

Cash Count Form

All funds are to be deposited daily

Date turned In: _____

Sponsor Name: _____

Source of Revenue: _____

Date of Event: _____

FOR OFFICE USE:

ACTIVITY FUND INFORMATION

Cost Center #: _____

Entered on FBCJ: ☐

Receipt #: _____

Notes:

Cash	Number of Bills	Amount
Total Bills		

Coins	Number of Coins	Amount
Total Coins		

Check Number /Money Order	Name	Amount
Total Checks		

Total Revenue:

- All funds are to be given to the Financial Secretary (FS), with a Cash Count Form. The sponsor is required to wait for the FS to count and confirm amount on this form.
- FS is to give a receipt and a copy of the cash count form for sponsor records or staple to the sponsors receipt book / Receipt List for \$20 or Less Form.
- Students should not carry funds to office, sponsor is responsible for funds. Please see Sponsor Expectations

Principal / Secretary Signature: _____ Sponsor: _____