

ASB Cash Count

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	\$			
(Pre-record amount and initial the amount of change funds received)		Less startup change fund amount	\$			Initial upon receiving change funds
		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.
- Confirm that all check receipts agree to attached receipts.
- Confirm that all check payees individually agree to attached receipts.
- Confirm that all receipt numbers are sequential, with none missing.

Follow up on ANY differences.

ASB Bookkeeper	
(D)	Initial
(E)	Initial
	Initial
	Initial

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

Club Advisor: _____
Signature, Title and Date

Principal/School Administrator: _____
Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____
Date

Supporting documentation:

(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