | $=$ |  |  |
| Quarter roll <br> $(\$ 10.00)$ | x |  | $=$ |  |  |
| Dime Roll <br> $(\$ 5.00)$ | x |  | $=$ |  |  |
| Nickel Roll <br> $(\$ 2.00)$ | x |  | $=$ |  |  |
| Penny Roll <br> $(\$ 0.50)$ | x |  |  |  |  |
|  |  |  |  |  |  |

Requested by: $\qquad$

Counted \& Received by $\qquad$

## Office Use Only:

Check Number $\qquad$ Date: $\qquad$ SBA Fund: $\qquad$ Clerk: $\qquad$

## FINAL SUMMARY

TOTAL CASH
TOTAL CHECKS
SUBTOTAL
Minus- Beginning Bank
\$
\$
\$
$<\$$ $\qquad$
BALANCE
\$

Please fill out the information on the front of the tamper proof deposit bag. Place all monies and this worksheet inside and seal the bag.

Signature

Comments:
$\qquad$

Office Verification $\qquad$

