

Cash Count Protocol

If the projected budget of an event projects that \$100 or more will be collected use the following form to ensure all money is accounted for correctly.

Date: _____

Club Name: _____

Event: _____

Step 1: Two individuals need to count the money together and agree upon the amount. Enter the amount and sign the form.

AMOUNT: _____

Signature: _____

Signature: _____

Step 2: It is preferred that someone who did not participate in the first count will take the money to the bank and deposit it. Bring the deposit slip to the treasurer who has the cash transaction log sheet and sign the form.

As an alternative, one of the two persons who signed above can deposit the funds. Be sure to get a deposit slip from the bank to put with this form. Attach the deposit slip to this form and sign your name. Give the completed form to the Treasurer.

The treasurer needs to ensure that the deposit slip is attached to this form and filed with the Treasurers Records.

ATTACH DEPOSIT SLIP BELOW

Depositors Signature: _____