

WYCKOFF PTO COORDINATING COUNCIL, INC
CALVIN COOLIDGE SCHOOL PTO
EVENT ACCOUNTABILITY REPORT



Complete this form to account for all cash & checks received at a PTO event.
 The cash/checks should be counted by 2 committee members and then verified by a PTO board member.

Event Name: _____

Chairperson(s) Names: _____

Date: _____

Cash Box Name: _____
 (Registration, 50/50, Baskets etc)

TOTAL CASH = _____

TOTAL CHECKS = _____

TOTAL FUNDS = _____

Gaming Information: Sheet and/or Color of tickets:

First Ticket Number =

Last Ticket Number =

Number of Tickets Sold =

Prices for Tickets =

Chairperson(s) Signatures: _____

Chairperson(s) Signatures: _____

PTO Executive Board Signature: _____