

Name of School: _____

Name of Club: _____

ASB Cash Count

Fiscal Year: _____

Name of person completing form: _____

Date completing this form: _____

| (A) Denominations | | (B) Number of Bills or Coins | (C) Total Amount Collected (A times B) | | | |
|---------------------|-------|---|--|-----|----|----------------------|
| Pennies | .01 | | | | | |
| Nickels | .05 | | | | | |
| Dimes | .10 | | | | | |
| Quarters | .25 | | | | | |
| Half dollars | .50 | | | | | |
| Dollar coins | 1.00 | | | | | |
| Dollar bills | 1.00 | | | | | |
| Five dollar bills | 5.00 | | | | | |
| Ten dollar bills | 10.00 | | | | | |
| Twenty dollar bills | 20.00 | | | | | |
| | | Total amount of all cash | \$ | (D) | \$ | Total Cash Receipts |
| | | Total amount of all checks | \$ | (E) | \$ | Total Check Receipts |
| | | Total amount of all cash and checks | \$ | | | |
| | | Total net amount of all cash and checks | \$ | | | |

Totals from Receipts Adding Machine Tape

Note

Confirm that total "cash & coin" receipts equal total amount of all cash.

(D)

Confirm that all check receipts agree to attached receipts.

(E)

Confirm that all check payees individually agree to attached receipts.

Confirm that all receipt numbers are sequential, with none missing.

| ASB Bookkeeper | |
|----------------|---------|
| | Initial |
| | Initial |
| | Initial |
| | Initial |

Follow up on ANY differences.

Cash Count form prepared by: _____

Signature, Title and Date

Signature of fundraising staff counting the cash: _____

Signature and Date

Signature of fundraising staff counting the cash: _____

Signature and Date

Verified by ASB Bookkeeper: _____

Signature, Title and Date

Submitted and Approved by:

Student Club Representative: _____

Signature, Title and Date

Principal/School Administrator: _____

Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____

Date

Supporting documentation:

(One or all must be included when this form is turned in)

Cash register:

Report of Ticket Sales form

Unused tickets returned

Prenumbered receipt books:

Cash register tape

Copy of each receipt issued

Tally Sheet:

Copy of each receipt issued

All receipt books returned

All receipt books accounted for

Completed tally sheet/sheets