NASDPDA Cash Count Verification Form

The North Augusta School of Dance Parent Dance Association

Fundraising/Event Name: _____

Event Date: _____

Event Chairperson: _____

Location: _____

Event Financial Summary

Beginning Cash (Starting Bank)

Amount Provided:

$_____

Provided By:

Money Collected

Cash Received

$_____

Checks Received

Number of Checks:

Total Check Amount:

$_____

Digital Payments Received

(Venmo, online payments, electronic payments, etc.)

$_____

Other Income

Description:

Amount:

$_____

Total Money Collected

Cash:

$_____

Checks:

$_____

Digital Payments:

$_____

Other:

$_____

Total Collected:

$_____

Event Expenses Paid

(Attach all receipts)

Description | Amount

_____ | $_____

_____ | $_____

_____ | $_____

_____ | $_____

Total Expenses:

$_____

Final Deposit Amount

Total Collected:

$_____

Minus Expenses:

$_____

Amount To Deposit:

$_____

Deposit Verification

Deposit Date:

Deposit Amount:

$_____

Bank Deposit Confirmation Attached:

☐ Yes
☐ No

Two-Person Money Count Verification

To maintain transparency, all funds must be counted and verified by two individuals.

Person #1 Counting Funds

Name:

Signature:

Date:

Person #2 Verifying Count

Name:

Signature:

Date:

Event Chair Confirmation

I confirm that:

☐ All money collected from this event has been reported.

☐ All expenses have been documented with receipts.

☐ Funds were counted by two individuals.

☐ The amount submitted for deposit matches the amount recorded above.

☐ All paperwork has been turned in to NASDPDA leadership.

Event Chair Signature:

Date:

Treasurer Review

I confirm that:

☐ Deposit was received.

☐ Deposit amount matches this report.

☐ Documentation has been filed.

☐ Financial records have been updated.

Treasurer Signature:

Date:

Notes / Exceptions / Additional Information

Required Attachments

☐ Event Summary

☐ Receipts

☐ Deposit Receipt

☐ Volunteer Documentation

☐ Other Supporting Documents

NASDPDA Financial Record Retention

This form shall be maintained with organizational financial records for transparency, accountability, and future leadership transition.