



RECORD OF FUNDS COLLECTED

Carl A. Swanson Elementary School
Swanson Community Club

Date: _____

Event: _____

Amount Collected:

Cash Total: \$ _____

Checks Total: \$ _____

Funds for all events must be counted and signed off by 2 people:

Name (print): _____

Name (print): _____

Signature: _____

Signature: _____

Submit to:

Swanson Community Club Treasurer
Amy Neumeister
aneumeis@gmail.com
(402) 598-6706

TO BE COMPLETED BY SWANSON TREASURER

Date received: _____

Reconciled Initials: _____

- The total reported for the amount of checks and cashed matched the final count for the bank deposit
- There was a variance between the amount recorded and the actual amount of the deposit

	Amount Recorded	Actual Amount Received	Variance
Cash Total	\$ _____	\$ _____	\$ _____
Check Total	\$ _____	\$ _____	\$ _____