# Activities Worksheet for Collected Funds

**Event or Fundraiser Name:** _____

**Staff Coordinator:** _____

| Qty | Bills | | Dollar Amt |
|---|---|---|---|
| | $100 Bills | = | |
| | $50 Bills | = | |
| | $20 Bills | = | |
| | $10 Bills | = | |
| | $5 Bills | = | |
| | $2 Bills | = | |
| | $1 Bills | = | |
| | **Bill Total:** | | $0 |
| **Qty** | **Coins** | | **Dollar Amt** |
| | Dollar Coin | = | |
| | Fifty Cent | = | |
| | Quarters | = | |
| | Dimes | = | |
| | Nickels | = | |
| | Pennies | = | |
| | **Coin Total:** | | $0 |
| | **Checks** | | |
| Check # | Issuer | | Dollar Amt |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | | = | |
| | Check Total From Page 2 | = | |
| | **Check Total:** | | $0 |

**Event/Today's Date:** _____

**Account Name:** _____

**Activity Account Number:** _____

| | | |
|---|---|---|
| Bill Total: | = | |
| Coin Total: | = | |
| Check Total: | = | |
| **Grand Total:** | $ | 0 |

**Verification**

_____

Counted & Verified by, Date

_____

Re-counted & Verified by, Date

_____

Re-counted & Verified by, Depositor, Date

**Please write legibly.** This form is intended to record cash, coin and checks collected and to hand off these funds for depositing. Please complete all sections of this form and sign before physically handing this form and all funds to a person in the Activities or Business Office. At the point of hand-off, the Activities or Business Office individual will also re-count and sign form indicating funds received. Anytime money changes hands, a re-count should be completed and signed off using this form. A copy of this form should be provided when processing the deposit in LPS and also to the person who submitted money to the Activities or Business Office.

## Additional Checks

| Checks | | | |
|---|---|---|---|
| Check # | Issuer | | Dollar Amt |
| | | = | |
| | | = | |
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| | | = | |
| **Check Total:** | | **$** | 0 |