



Deposit Summary Report

Date: _____

Event: _____ Sub-Category: _____

Report By: _____ (#1 name) and _____ (signature)
 _____ (#2 name) and _____ (signature)

Please note that two (2) people are required to count the monies collected and to sign the verification form.

Cash Collected

A	B	AxB=
Amount of individual bills collected	Denomination	Total Amount Collected
	x \$1 Bill	\$
	x \$2 Bill	\$
	x \$5 Bill	\$
	x \$10 Bill	\$
	x \$20 Bill	\$
	x \$50 Bill	\$
	x \$100 Bill	\$
	x \$0.50 (half dollar)	\$
	x \$0.25 (quarters)	\$
	x \$0.10 (dimes)	\$
	x \$0.05 (nickels)	\$
	x \$0.01 (pennies)	\$
TOTAL CASH COLLECTED		\$

Checks or Money Orders Collected:

Use additional paper if needed to write down the check OR attach a spreadsheet listing all checks/money orders collected.

_____ @ \$ _____ = _____	_____ @ \$ _____ = _____
_____ @ \$ _____ = _____	_____ @ \$ _____ = _____
_____ @ \$ _____ = _____	_____ @ \$ _____ = _____

TOTAL Checks/Money Orders Collected: \$ _____

Total Cash Collected	+ Total Checks/Money Orders	= Total Deposit

Handed cash to: _____

Receipt Given: ☐ Yes **Receipt #** _____ ☐ No why? _____

** When possible attach a copy of the receipt to this form*

Verified by Treasurer: _____ Date: ____/____/____

Comments: