

# FUNDS VERIFICATION FORM



Date \_\_\_\_\_ Activity \_\_\_\_\_

Chairperson \_\_\_\_\_ Budget category \_\_\_\_\_

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

**Section 1: Use this section if 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.**

<b>Coins</b>	_____	X	.01	=	_____	
	_____	X	.05	=	_____	
	_____	X	.10	=	_____	
	_____	X	.25	=	_____	
	_____	X	.50	=	_____	
	_____	X	1.00	=	_____	
						Total 1 \$ _____
<b>Currency</b>	_____	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 if you are collecting money by credit card. Transaction report must be attached.**

<b>Credit Card Gross (all money collected)</b>	1 _____
<b>Credit Card Processing Fees</b>	2 _____
<b>Credit Card Net (should be what is deposited in the bank)</b>	<b>Grand Total (1 minus 2)</b> _____

**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.*

#	Check Number	Name	Amount	#	Check Number	Name	Amount
1				31			
2				32			
3				33			
4				34			
5				35			
6				36			
7				37			
8				38			
9				39			
10				40			
11				41			
12				42			
13				43			
14				44			
15				45			
16				46			
17				47			
18				48			
19				49			
20				50			
21				51			
22				52			
23				53			
24				54			
25				55			
26				56			
27				57			
28				58			
29				59			
30				60			

**Total number of checks:** \_\_\_\_\_ **Total \$ Amount of checks:** \_\_\_\_\_