

School Family Faculty Organization/Booster Club

FUNDRAISING CASH COLLECTION RECONCILIATION

Location _____

Event _____ Date _____

Club Representative _____

Change Fund Receipt Number _____ Amount \$ _____

| <u>Denomination Amount</u> | <u>Cash Collected</u> | <u>Receipt Book/ Ticket Summary</u> |
|--------------------------------|-----------------------|-------------------------------------|
| Checks | \$ _____ | Beginning Number _____ |
| \$100.00 | _____ | Ending Number _____ |
| \$50.00 | _____ | Last Number Used _____ |
| \$20.00 | _____ | Quantity sold _____ |
| \$10.00 | _____ | Price \$ _____ |
| \$5.00 | _____ | |
| \$1.00 | _____ | |
| \$0.25 | _____ | |
| \$0.10 | _____ | |
| \$0.05 | _____ | |
| \$0.01 | _____ | |
| TOTALS | \$ _____ | |
| Less Change Issued | _____ | |
| Net Collection | _____ | |
| Total Sales (Quantity x Price) | | _____ |
| Less Net Collections | | _____ |
| Cash Overage (Shortage) | | _____ |
| Total Deposit | | \$ _____ |

Reason for Overage (Shortage): _____

Receipts and Change Fund Issued To:

Change Fund, Receipts, and Cash Collections
Received By:

Club Representative Signature

Club Treasurer

Date

Date