

LOVEJOY BAND

Itemized Receipt Form / Deposit Voucher

Event Name: _____

Date: _____

Total Cash Received		
Bills	#	Total
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
Total Bills		\$

Total Coin Received		
Coins	#	Total
\$1 Coin		\$
\$.50 Coin		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
Total Coins		\$

Check Listing		
Name	Number	Amount
Total # of Checks		
Total Checks (\$)		

(use back of form if you need more lines for checks than available)

Total Deposit (cash, coins & checks) \$

	Budget Line Item for Deposit	Amount for Budget Item
Line item #1	_____	_____
Line item #2	_____	_____
Line item #3	_____	_____
Line item #4	_____	_____
Line item #5	_____	_____

Two people must always confirm and sign-off on the final money count.

Counter 1's Signature _____
 Counter 2's Signature _____
 Received by Treasurer _____
 Deposit Reference _____

Date: _____
 Date: _____
 Date: _____