

Gov. Thomas Johnson Band Boosters
CASH DEPOSIT AND SALES ACCOUNTABILITY RECORD

Purpose: Documentation for monies collected when a detailed Cash Deposit Record is not feasible.

Examples include items sold at a table, pre-numbered tickets, etc. The sponsor shall total, sign, and date the form. The money count box must be completed. The form should be given to the Treasurer. Money collected from sales by individuals should be listed on an order form or the cash collection sheet..

Fund raiser title: _____

Items Sold: (list totals by item)	Number Sold	Price per Item	Total Collected
			\$
			\$
			\$
			\$
			\$

Ticket Sales:	Number Sold	Price each	Total Collected
Beginning Number			\$
Ending Number			

Total Sales Tax Collected: \$ _____

Cash and Checks Collected: (Money Count (to be completed by sponsor))

Total of Checks: \$ _____

Bills:	Coins:
Hundreds _____ x 100 _____	Dollars _____ x 1 _____
Fifties _____ x 50 _____	Half Dollars _____ x 0.5 _____
Twenties _____ x 20 _____	Quarters _____ x 0.25 _____
Tens _____ x 10 _____	Dimes _____ x 0.1 _____
Fives _____ x 5 _____	Nickles _____ x 0.05 _____
Ones _____ x 1 _____	Pennies _____ x 0.01 _____

Total of Bills \$ _____

Total of Coins \$ _____

Total Collected: \$ _____

Sponsor Name _____ Signature _____

Date _____

Verified By: _____