

## Event Money Verification Form - (Form # 3, Revision C, 5/12/2015)

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Is there starting cash in the box? : \_\_\_\_\_ Verify and record the starting amount \_\_\_\_\_

**Check information:**

# of checks= \_\_\_\_\_ Check total= \$ \_\_\_\_\_

**Cash information:**

Type of cash	Quantity	Total for each type
\$100		
\$50		
\$20		
\$10		
\$5		
\$1		
\$.25		
\$.10		
\$.5		
\$.1		

Total Cash= \$ \_\_\_\_\_ Total of Cash and Checks= \$ \_\_\_\_\_

Please record the amount of cash left in the cash box = \$ \_\_\_\_\_

Total Cash and Checks without the cash left in the box= \$ \_\_\_\_\_

Cash Box from which money collected (Please indicate number): \_\_\_\_\_

Please have 2 people count and verify the money. Each person must sign-off below:

Verifier #1 \_\_\_\_\_ Verifier #2 \_\_\_\_\_

After money is collected, follow this procedure: **(Only Executive Board Members)**

1. Log the information from this sheet into the Cash Box Log- inside of each cash box.
2. When the cash is placed into the office, **make a copy of this form and log that this money has been placed in the vault into the treasure log. One copy will stay with the money and one copy will be placed in the treasures folder.** From the treasure log – assign this form a number.

Log Number \_\_\_\_\_ (from the treasure log in the vault)

