

ASB Cash Count Form

ASB Cash Count Form

Name of School

Name of Club

Fiscal Year

Name of person completing form: _____

Date completing this form: _____

(A) Denominations	(B) Number of Bills or Coins	(A times B) Total Amount Collected			
Pennies	.01				
Nickels	.05				
Dimes	.10				
Quarters	.25				
Half dollars	.50				
Dollar coins	1.00				
Dollar bills	1.00				
Five dollar bills	5.00				
Ten dollar bills	10.00				
Twenty dollar bills	20.00				
	Total amount of all cash	\$	(D)		Total Cash Receipts
	Total amount of all checks	\$	(E)		Total Check Receipts
	Total amount of all cash and checks	\$			

**Totals
from
Receipts
Adding
Machine
Tape**

Note

- Confirm that total "cash & coin" receipts equals total amount of all cash.
- Confirm that all check receipts agree to attached receipts.
- Confirm that all check payees individually agree to attached receipts.
- Confirm that all receipt numbers are sequential, with none missing.

	ASB Bookkeeper	
(D)		Initial
(E)		Initial
		Initial
		Initial

Report prepared by: _____
Signature, Title and Date

Signature of person counting the cash: _____
Signature and Date

Signature of person counting the cash: _____
Signature and Date

Verified by ASB Bookkeeper: _____
Signature, Title and Date

Club Advisor: _____
Signature and Date

Principal or designee: _____
Signature, Title and Date

Presented to ASB on: _____
Date

Supporting documentation:

(Must be included when this form is turned in)

Cash register:

- Report of ticket sales form
- Unused tickets returned

Prenumbered receipt books:

- Cash register tape
- Copy of each receipt issued

Tally Sheet:

- Copy of each receipt issued
- All receipt books returned
- All receipt books accounted for
- Completed tally sheet/sheets