

Cash /Cheque Deposit

Depositer Name: _____
 Purpose/ Project/ _____
 Event: _____

Submit Date: _____

| Rolled Up Coins | | | | Denom | # Loose Coins/ Bills | Loose Coins Total | Total |
|----------------------|-----------------|---------|-------------|-------|----------------------|-------------------------|-------|
| Counts in each Rolls | Each Roll Total | # Rolls | Rolls Total | | | | |
| 50 | \$ 2.00 | # | \$ | 5¢ | # | \$ | \$ |
| 40 | \$ 5.00 | # | \$ | 10¢ | # | \$ | \$ |
| 50 | \$ 10.00 | # | \$ | 25¢ | # | \$ | \$ |
| 25 | \$ 25.00 | # | \$ | \$1 | # | \$ | \$ |
| 25 | \$ 50.00 | # | \$ | \$2 | # | \$ | \$ |
| | | | | \$5 | # | \$ | \$ |
| | | | | \$10 | # | \$ | \$ |
| | | | | \$20 | # | \$ | \$ |
| | | | | \$50 | # | \$ | \$ |
| | | | | \$100 | # | \$ | \$ |
| | | | | | | Total Cash/Coins | \$ |

Don't forget to double count your cash & check your cheques amounts!

| Cheque # | Description | Cheque Date | Cheque Amount |
|---------------------|-------------|-------------|---------------|
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| Total Chq(s) | | | \$ |

Important Note: Please check the boxes

- (1) I have filled all the details **completely and clearly!**
- (2) I have **checked** that I am filling the right form, which is for Cash /Cheque Deposit.
- (3) I have filled this form for a **single Project/Events** Cash /Cheque Deposit.
- (4) I have counted thoroughly the cash & cheque amounts and reported.

Depositor Signature **Date**

Approver Signature **Date**

Approver is required only for loose coins/Bills count>25 and must be a co-Team Member or one of the Executive Member of Council (except Treasure)

Treasure Signature **Date**