## FUNDS VERIFICATION FORM

Date $\qquad$ Activity $\qquad$
Chairperson $\qquad$ Budget category

Petty cash must be accounted for separately on its own form.
Section 1: Use this section is you are collecting money only by cash/checks. After funds are deposited in the bank by the treasurer, a copy of the deposit slip must be attached to this form.


$$
\text { Grand Total (Total } 1+\text { Total } 2+\text { Total } 3)
$$

$\qquad$

Section 2: Use this section is you are collecting money by credit card. Transaction report must be attached. Credit Card Gross (all money collected)

Credit Card Processing Fees
2 $\qquad$
Credit Card Net (should be what is deposited in the bank)
Grand Total (1 minus 2) $\qquad$
$\square$
For Membership dues submission, please complete this box.
\# (dues amount) $=\$$ + donations \$ + other \$ - fees \$ = \$

Please note: This total should match one of the Grand Total boxes above.

Verification: (signature of the two counters - cannot be related and cannot be the treasurer)
By signing this form, you are certifying that these funds were received and properly accounted for.
Signature $\qquad$ Signature

## For Treasurer's Use Only

Amount received: \$ $\qquad$ Date received: $\qquad$ Date deposited: $\qquad$ (must be same day or within 24 hours)

Treasurer's Signature $\qquad$ Date

Note: After the treasurer verifies and deposits funds, he or she should provide a copy of the deposit slip to the person who submitted the funds.

| \# | Check Number | Name | Amount | \# | Check Number | Name | Amount |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1 |  |  |  | 41 |  |  |  |
| 2 |  |  |  | 42 |  |  |  |
| 3 |  |  |  | 43 |  |  |  |
| 4 |  |  |  | 44 |  |  |  |
| 5 |  |  |  | 45 |  |  |  |
| 6 |  |  |  | 46 |  |  |  |
| 7 |  |  |  | 47 |  |  |  |
| 8 |  |  |  | 48 |  |  |  |
| 9 |  |  |  | 49 |  |  |  |
| 10 |  |  |  | 50 |  |  |  |
| 11 |  |  |  | 51 |  |  |  |
| 12 |  |  |  | 52 |  |  |  |
| 13 |  |  |  | 53 |  |  |  |
| 14 |  |  |  | 54 |  |  |  |
| 15 |  |  |  | 55 |  |  |  |
| 16 |  |  |  | 56 |  |  |  |
| 17 |  |  |  | 57 |  |  |  |
| 18 |  |  |  | 58 |  |  |  |
| 19 |  |  |  | 59 |  |  |  |
| 20 |  |  |  | 60 |  |  |  |
| 21 |  |  |  | 61 |  |  |  |
| 22 |  |  |  | 62 |  |  |  |
| 23 |  |  |  | 63 |  |  |  |
| 24 |  |  |  | 64 |  |  |  |
| 25 |  |  |  | 65 |  |  |  |
| 26 |  |  |  | 66 |  |  |  |
| 27 |  |  |  | 67 |  |  |  |
| 28 |  |  |  | 68 |  |  |  |
| 29 |  |  |  | 69 |  |  |  |
| 30 |  |  |  | 70 |  |  |  |
| 31 |  |  |  | 71 |  |  |  |
| 32 |  |  |  | 72 |  |  |  |
| 33 |  |  |  | 73 |  |  |  |
| 34 |  |  |  | 74 |  |  |  |
| 35 |  |  |  | 75 |  |  |  |
| 36 |  |  |  | 76 |  |  |  |
| 37 |  |  |  | 77 |  |  |  |
| 38 |  |  |  | 78 |  |  |  |
| 39 |  |  |  | 79 |  |  |  |
| 40 |  |  |  | 80 |  |  |  |

Total number of checks: $\qquad$ Total \$ Amount of checks: $\qquad$

