

**GLIDE COMMUNITY CLUB
Money Collection Form**

Name of event: _____ **Date:** _____

		Counter #1 initials	Counter #2 initials
① Beginning cash	\$		
② Ending money	\$		
③ Future beginning cash	\$		
④ Deposit amount	\$		
② - ③ should equal ④			
⑤ Total event income = ② - ①	\$		

Money counters:

Name: _____ Signature: _____

Name: _____ Signature: _____

Received by Treasurer:

Date: _____ Amount: _____ Signature: _____

Date deposited: _____

Instructions:

- Two people separately count all funds.
- At the start of the event, they count the beginning cash.
- At the end of the event, they count and record the total ending money, any money retained for future beginning cash, and the money to be deposited.
- They verify that line 2 minus line 3 equals line 4.
- If there is no beginning cash, lines 1 and 3 are \$0 and line 2 = line 4 = line 5.
- Each counter initials beside the amounts. They print and sign their names in the section "Money Counters."
- The box labeled "Total event income" is calculated by subtracting beginning cash from ending money (line 2 minus line 1).
- The Treasurer counts the funds to be deposited, writes the date and amount, and signs. Date of bank deposit can be recorded later.