

FUNDS VERIFICATION FORM



Date _____ Activity _____

Chairperson _____ Budget category _____

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

Section 1: Use this section is 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	=	_____
_____	X	\$10.00	=	_____
_____	X	\$20.00	=	_____
_____	X	\$50.00	=	_____
_____	X	\$100.00	=	_____

Total 2 \$ _____

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

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

Section 2: Use this section is 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 _____ Signature _____

For Treasurer's Use Only

Amount received: \$ _____ Date received: _____ Date deposited: _____ (must be same day or within 24 hours)

Treasurer's Signature _____ Date _____

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.