CASH BOX RECONCILIATION

During fundraiser events, there may be a need for a cash box. Following these guidelines will help to ensure proper accountability of cash.

- Have a cash box that you can lock.
- Keep cash where it cannot be easily stolen.
- Whenever possible, write a receipt for the person paying you.
- Be sure an adult is supervising youth operating the cash box.
- Deposit the money into the club account within seven (7) days of the event; however same day or next day deposits are best practice.

The Cash Box Deposit Form will assist you in verifying the balance at the end of a fundraiser or event.

The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.
CASH BOX DEPOSIT FORM

Event Title _________________________________ Date _______________

Person(s) Completing Form _________________________________

<table>
<thead>
<tr>
<th>Cash (Bills)</th>
<th>Number of Bills</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>X $100 =</td>
<td></td>
</tr>
<tr>
<td>$50</td>
<td>X $50 =</td>
<td></td>
</tr>
<tr>
<td>$20</td>
<td>X $20 =</td>
<td></td>
</tr>
<tr>
<td>$10</td>
<td>X $10 =</td>
<td></td>
</tr>
<tr>
<td>$5</td>
<td>X $5 =</td>
<td></td>
</tr>
<tr>
<td>$1</td>
<td>X $1 =</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Cash (Bills): $ _______

<table>
<thead>
<tr>
<th>Cash (Coins)</th>
<th>Number of Coins</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dollar Coin</td>
<td>X 1.00 =</td>
<td></td>
</tr>
<tr>
<td>Half Dollars</td>
<td>X .50 =</td>
<td></td>
</tr>
<tr>
<td>Quarters</td>
<td>X .25 =</td>
<td></td>
</tr>
<tr>
<td>Dimes</td>
<td>X .10 =</td>
<td></td>
</tr>
<tr>
<td>Nickels</td>
<td>X .05 =</td>
<td></td>
</tr>
<tr>
<td>Pennies</td>
<td>X .01 =</td>
<td></td>
</tr>
<tr>
<td><strong>Total Cash (Coins)</strong></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Total Cash (Coins): $ _______

Total Checks (From Check Itemization Form): $ _______

Total Deposit: $ _______

(Please make sure that there are always two (2) people counting money to verify.)

Counter’s Signature _________________________________ Date _______

Counter’s Signature _________________________________ Date _______

The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.
# CHECK ITEMIZATION FORM

<table>
<thead>
<tr>
<th>#</th>
<th>Check Number</th>
<th>Check From</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Please duplicate this page if additional checks are being deposited.)

Page Total: $ ________________

The University of Maryland, College Park, (AGNR), (UME), (AES) programs are open to all citizens and will not discriminate against anyone because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression.