

CASH VERIFICATION FORM



Date _____

Activity _____

Chairperson _____ Budget category _____

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____

Total 1 \$ _____

Currency	_____	X	\$1.00	=	_____
	_____	X	\$5.00	=	_____
	_____	X	\$10.00	=	_____
	_____	X	\$20.00	=	_____
	_____	X	\$50.00	=	_____
	_____	X	\$100.00	=	_____

Total 2 \$ _____

Checks How many? _____ (Attach itemized list)

Total 3 \$ _____

Cash Box Reimbursement (change/petty cash)

Total 4 \$ _____

Grand Total (Total 1 + Total 2 + Total 3 - Total 4) \$ _____

FOR MEMBERSHIP DUES COLLECTION ONLY	
# _____ members @ \$ _____ (dues) = \$ _____ + donations \$ _____ - petty cash \$ _____ = \$ _____	
Please note: This total should equal the above Grand Total.	

Verification: (signature of the two counters) *The undersigned certify these funds were received and properly accounted for.*

Signature _____ Signature _____

FOR TREASURER'S USE ONLY	
Amount received: \$ _____	Date received: _____ Date deposited: _____
Treasurer's Signature _____	Date _____
Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.	