Hutchison Farm PTA

**Cash Box Collection**

*Complete One Form per Cash Box*

Please return to treasurer@hfespta.org

**Name of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Board Member/2nd Reviewer**

**Cash Collected:**
*Please record denomination type, amount and total*

*For example:
$20 x 3 = $30
$10 x 10 = $100*

**Checks Collected:**  *Please record check number and amount and provide total*

**Event Coordinator**

**Cash Collected:**
*Please record denomination type, amount and total*

*For example:
$20 x 3 = $30
$10 x 10 = $100*

**Checks Collected:**  *Please record check number and amount and provide total*

\*\*Each cash box MUST be counted by TWO people at the end of the event (preferably the event coordinator and the treasurer, or another board member), and this form MUST be signed and dated by both people prior to leaving the event. \*\*

Signature of Event Coordinator: Date:

Signature of Board Member/Second Reviewer: Date: