

Cash Deposit Form

Instructions:

1. Complete the Form – Only one event/category per form. Do NOT mix money from different events.
2. Have two people count the money at the conclusion of an event and sign below
3. Submit the form along with the money to the treasurer the same day as the money is collected. The treasurer cannot accept money unless it is accompanied by this form and completed in its entirety.

Event: _____ Date counted _____

Chairperson's Name: _____

Form Submitted By: (If different than chairperson) _____

CHECKS: Use reverse side of form to itemize all checks. Transfer your total below.

# of Checks:	
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TOTAL CHECKS	\$
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CASH: Breakdown the cash using the table below.

Type of Currency	#	Amount
\$ 100.00		\$
\$ 50.00		\$
\$ 20.00		\$
\$ 10.00		\$
\$ 5.00		\$
\$ 2.00		\$
\$ 1.00		\$
Total Currency		\$

Type of Coin	#	Amount
Dollar		\$
Half-Dollar		\$
Quarter		\$
Dime		\$
Nickel		\$
Penny		\$
Total Coins		\$
TOTAL CASH		\$

Write the sum of the total currency and the total coins in the **TOTAL CASH** box.

TOTAL DEPOSIT: Write the sum of the total checks and the total cash here:	\$
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1 st Counter's Signature:	Date
2 nd Counter's Signature:	Date
Treasurer Signature of Receipt:	Date

Cash Deposit Form (cont'd) - CHECKS

	Last Name	Check #	Amount		Last Name	Check #	Amount
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

of **CHECKS** _____ Total **CHECK** Amount \$ _____

(Transfer numbers to front of document)