

# CASH BOX # \_\_\_\_\_

## PENFIELD PATRIOTS SPORTS BOOSTER CLUB CONCESSIONS CASH BOX RECONCILIATION

•• Immediately after the event, please complete this form ••

Group in Charge: \_\_\_\_\_

Date: \_\_\_\_\_

Event: \_\_\_\_\_

	Initials	**EXAMPLE
Starting Cash in Box (Verify that it is \$125, if not please note amount) _____	<input type="text"/>	\$ 125.00
<hr/>		
Total Cash at end of event (including all change) _____	<input type="text"/>	500.00
LESS ending cash (MUST be \$125 – leave in box*) _____	<input type="text"/>	<u>125.00</u>
EQUALS Deposit (Global Boosters account #40 at Family First) <b>DO NOT DEPOSIT INTO YOUR TEAM ACCOUNT</b> _____	<input type="text"/>	375.00
<hr/>		
Money spent on pizza (# of pizzas _____ X \$9) (\$8 per pizza plus \$1 tip) <b>USE MONEY FROM THE CASH BOX TO PAY FOR PIZZA PURCHASED TO SELL AT TODAY'S EVENT</b> _____		45.00
<b>GROSS RECEIPTS = Total of Deposit PLUS money spent on pizza</b> _____		420.00
50% of gross receipts to be credited to group working event _____		210.00

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

After the event, this completed form should be scanned (or complete the form on the Sports Boosters website) and emailed to Cindy Radley at [cradley@frontiernet.net](mailto:cradley@frontiernet.net). Once the form has been received and we have confirmed the deposit has been made at Family First, your group will receive their portion of the sales.

\* The cash box is to be returned to the Athletic Director's office. Make sure there is a total \$125 left in the cash box. The \$125 should consist of at least 40 \$1 bills, 8 \$5 bills, then the remaining bills and change. If there is less than \$10 in quarters, please notify Mary Holleran at [mfholleran@gmail.com](mailto:mfholleran@gmail.com)

\*\* Following the example given, \$375 would have been deposited into the Global Boosters account. There would be a transfer of \$210 to the group that worked the event.

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Date Deposit appears in Global Booster Account: \_\_\_\_\_

Approved for transfer to team: \_\_\_\_\_

Treasurer's Signature

Date of Transfer: \_\_\_\_\_