



CASH/CHECK RECONCILIATION FORM

NAME: _____

DATE: _____

EVENT: _____

CURRENCY:

Count	Denomination	Value
_____	100.00	\$ _____
_____	50.00	\$ _____
_____	20.00	\$ _____
_____	10.00	\$ _____
_____	5.00	\$ _____
_____	1.00	\$ _____

CHECKS:

Vendor/Payer	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

ROLLED COINS:

Count	Denomination	Value
_____	0.25	\$ _____
_____	0.10	\$ _____
_____	0.05	\$ _____
_____	0.01	\$ _____

LOOSE COINS:

Count	Denomination	Value
_____	1.00	\$ _____
_____	0.50	\$ _____
_____	0.25	\$ _____
_____	0.10	\$ _____
_____	0.05	\$ _____
_____	0.01	\$ _____

CASH SUBTOTAL: \$ _____

CHECK SUBTOTAL: \$ _____

EVENT CASH & CHECK TOTAL: \$ _____

SIGNATURE #1

DATE

SIGNATURE #2

DATE

**Cash & checks must be counted by two event volunteers. Cash & checks must then be placed in the school safe or delivered to the WPC treasurer.*

RECEIVED CASH TOTAL: \$ _____

RECEIVED CHECK TOTAL: \$ _____

EVENT CASH & CHECK TOTAL: \$ _____

SIGNATURE #1

DATE

TREASURER'S SIGNATURE

DATE

**Cash & Checks must be re-counted by the person delivering the funds and by the WPC treasurer.*