Banking - Receipts and Disbursements

School Generated Funds
Funds Received Form
Page 1

School Name

Amount of Funds
(see page 2)

Source and Purpose of Funds

(e.g. car wash for grade 8 trip)

Name

Signature

Date

Office Use Only

Actual Fund Counted

Difference (should be 0)

Counted by

Date

Name (printed) and signature

Retain original and forward a copy to the individual who submitted the funds

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Page 2

Coin   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 1.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 2.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 5.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 10.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 20.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 50.00   = [＿＿＿＿＿＿＿＿＿＿]

[＿＿＿＿＿＿＿] X 100.00   = [＿＿＿＿＿＿＿＿＿＿]

Total Cash   [＿＿＿＿＿＿＿＿＿＿] (A)

Cheques

Payee	**Amount**
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]
[＿＿＿＿＿＿＿＿＿]	[＿＿＿＿＿＿＿]

Total Cheques   [＿＿＿＿＿＿＿＿＿＿] (B)

Total (A + B)   [＿＿＿＿＿＿＿＿＿＿]