

# CASH VERIFICATION FORM



Date \_\_\_\_\_ Activity \_\_\_\_\_

Chairperson \_\_\_\_\_ Budget category \_\_\_\_\_

<b>Coins</b>	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____

**Total 1** \$ \_\_\_\_\_

<b>Currency</b>	_____	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)**      \$ \_\_\_\_\_

<b>For Membership Dues Collection Only</b>	
# _____ members @ \$ _____ (dues) = \$ _____ + donations \$ _____ - petty cash \$ _____ = \$ _____	
<b>Please note: This total should equal the above Grand Total.</b>	

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

Signature \_\_\_\_\_ Signature \_\_\_\_\_

<b>For Treasurer's Use Only</b>	
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.	