BoosterTally

FICTIONAL SAMPLE

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
Sample school event · 3 Nov 2026

PREPARED BY / RECEIVER
Concession chair / treasurer

Actual cash sales
$967.00

Cash over/short
−$5.00 · unresolved

Cash to deposit
$967.00

Cash + checks deposit
$1,087.00

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.

Sample: ending cash $942 + drops $250 − retained bank $225 = $967 cash to deposit. Include drops once. No added change or payouts here.

02 Keep each payment total separate

RECORD	STATUS / REFERENCE	AMOUNT
Cash	Sample envelope A; count packet attached	$967.00
Checks	3 checks; aggregate total only	$120.00
Card/POS net	$845.50 gross − $21.14 fees; no refunds	$824.36
Online net / other tender	None in this sample	$0.00

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 ($1,911.36) are not event profit.

03 Leave the difference and next action visible

> **Waiting for treasurer review · $5 shortage remains**
>
> Ticket table expected $182; actual $177 after recount. Treasurer checks ticket log by 4 Nov. Keep the counted amount; do not force a match.

Handoff record: Count packet and card report attached; retained banks $225. Treasurer adds deposit confirmation and records receipt.

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.