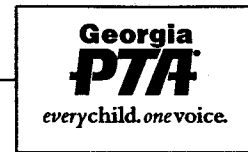


# CASH VERIFICATION FORM



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)** \$ \_\_\_\_\_

### 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.**