Donington Community Centre: Cash Reconciliation Sheet

This form must be completed and signed by **two (2) individuals** immediately following the event before cash is secured or banked, as required by the Financial Controls Policy.

Event Details	**Information**
Event / Fundraiser:	
Date of Event:	
Cash Source:	[ ] Bar Takings [ ] Event Entry/Tickets [ ] Other:
Counters' Names:	1. 2.

Part A: Physical Cash Count

Please count all cash denominations separately. Do not include any float provided before the event.

Denomination	**Number of Notes/Coins**	**Total Value (£)**
£50 Notes	times 50.00	
£20 Notes	times 20.00	
£10 Notes	times 10.00	
£5 Notes	times 5.00	
£2 Coins	times 2.00	
£1 Coins	times 1.00	

Denomination	Number of Notes/Coins	Total Value (£)
50p Coins	times 0.50	
20p Coins	times 0.20	
10p Coins	times 0.10	
5p Coins	times 0.05	
2p Coins	times 0.02	
1p Coins	times 0.01	
TOTAL CASH COUNT (A)		

Part B: Receipts

List any receipts paid from cash and attach them to this form

Date	Where	What (general description)	Amount (£)
		Total Receipts Paid (B)	

Part C: Reconciliation and Sign-Off

This section verifies the funds and confirms the handling process.

Description	Amount (£)
Total Cash Count (A)	
Less: Float or Petty Cash Returned (if applicable)	
Less: receipts paid, listed above (B)	
NET AMOUNT FOR BANKING (C)	

We, the undersigned counters, confirm that the physical cash count was performed together and accurately reflects the Net Amount For Banking (C).

Counter 1	Counter 2
Signature: _____	**Signature:** _____
Date & Time: _____	**Date & Time:** _____

Banking Record (Completed by Treasurer/Banker)

Detail	Completion
Date Banked:	
Amount Banked:	£
Reference Used:	
Treasurer/Banker Signature:	