

DAILY CASH FORM

"The gate cash box shall be counted and verified by the 3 paid members of the SCA one of which must be the Exchequer (or designated deputy) or Seneschal of the branch." -Exchequer Handbook

One copy of this form goes with the deposit.

Two copies for each cash box, for each day. Print extras for rough work.

One copy of this form goes to the Event Steward.

Count at opening, and count at closing.

Event: _____

Branch/Group Name(s): _____

Event Steward(s): _____

Today's Date: _____

Cash Source: Gate Lunch Other: _____

CASH BOX AT OPENING		NOTE: THREE (3) SIGNATORIES
Cash Advance	Counted by the following three members of the SCA who are of legal age, do not live at the same address, and are not legally related:	
	<i>Legal Name</i>	<i>Signature</i>
\$	1:	_____
	2:	_____
	3:	_____

CASH BOX AT CLOSE

	Cash	Cheques (Use back if necessary.)	
		Cheque Number	Cheque Amt (\$)
\$0.05 x _____	= _____	_____	_____
\$0.10 x _____	= _____	_____	_____
\$0.25 x _____	= _____	_____	_____
\$1.00 x _____	= _____	_____	_____
\$2.00 x _____	= _____	_____	_____
\$5.00 x _____	= _____	_____	_____
\$10.00 x _____	= _____	_____	_____
\$20.00 x _____	= _____	_____	_____
\$50.00 x _____	= _____	_____	_____
\$100.00 x _____	= _____	_____	_____
TOTAL CASH: _____		TOTAL CHEQUES: _____	

Total Cash _____
 Total Cheques + _____
TOTAL IN CASH BOX = _____
 Subtract Cash Advance - _____
TOTAL RECEIVED TODAY = _____

By signing below I verify that the TOTAL IN CASH BOX has been counted and is correct, and that the TOTAL RECEIVED TODAY has been verified against today's recorded sales and donations, and that I am of legal age, do not live at the same address as any other signatory, am not legally related to any other signatory, and am a current member of the SCA.

<i>Legal Name</i>	NOTE: THREE (3) SIGNATORIES	<i>Signature</i>
1:	_____	1: _____
2:	_____	2: _____
3:	_____	3: _____

Today's Deposit: \$

Deposit given to (name): _____

Remaining in Cash Box: \$

Signature of the person taking the deposit: _____