Settle Primary School PTFA Cash Count Sheet

Event: _____

Date: _____

Denomination	Amount	1st Count	2nd Count
£50	£		
£20	£		
£10	£		
£5	£		
£2	£		
£1	£		
50p	£		
20p	£		
10p	£		
5p	£		
2p	£		
1p	£		

Total: £

Stalls	Amount	1st Count	2nd Count
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		
	£		

Total: £

Funds Counted By:

_____

_____

Funds Paid into the Bank by:

_____

If there's a discrepancy between total and what the bank count capture the details below;

_____

_____

_____

- All funds **must** be counted twice and in the presence of both people (stall breakdown not necessary but nice to have)
- Cash **must** be put into coin bags as per the denomination rules (the amounts above will be used to pay the funds into the bank)
- The Totals above **must** be the same and any discrepancies must be rectified at the time