

Date _____

TUCKSTON MONEY COUNTING FORM

To staff/committee chairperson(s):

For sound financial management, the Finance Committee recommends:

- two** people count all money to be deposited
- the money and counting form be sealed in an envelope and/or money bag
- the money be secured in the location designated by the Finance Committee.

Please fill out the form below with **two** people counting the money and both signing below.

GROUP: _____

DESCRIPTION OF MONEY COUNTED: _____ ACCOUNT TO BE CREDITED: <input type="checkbox"/> Budget: <input type="checkbox"/> Designated: (list) _____

Currency	Coin	Check(s)
# Total \$	Total \$	Total \$ _____
\$100 _____ \$ _____ .00	\$1.00 _____	Currency \$ _____ Coin \$ _____ Check(s) \$ _____ TOTAL \$ _____
\$50 _____ \$ _____ .00	\$0.50 _____	
\$20 _____ \$ _____ .00	\$0.25 _____	
\$10 _____ \$ _____ .00	\$0.10 _____	
\$5 _____ \$ _____ .00	\$0.05 _____	
\$1 _____ \$ _____ .00	\$0.01 _____	
Subtotal \$ _____ .00	Subtotal \$ _____ .00	

1st counter: _____

2nd counter: _____