

CASH ACCOUNTING PROCEDURE AND FORM

Event name _____ Date _____

1. Record the amount of cash in the cashbox before festival starts.

\$ _____
Name of person recording _____ Date _____

2. At the end of the day, 2 persons must count, reconcile and record the amount of cash in the cashbox. This amount includes the starting cash plus cash received during the day.

\$ _____
Name _____ Date _____
Name _____ Date _____

Note: If the festival lasts more than 1 day, count and record the amount of cash in the cashbox each day using a separate form.

3. If money is collected for multiple purposes (i.e. raffle tickets, craft items, admission fees, donations, etc.), keep a separate accounting of each category.

\$ _____ Category _____
\$ _____ Category _____
\$ _____ Category _____
\$ _____ Category _____

4. At the conclusion of the festival, return the cashbox and Cash Accounting Form to the Fund Raising Chair or designee as soon as possible.