



DEPOSIT VOUCHER

FUNDRAISER/ACTIVITY: _____

DATE: _____

PERSONS COUNTING MONEY: _____

(at least TWO PEOPLE are required to count when cash is included)

Please complete the following information, using **TOTAL AMOUNTS IN ALL AREAS.**

_____ x \$50.00 = \$ _____

_____ x \$20.00 = \$ _____

_____ x \$10.00 = \$ _____

_____ x \$5.00 = \$ _____

_____ x \$2.00 = \$ _____

_____ x \$1.00 = \$ _____

Total All Coins* = \$ _____

Total All Checks (# of checks _____) = \$ _____

TOTAL
\$ _____ **

Treasurer's Verification \$ _____ **

Treasurer's Signature _____

SHORT / BALANCED / OVER (circle one)

Amount (if short/over): \$ _____

Date Verified: _____ Date Deposited: _____

Notes/Remarks _____

TOTAL ALL COINS

_____ Dollars x 1.00 = \$ _____

_____ Halves x 0.50 = \$ _____

_____ Quarters x 0.25 = \$ _____

_____ Dimes x 0.10 = \$ _____

_____ Nickels x 0.05 = \$ _____

_____ Pennies x 0.01 = \$ _____

*TOTAL ALL COINS \$ _____

PTO/Booster Club Money Count Worksheet

Date: _____

Class and Fundraiser: _____

- A. If you have a Beginning Bank, list balance here: _____

Signatures of two people who have counted the Beginning Bank:

Print Name:	Print Name:
Signature:	Signature:

- B. Remove the Beginning Bank from the proceeds of the fundraiser. List balance here: _____

Signatures of two people who have verified the Beginning Bank amount listed above:

Print Name:	Print Name:
Signature:	Signature:

- C. Count cash proceeds:

Pennies		x \$0.01	=	Ones		x \$1.00	=
Nickels		x \$0.05	=	Twos		x \$2.00	=
Dimes		x \$0.10	=	Fives		x \$5.00	=
Quarters		x \$0.25	=	Tens		x \$10.00	=
Fifty-Cent		x \$0.50	=	Twenties		x \$20.00	=
Dollar Coin		x \$1.00	=	Fifties		x \$50.00	=
Total Coins				Hundreds		x \$100.00	=
				Total Currency			

- D. Total checks (additional checks may be listed on the back and totaled, bring total forward and include here)

[illegible]

C. Coin Total _____

C. Currency Total _____

D. Checks Total	+ _____
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[illegible]

Signatures of two people who have counted the ending bank:

Print Name:	Print Name:
Signature:	Signature:

___Bank Activity Report___Treasurer's Report