Handling of Funds Checklist

Checks:

_____ Make sure checks are made out to SMPTO and are dated correctly (if not, you will need to contact person who wrote check to send a new check)
_____ Count # of checks and put on sheet below
_____ Calculate total amount of checks and put on sheet below

Cash:

____ Count cash and put totals below

_____

Total number of checks   _____

Check total   =_____

$100   X_____ =_____

$50   X_____ =_____

$20   X_____ =_____

$10   X_____ =_____

$5   X_____ =_____

$1   X_____ =_____

$ Misc.   X_____ =_____

.25   X_____ =_____

.10   X_____ =_____

.05   X_____ =_____

.01   X_____ =_____

Misc. change   X_____ =_____

Cash Total   =_____

Total all funds   =_____

Contact treasurer to pick up funds.