

**CASH VERIFICATION FORM**



Date \_\_\_\_\_

Activity \_\_\_\_\_

Chairperson \_\_\_\_\_

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

Coins

X \_\_\_\_\_ = .01

X \_\_\_\_\_ = .05

X \_\_\_\_\_ = .10

X \_\_\_\_\_ = .25

X \_\_\_\_\_ = .50

X \_\_\_\_\_ = 1.00

Currency

X \_\_\_\_\_ = \$1.00

X \_\_\_\_\_ = \$5.00

X \_\_\_\_\_ = \$10.00

X \_\_\_\_\_ = \$20.00

X \_\_\_\_\_ = \$50.00

X \_\_\_\_\_ = \$100.00

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.