

SAMPLE ONLY



Cash Count Form (For Deposit)

VUSD HIGH SCHOOL

Name of School

2300 - ASB

Club Number & Name

Dance Tickets 12/12/22

Name of Event & Date(s)

First Last

PRINTED Name of Person Completing Form

12/12/22

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	40	\$ 10.00
\$ 0.50	/	\$ -
\$ 1.00 Coins	40	\$ 40.00
Total Coin		\$ 50.00
\$ 1.00	100	\$ 100.00
\$ 2.00	/	\$ -
\$ 5.00	40	\$ 400.00
\$ 10.00	100	\$ 1,000.00
\$ 20.00	100	\$ 2,000.00
\$ 50.00	/	\$ -
\$ 100.00	10	\$ 1,000.00
Total Cash		\$ 4,500.00
Total Cash & Coin		\$ 4,550.00
# 10 of Checks =		\$ 450.00
Total Cash & Checks		\$ 5,000.00
Less Change Fund		\$ - 500.00
TOTAL DEPOSIT		\$ 4,500.00

(**High School Use Only**)

Club Advisor 12/12/22

Club Advisor Signature and Date

Bookkeeper Verified 12/13/22

Verified by ASB Bookkeeper Signature and Date

Supporting documentation:

(MUST be included when this form is turned in)

Other Forms:

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

Cash register:

Cash register tape
Copy of each receipt issued

Pre-numbered receipt books:

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