

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.

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 if 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.

#	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:** _____