

CASH COUNT REPORT

This form is being provided to you for documenting revenue from fundraiser sales.

INSTRUCTIONS For Completing this Form:

- * At the end of each day, all receipts are to be recorded and reconciled.
- * Completed reconciled form is to be enclosed in the cash bag issued by the BASS office, or completed when making your deposit if no cash box was requested.
- * A copy of this report will be retained by your treasurer and filed in your financial record book.
- * This information will help provide internal control of assets and documentation for financial audits.

ORGANIZATION NAME _____	DATE OF EVENT _____
LOCATION OF EVENT _____	TYPE OF EVENT _____

NOTE: FUNDRAISING MERCHANDISE SALES ARE SUBJECT TO INDIANA SALES TAX
INDIANA SALES TAX CALCULATIONS

TOTAL FUNDS ON HAND	\$ _____
LESS (-) CHANGE FUND	\$ _____
GROSS SALES (GS)	\$ _____
6% (.06) x GROSS SALES	\$ _____
NET SALES (GS Less IN Sales Tax)	\$ _____

CASH COUNT

Change Fund:
Daily Receipts:
Total Cash:

BANK	_____
INCOME	_____
TOTAL	\$ _____
50's and over	_____
20's	_____
10's	_____
5's	_____
1's	_____
Total Currency	\$ _____
Quarters	_____
Dimes	_____
Nickles	_____
Pennies	_____
Total Coins	\$ _____
Total Checks:	\$ _____
TOTAL BANK & INC.	\$ _____
OVERAGE/SHORTAGE	\$ _____

TOTAL:

Overage/Shortage Comments: _____

PREPARED BY: _____ DATE: _____

BASS Comments: _____
 BASS Signature: _____