

SMG Cash Receipts Form

Date: _____

Printed Name: _____

Event/Ministry: _____

1. Keep all monies secured as best you can until they are reconciled
2. If possible, have another staff person assist and check the reconciliation
3. List the monies in the appropriate row and total across
4. List the number and total of the checks
5. Total all monies and checks in the Total Collected space
6. Field trips should have a student payment check list accompanying this form

	<u>QTY</u>	<u>x AMT</u>		<u>TOTAL</u>
<u>COIN</u>				
Pennies	_____	x . 0 01	=	_____
Nickels	_____	x 0.05	=	_____
Dimes	_____	x 0.10	=	_____
Quarters	_____	x 0.25	=	_____
Fifty Cents	_____	x 0.50	=	_____
Dollar (Coin)	_____	x 1.00	=	_____
		TOTAL COIN	=	_____
<u>CURRENCY</u>				
One's	_____	x \$1.00	=	_____
Two's	_____	x \$2.00	=	_____
Five's	_____	x \$5.00	=	_____
Ten's	_____	x \$10.00	=	_____
Twenty's	_____	x \$20.00	=	_____
Fifty's	_____	x \$50.00	=	_____
100's	_____	x\$100.00	=	_____
Other	_____	x _____	=	_____
		TOTAL CURRENCY	=	_____
<u>CHECKS</u>				
	_____		=	_____
	checks & then the total amount)			
		TOTAL COIN, CURRENCY & CHECKS	=	_____

Signature(s) _____

		FEE COLLECTION SHEET			
	Event/Ministry:				
	LastName	FirstName	Amount Due	Amount Paid	Cash/Check
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
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38					
39					
40					
41					
42					
43					
44					
45					
46					
47					
48					
49					
50					
			\$0.00	\$0.00	