

# FUNDS VERIFICATION FORM



Date 9-15-16 Activity Petty Cash - Sock Hop  
 Chairperson Maggie May Budget category Petty Cash

Petty cash must be accounted for separately on its own form.

Section 1: Use this section if you are collecting money only by cash/checks. After funds are deposited in the bank by the treasurer, a copy of the deposit slip must be attached to this form.

Coins	_____	X	.01	=	_____
	_____	X	.05	=	_____
	_____	X	.10	=	_____
	_____	X	.25	=	_____
	_____	X	.50	=	_____
	_____	X	1.00	=	_____

Total 1 \$ \_\_\_\_\_

Currency	_____	X	\$1.00	=	_____
	_____	X	\$5.00	=	_____
	<u>10</u>	X	\$10.00	=	<u>100.00</u>
	<u>10</u>	X	\$20.00	=	<u>200.00</u>
	_____	X	\$50.00	=	_____
	_____	X	\$100.00	=	_____

Total 2 \$ 300.00

Checks How many? \_\_\_\_\_ (Itemized list on back page) Total 3 \$ \_\_\_\_\_

Grand Total (Total 1 + Total 2 + Total 3) \$ 300.00

Section 2: Use this section if you are collecting money by credit card. Transaction report must be attached.

Credit Card Gross (all money collected) 1 \_\_\_\_\_

Credit Card Processing Fees 2 \_\_\_\_\_

Credit Card Net (should be what is deposited in the bank) Grand Total (1 minus 2) \_\_\_\_\_

**For Membership dues submission, please complete this box.**

# \_\_\_\_\_ members @ \$ \_\_\_\_\_ (dues amount) = \$ \_\_\_\_\_ + donations \$ \_\_\_\_\_ + other \$ \_\_\_\_\_ - fees \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Please note: This total should match one of the Grand Total boxes above.

Verification: (signature of the two counters – cannot be related and cannot be the treasurer)

By signing this form, you are certifying that these funds were received and properly accounted for.

Signature George Washington Signature Maggie May

**For Treasurer's Use Only**

Amount received: \$ 300.00 Date received: 9/15/16 Date deposited: 9/16/16 (must be same day or within 24 hours)

Treasurer's Signature A. Katzman Date 9/16/16

*Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.*