MONEY REPORT FORM
for Special Events, Fundraisers, and Cash Donations

Event/Activity: **Date(s) of Event/Activity:**

CHECKS: List the names of donors/contributors/purchasers. Use additional forms for more entries. Enter cash details on the back of this form. *Tip: Navigate more quickly using the tab button between fields!*

Name of Payer	**Check Number**	**Amount**
	Total Checks	

Cash Total *(from back page)*	$	**+ Checks Total**	$	**= Total Received**

Money should be credited to the following account(s):

Account #		Amount		Name of Account	
Account #		Amount		Name of Account	
Account #		Amount		Name of Account	

Person Submitting Report Date of Report

Email Phone

Signature(s) of Submitter(s)

Updated September 16, 2019

CASH: List the names of donors/contributors/purchasers who gave cash. If the source of the cash is unknown, write "Unknown". For large amounts of cash, please use the Optional Work Sheet below for counting the cash.

Name of Payer	Payment Date	Amount
	Total Cash	

Enter the Cash Total on the front of this form.

Optional Work Sheet for Counting Coins and Bills

(Useful when there are large amounts of cash)

COIN	*Value*	*Number*	*Total*	*BILLS*	*Value*	*Number*	*Total*
Pennies	*0.01*			*Ones*	*1.00*		
Nickels	*0.05*			*Twos*	*2.00*		
Dimes	*0.10*			*Fives*	*5.00*		
Quarters	*0.25*			*Tens*	*10.00*		
Half-Dollars	*0.50*			*Twenties*	*20.00*		
One-Dollar	*1.00*			*Fifties*	*50.00*		
		Total Coins:		*Hundreds*	*100.00*		
						Total Bills:	
						Total Cash & Coins (If using this table, this number should equal Total Cash above.)	

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