EVENT CASH CLOSEOUT → TREASURER

What goes to the treasurer?

Attach this sheet to the Cash box closeout packet. Keep count, deposit and payment reports together; flag unfinished review.

EVENT / DATE	PREPARED BY / RECEIVER

Actual cash sales	Cash over/short
Cash to deposit	Cash + checks deposit

01 Check the count packet

Two counters check each till's starting bank, added change, drops, payouts and full denomination count. Count all cash before setting aside the retained bank. Attach payout receipts.

Use the packet's cash movement totals; include each cash drop once.

02 Keep each payment total separate

RECORD	STATUS / REFERENCE	AMOUNT
Cash		
Checks		
Card/POS net		
Online net / other tender		

Card/POS means the card-reader or register report. Keep electronic totals separate from the cash/check deposit; count each payment once. Net receipts after fees are not event profit.

03 Leave the difference and next action visible

Handoff status / unresolved amount

Next action / responsible role / review date

Attachments / receiver / received date:

boostertally.com/tools/cash-box-reconciliation-tool/

Choose **Open print packet** in the worksheet for current values.

Follow local cash-handling and deposit procedures. Independent resource; no school or PTA/PTO endorsement. This sheet does not certify a deposit. Use roles; omit student, private donor/buyer, banking, tax and credential details.