

Cash and Check Receipts Report

Budget Category: _____

Person Submitting Funds: _____ **Date:** _____

Bills	Coins
\$1.00 bills X _____ = \$ _____	Pennies X _____ = \$ _____
\$5.00 bills X _____ = \$ _____	Nickels X _____ = \$ _____
\$10.00 bills X _____ = \$ _____	Dimes X _____ = \$ _____
\$20.00 bills X _____ = \$ _____	Quarters X _____ = \$ _____
\$50.00 bills X _____ = \$ _____	Other Coins _____ = \$ _____
\$100.00 bills X _____ = \$ _____	Total Coins _____ = \$
Total Bills \$ 	Total Cash \$

	Check #	Last Name on Check	\$ Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	Total from back		
	Total		

If more than 12 - list others on back

Verified By:

Signature

Date