

START UP CASH TRACKING/VERIFICATION FORM

(Use before and after event to document start up cash and its return)

UNIT NAME: _____

EVENT/ACTIVITY: _____

BEFORE EVENT

DATE: _____

COINS:

_____ x 1¢ = _____
 _____ x 5¢ = _____
 _____ x 10¢ = _____
 _____ x 25¢ = _____

TOTAL: \$ _____

CURRENCY:

_____ x \$1 = _____
 _____ x \$5 = _____
 _____ x \$10 = _____
 _____ x \$20 = _____
 _____ x \$50 = _____
 _____ x \$100 = _____

TOTAL: \$ _____

GRAND TOTAL: \$ _____

AFTER EVENT

DATE: _____

COINS:

_____ x 1¢ = _____
 _____ x 5¢ = _____
 _____ x 10¢ = _____
 _____ x 25¢ = _____

TOTAL: \$ _____

CURRENCY:

_____ x \$1 = _____
 _____ x \$5 = _____
 _____ x \$10 = _____
 _____ x \$20 = _____
 _____ x \$50 = _____
 _____ x \$100 = _____

TOTAL: \$ _____

GRAND TOTAL: \$ _____

FOR OFFICIAL USE ONLY

Counted on (date) _____ by _____

Signature: _____

Signature: _____

Counted on (date) _____ by _____

Signature: _____

Signature: _____

Verified by Chair

Signature: _____

Date: _____

Verified by Fin. Secretary (or Chair for multi-day events)

Signature: _____

Date: _____

☐ cash stored/multi-day event

☐ cash turned over to FS