

# MONEY COLLECTION FORM

\_\_\_\_\_ (EVENT NAME)

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

## Cash:

Count	Amount
_____ 20's	\$ _____
_____ 10's	\$ _____
_____ 5's	\$ _____
_____ 1's	\$ _____
_____ Quarters	\$ _____
_____ Dimes	\$ _____
_____ Nickels	\$ _____
_____ Pennies	\$ _____
_____ Other	\$ _____

## Checks:

Check Number	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

List any additional Checks on back

Total Cash Counted: \$ \_\_\_\_\_

Total Amount from Checks: \$ \_\_\_\_\_

Total Deposit: \$ \_\_\_\_\_

Have two Signatures verify the bank and deposit.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

*After the money has been counted, place the money and this form in a zip lock bag or money envelope and place it in the lock box. Make sure to date it and write the event name.*