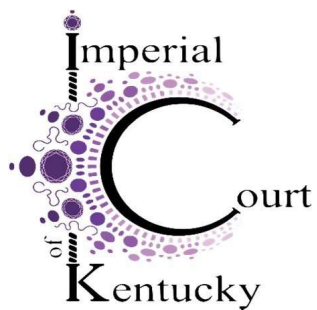




## Event Cash Out Sheet

**Event:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Cover:** \_\_\_\_\_  
**Beginning Cash Bank:** \_\_\_\_\_  
**Verified by:** \_\_\_\_\_

### Cash Taken In During Event:

Cash documented in this section is cover/door, tips and general donation funds.

Cash for any other reason (i.e. membership dues) should be documented on the back.

|               |   | # of Bills |   |    |       |
|---------------|---|------------|---|----|-------|
| <b>100's</b>  | X | _____      | = | \$ | _____ |
| <b>50's</b>   | X | _____      | = | \$ | _____ |
| <b>20's</b>   | X | _____      | = | \$ | _____ |
| <b>10's</b>   | X | _____      | = | \$ | _____ |
| <b>5's</b>    | X | _____      | = | \$ | _____ |
| <b>1's</b>    | X | _____      | = | \$ | _____ |
| <b>Coins:</b> | X | _____      | = | \$ | _____ |

Subtotal: \$ \_\_\_\_\_

Less Cash Bank: \$ \_\_\_\_\_

Total Cash for Event: \_\_\_\_\_

**Notes by Counters:**

**Counter 1:** \_\_\_\_\_  
 Print Sign

**Counter 2:** \_\_\_\_\_  
 Print Sign

# Board of Directors Sign-In

Print

Sign

|                  |  |
|------------------|--|
| Monarch          |  |
| Monarch          |  |
| President        |  |
| Vice President   |  |
| Treasurer        |  |
| Secretary        |  |
| Membership Chair |  |
| Director         |  |
| Director         |  |

## Venmo Log

Document to name sending the Venmo tranaction and the amount. Please request that the name of the event show be put into the comments section. Do not total this amount with the cash total. Treasurer will attached the transaction log from Venmo.

| Name | Conf # | Amount |
|------|--------|--------|
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |
|      |        |        |

## Memberships

If there are any new or renewing members, please document name and amount only on this form.

| Name | Amount |
|------|--------|
|      |        |
|      |        |