

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 were 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.