MONEY COUNTING FORM

Per Fundraising Committee Guidelines, **two** people are required to count all money in the presence of a BUSD employee to then be deposited into safe for money transport pick up weekly.

Name of School: _____

Name of Fundraising Committee: _____

Event and date: _____

Account String funds are to be deposited: _____

Amount of money in cashbox: _____   Amount: $_____

	Currency			**Coins**	
#	Total $		#	Total $	
$100 _____	$_____.00		$1.00 _____	$_____	
$50 _____	$_____.00		$0.50 _____	$_____	
$20 _____	$_____.00		$0.25 _____	$_____	
$10 _____	$_____.00		$0.10 _____	$_____	
$5 _____	$_____.00		$0.05 _____	$_____	
$1 _____	$_____.00		$0.01 _____	$_____	

A) Currency Subtotal $_____   **B) Coin Subtotal $_____**

C) All Cash Total (A+B): $_____

CHECKS - Please be sure that all checks are signed, correctly dated, and made payable to _____.
Make copies of all checks for documentation. Record checks by amount on back of form.

Total # of Checks _____   **D) Check Total $ _____** (from reverse side)

Received /Counted by 2 Chairperson(s): _____ _____ Date:_____

Verified by BUSD Designee: _____ Date: _____

MONEY COUNTING FORM   Checks

<table>
<tr><td colspan="2" align="center">**CHECKS**</td><td align="center">**NAME ON CHECKS**</td></tr>
<tr><td>Amount x</td><td>#   =   Total $</td><td></td></tr>
</table>

$_____$ x $_____$ = $_____$ _____

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Total   = $_____$