Before submitting money to the treasurer, list all checks and a breakdown of cash. Keep checks in the order listed below. Use multiple pages if needed and write total for all pages on first page.

Date _____

Event/Items _____

Completed by: _____

Checks/Money Orders

Last Name	Number	Amount

Cash

Denomination	Amount
100s	
50s	
20s	
10s	
5s	
1s	
Coins	
Total Cash	
Total Checks/MO	
TOTAL	