



# Lovejoy Choir Booster

## Itemized Receipt Form / Deposit Voucher

Event Name: \_\_\_\_\_

Date: \_\_\_\_\_

Total Cash Received		
Bills	#	Total
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$2		\$
\$1		\$
<b>Total Bills</b>		<b>\$</b>

Total Coin Received		
Coins	#	Total
\$1 Coin		\$
\$.50 Coin		\$
Quarters		\$
Dimes		\$
Nickels		\$
Pennies		\$
<b>Total Coins</b>		<b>\$</b>

Check Listing		
Name	Number	Amount
Total # of Checks		<b>Total Checks (\$)</b>

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

**Total Deposit (cash, coins & checks)** \$

	<u>Budget Line Item for Deposit</u>	<u>Amount for Budget Item</u>
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 \_\_\_\_\_

Date: \_\_\_\_\_

Counter 2's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Received by Treasurer \_\_\_\_\_

Date: \_\_\_\_\_

Deposit Reference \_\_\_\_\_