

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. | |