**CASH VERIFICATION FORM**

Date Activity

Chairperson Budget category

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Coins** |  | X | .01 | = |   |
|  |  | X | .05 | = |   |
|  |  | X | .10 | = |   |
|  |  | X | .25 | = |   |
|  |  | X | .50 | = |   |
|  |  | X | 1.00 | = |   |

Total 1 $

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Currency** |  | X | $1.00 | = |   |
|  |  | X | $5.00 | = |   |
|  |  | X | $10.00 | = |   |
|  |  | X | $20.00 | = |   |
|  |  | X | $50.00 | = |   |
|  |  | X | $100.00 | = |   |
| **Checks** | How many? (Attach itemized list) | **Total 2****Total 3** | **$** **$**  |

**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.

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