

Event Cash/Coin/Check Worksheet

Event Name: _____

Staff Coordinator of Event: _____

Qty	Bills	=	Dollar Amt
	\$100 Bills	=	
	\$50 Bills	=	
	\$20 Bills	=	
	\$10 Bills	=	
	\$5 Bills	=	
	\$2 Bills	=	
	\$1 Bills	=	
Bill Total:			\$
Qty	Coins	=	Dollar Amt
	Dollar Coin	=	
	Fifty Cent	=	
	Quarters	=	
	Dimes	=	
	Nickels	=	
	Pennies	=	
Coin Total:			\$
Checks			
Check #	Issuer	=	Dollar Amt
		=	
		=	
		=	
		=	
		=	
		=	
		=	
		=	
		=	
		=	
Check Total:			\$

Event Date: _____

Account: _____

Sub Account: _____

Sales Tax Amount _____

Event Amount _____

(Sales tax amount + Event amount = Grand Total)

Bill Total:	=	_____
Coin Total:	=	_____
Check Total:	=	_____
Grand Total:		_____

Verification

Counted & Verified by, Date _____

Re-counted & Verified by, Date _____

Re-counted & Verified by, Depositor, Date _____

Please write legibly. This form is intended to record cash, coin & checks collected and to hand off these funds for depositing. Please complete all sections of this form and sign before physically handing this form and all funds to a person in the Business Office. At the point of hand-off, the Business Office individual will also re-count and sign form indicating funds received. Anytime money changes hands, a re-count should be completed and signed off using this form. A copy of this form should be provided when processing the deposit in KFS and also to the person who submitted money to the Business Office.