

CASH COLLECTION REPORT

Instructions: (1) upon completion of fundraising activity, have two people count cash together, and fill out this form, (2) both counters sign form, (3) bring form to Finance Office to verify count and sign form, and (4) Finance must issue you a receipt. A copy of this form must be provided for the club's records.

School _____ Club _____

Fundraising Date: _____

Fundraising Description/Items Sold: _____

CURRENCY

\$100.00 x _____ = \$ _____
 50.00 x _____ = _____
 20.00 x _____ = _____
 10.00 x _____ = _____
 5.00 x _____ = _____
 2.00 x _____ = _____
 1.00 x _____ = _____
 Total = \$ _____

COINS

\$1.00 x _____ = \$ _____
 0.50 x _____ = _____
 0.25 x _____ = _____
 0.10 x _____ = _____
 0.05 x _____ = _____
 0.01 x _____ = _____
 Total = \$ _____

CHECKS

ck #	\$	ck #	\$	ck #	\$
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Checks = \$ _____

Grand Total = \$ _____ (Currency + coins+ checks)

Counted by: _____ Date: _____

Counted by: _____ Date: _____

Verified by Finance: _____