

Directions for Completing the FUNDS COLLECTION RECORD

TO BE COMPLETED BY THE FUNDS SUBMITTER OR ACCOUNT MANAGER

- ① Include the name of the class, club, organization or grade level **AND** the event for which the money was collected.
- ② The date that the funds were collected.
- ③ The individual(s) who counted the money. **ONLY ONE SIGNATURE IS REQUIRED.** The financial secretary should never sign on this line.
- ④ Total amount of funds collected, written in script form.

FUNDS COLLECTION RECORD

Class/Event/Club: ① _____
 Date: ② _____
 Counted by: ③ _____

Denominations	Number		Total
Checks			\$
Cash:			
100's		X 100	\$
50's		X 50	\$
20's		X 20	\$
10's		X 10	\$
5's		X 5	\$
1's		X 1	\$
Other			\$
Coin			\$
Total Collected			\$

TOTAL: ④ _____ Dollars

TO BE COMPLETED BY OFFICE PERSONNEL RECEIVING THE FUNDS

- ⑤ Signature of the individual in the office who accepted the money from the teacher/advisor.
- ⑥ Date funds arrived in the office.

TO BE COMPLETED BY THE FINANCIAL SECRETARY

FOR SCHOOL OFFICE USE

Funds received by: ⑤ _____
 Date funds received: ⑥ _____
 Verified by: ⑦ _____
 *Amount of sales tax paid: ⑧ _____
 Deposit date: ⑨ _____
 Receipt number: ⑩ _____

- ⑦ Signature of the financial secretary, or the person that verified the amount of money submitted.
- ⑧ Any sales tax collected in association with this collection.
- ⑨ Date money is deposited at the bank.
- ⑩ Number on tricolor receipt returned to appropriate parties.

* Sales tax should be charged on all non-food items (including clothing items) and on candy (including candy/chocolate coated pretzels, peanuts and popcorn), gum and soft drinks.

White and Yellow – School Office
 Pink – Account Manager
 Blue – Submitter

FUNDS SUBMITTER – Submit white and yellow copies to the office with money: 1-4 should be completed. Keep the blue copy and forward the pink copy to the account manager.

FINANCIAL SECRETARY – Return the white copy to the account manager with 5-10 completed. The yellow copy should remain in the school's financial records.