

## CASH BOX GUIDE

1. You will be provided with a cash box form at each event from a PTO member.
2. The cash box will have \$250 cash for change at the start of the event.
3. TWO people are in charge of the cash box(es) at ALL times.
4. You will have to sign for the cash box and sign the cash box form that you received the box, with the \$250 cash.
5. On the cash sheet, you will flip it over and draw columns on it that pertain to your specific event in order to tally up how much the donations or fundraiser received per category. i.e.  
DONATION JAR/RAFFLE TICKETS/DOOR SALES/ONLINE  
TIX/BAKE SALE/etc.
6. At the end of your shift, the next 2 people will sign for the cash box. YOU DO NOT NEED TO COUNT THE MONEY NOW UNLESS YOU ARE CONDUCTING THE RAFFLE OR 50/50 AT THIS TIME but best to do it closer to the end of the event. More people show up towards the end in our experience and always PUSH a last call before closing it.
7. When the event is done, you will separately count all the funds up from the different categories 2x. Then add them all together to get your total. \*\*Remember to account for the \$250 change in the cash box and leave that in the box. Also remember that when tallying the total, the 50/50 winner gets 50% of the 50/50 raffle so that is not included in OUR total profits 😊.
8. Coordinator signs off to PTO member ALWAYS and the cash box MUST always be handed over to a PTO member at the end of an event.
9. The cash box sheet and total will be provided to the coordinator shortly after the event so you can include the total in your binder for your event. Sit back, relax. You DID a GREAT JOB! We appreciate you! Don't forget to turn in your receipts and expenses to get

reimbursed. We will need those to find out what the overall profit was from your event! Please have this done before the next PTO meeting. Feel free to reach out to the PTO with any questions, concerns, suggestions on how we could have made this event, process, or anything easier, smoother, or more helpful for you.

Please keep in mind we are a new board; we are still learning as well and are open to your feedback & ideas!

Grateful for Your Volunteer Efforts,  
Your Dunbarton PTO Board