

South Lakes HS Band Boosters
Cash Box Record

Cash Box Procedures

- 2 counters/signatures are required at each stage •
- Cash boxes must be kept secure (i.e., supervised and/or locked) at all times •
- A separate form is required for each cash box •

1. Contact the Treasurer at least 4 days before your event to request change (specify amount and denominations) and arrange to get the cash box(es)
2. Count the contents of the cash box(es) when you receive it – note the balance and sign (see Initial Balance). The Treasurer will also count the initial contents, note the balance and sign.
3. When the event is complete, count the contents of the cash box. You and a witness/second party must count independently, note the balance and sign (see Final Balance).
4. Return the cash box to the Treasurer. You and the Treasurer will make a final count, note the balance and sign (see Delivered Balance).
5. If cash is remitted to the Treasurer multiple times during the event, repeat step 3/4 as many times as needed and note the date/time of collection, amount and verification signatures on the back of this form

Event:

Date:

Initial Balance (from Treasurer or Designee):

Treasurer: \$ Signature:

Requestor: \$ Signature:

Final Balance:

Requestor: \$ Signature:

Witness: \$ Signature:

Delivered Balance (to Treasurer or Designee):

Requestor: \$ Signature:

Treasurer: \$ Signature: