

Small Event Cash Collection Form

Fundraiser/Name of Event _____ Date _____

Person Responsible for Cash at this Event _____

Other Cash Handlers _____

CASH		CHECKS	
	Quantity	\$ Amount	
Hundreds	_____	_____	Name _____ \$ _____
Fifties	_____	_____	Name _____ \$ _____
Twenties	_____	_____	Name _____ \$ _____
Tens	_____	_____	Name _____ \$ _____
Fives	_____	_____	Name _____ \$ _____
Ones	_____	_____	Name _____ \$ _____
Quarters	_____	_____	Name _____ \$ _____
Dimes	_____	_____	Name _____ \$ _____
Nickels	_____	_____	Name _____ \$ _____
Pennies	_____	_____	Name _____ \$ _____
TOTAL CASH		\$ _____	Name _____ \$ _____
TOTAL CHECKS (from right-hand side)		\$ _____	TOTAL CHECKS \$ _____
<i>Less: Startup Cash/Change</i>		_____	
GROSS DEPOSIT		\$ 	

Cash Counter #1: By signing here, I attest that I have counted cash and checks from this event consistent with the figures recorded above.

Signature

Cash Counter #2: (a second cash counter is always required*) By signing here, I attest that I have counted cash and checks from this event consistent with the figures recorded above.

Signature

*Must be unrelated to the first Cash Counter, e.g., cannot be a spouse)