

Cash Count Form (For Deposit)

Cash Count Form (For Deposit)

Name of School

Club Number & Name

Name of Event & Date(s)

PRINTED Name of Person Completing Form

Date Completed

Name of School

Club Number & Name

Name of Event & Date(s)

PRINTED Name of Person Completing Form

Date Completed

***MUST USE TRIPLICATE FORM**

(A) Denominations	(B) Number of Bills or Coins	(A times B) = Amount Collected
\$ 0.01		\$
\$ 0.05		\$
\$ 0.10		\$
\$ 0.25		\$
\$ 0.50		\$
\$ 1.00 Coins		\$
Total Coin		\$
\$ 1.00		\$
\$ 2.00		\$
\$ 5.00		\$
\$ 10.00		\$
\$ 20.00		\$
\$ 50.00		\$
\$ 100.00		\$
Total Cash		\$
Total Cash & Coin		\$
# _____ of Checks =		\$
Total Cash & Checks		\$
Less Change Fund		\$ -
TOTAL DEPOSIT		\$

(High School Use Only**)**

(A) Denominations	(B) Number of Bills or Coins	(A times B) = Amount Collected
\$ 0.01		\$
\$ 0.05		\$
\$ 0.10		\$
\$ 0.25		\$
\$ 0.50		\$
\$ 1.00 Coins		\$
Total Coin		\$
\$ 1.00		\$
\$ 2.00		\$
\$ 5.00		\$
\$ 10.00		\$
\$ 20.00		\$
\$ 50.00		\$
\$ 100.00		\$
Total Cash		\$
Total Cash & Coin		\$
# _____ of Checks =		\$
Total Cash & Checks		\$
Less Change Fund		\$ -
TOTAL DEPOSIT		\$

(High School Use Only**)**

Club Advisor Signature and Date

Club Advisor Signature and Date

Verified by ASB Bookkeeper - Signature and Date
Supporting documentation:
(MUST be included when this form is turned in)

Verified by ASB Bookkeeper - Signature and Date
Supporting documentation:
(MUST be included when this form is turned in)

Other Forms:

Other Forms:

- Report of ticket sales form
- Unused tickets returned
- Completed tally sheet/sheets

- Report of ticket sales form
- Unused tickets returned
- Completed tally sheet/sheets

Cash register:

Cash register:

- Cash register tape
- Copy of each receipt issued

- Cash register tape
- Copy of each receipt issued

Pre-numbered receipt books:

Pre-numbered receipt books:

- Receipt Numbers (from & to) noted
- All receipt books returned
- All receipt books accounted for

- Receipt Numbers (from & to) noted
- All receipt books returned
- All receipt books accounted for

**PINK COPY - RETAINED BY ADVISOR
 YELLOW COPY - GIVEN TO ADVISOR AFTER DEPOSIT
 WHITE COPY - RETAINED BY FINANCE OFFICE**

**PINK COPY - RETAINED BY ADVISOR
 YELLOW COPY - GIVEN TO ADVISOR AFTER DEPOSIT
 WHITE COPY - RETAINED BY FINANCE OFFICE**