

Las Lomas Performing Arts Foundation

Cash Verification Form

Instructions:

1. Remove \$70 in small bills (\$1, \$5, and \$10 notes) and place in the envelope marked \$70 that stays in the cash box.
2. Have each volunteer count the remaining money by denomination and enter it on the form
3. List any checks, including check number and amount.
4. Review receipts and determine the revenue line item the funds need to be added to (Donations, Spirit wear, etc..)
5. Have each volunteer sign the form.
6. Wrap the form around the cash and checks and secure with a rubber band or in an envelope.
7. Deliver secured funds to Treasurer or President.
8. Do not roll over funds from one night to another. Each event needs its own form.

EVENT: _____

DATE: _____

Currency:

| | | | |
|---------------|-----------|----|--|
| | x \$1 = | \$ | |
| | x \$5 = | \$ | |
| | x \$10 = | \$ | |
| | x \$20 = | \$ | |
| | x \$50 = | \$ | |
| | x \$100 = | \$ | |
| TOTAL: | | \$ | |

Checks:

| | | | |
|---------------------|--|----|--|
| # | | \$ | |
| # | | \$ | |
| # | | \$ | |
| # | | \$ | |
| # | | \$ | |
| # | | \$ | |
| TOTAL CHECKS | | \$ | |

Coins:

| | | | |
|---------------|---------|----|--|
| | x 1¢ = | \$ | |
| | x 5¢ = | \$ | |
| | x 10¢ = | \$ | |
| | x 25¢ = | \$ | |
| | x 50¢ = | \$ | |
| TOTAL: | | \$ | |

TOTAL CASH AND CHECKS:

\$ _____

Divided into Budget Line Items:

| | |
|--------------|----------|
| Donations: | \$ _____ |
| Spirit wear: | \$ _____ |
| Stickers: | \$ _____ |
| Other Merch: | \$ _____ |
| Other: | \$ _____ |

TOTAL CASH:

\$ _____

Verification

Signature 1: _____

Signature 2: _____

FOR OFFICIAL USE ONLY

Amount Received: _____

Date Received: _____

Treasurer's Signature: _____