

**Counting of Cash Box Funds**

**INSTRUCTIONS**: Please complete all unshaded portions of form. Please verify the counts on this form, sign and date it. Hand deliver to the Booster Club Treasurer, or Executive member. List additional checks on the back of this form, if needed. A receipt will be provided to the Booster Club member delivering the funds. If you need assistance or have questions, contact the Booster Club Treasurer at: **treasurer@jaguarboosterclub.org**

Booster Club Activity :

Deposit description:

(i.e., concession sales, donations, fundraisers, team fees, etc. More detail is recommended)



**Beginning Cash Box**

| **COIN** |  |  |  |  |  | **CURRENCY** | | | | |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| \_\_\_\_\_\_\_\_ | X | Pennies | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $1 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Nickels | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $2 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Dimes | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $5 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Quarters | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $10 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Half Dollars | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $20 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Dollars | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $50 | = | \_\_\_\_\_\_\_\_\_ |
| \_\_\_\_\_\_\_\_ | X | Dollars | = | \_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_ | | | X | $100 | = | \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |  |  |  | | |  |  |  |  |
| **Coin subtotal:** | | | | **\_\_\_\_\_\_\_\_\_\_** |  | **Currency subtotal:** | | | | | | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  |  |  |  |  |  | | |  |  |

**Total cash and coins in Cash box:**

(coin and currency subtotal)

**Less: Ending cash box:**

(should be the same as the beginning cash Box amount, unless approval from Treasurer).

**Total Deposit:**

Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Verified by Treasurer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Issued Receipt #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_