



# CAPITAN MUNICIPAL SCHOOLS CASH BALANCE RECORD



**Admin Use Only**

Short	Over	By	Receipt #
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Fund:	Date:
Project or Fundraiser:	

List Checks Individually			Count	Type	TOTAL
Name	Check #	Amount		\$100.00	
1				\$50.00	
2				\$20.00	
3				\$10.00	
4				\$5.00	
5				\$2.00	
6				\$1.00	
7			TOTAL CURRENCY		1
8			Coins Must Be Rolled		
9				\$1.00	
10				\$0.50	
11				\$0.25	
12				\$0.10	
13				\$0.05	
14				\$0.01	
15			TOTAL COINS		2
16					
17					
18			TOTAL CHECKS		3
19					
21					
21					
22					
23					
24			ADD 1, 2, 3 for Total Deposit		\$
25					
26					
27					
28					
29			MUST BE VERIFIED BY TWO PEOPLE		
30			Signature of Sponsor		
31			Signature of Witness		