SOP ATTACHMENT 5

**Money Intake Worksheet**

Event: Date of event:

|  |  |  |
| --- | --- | --- |
| Bills | Quantity | Amount |
| Hundreds |  |  |
| Fifties |  |  |
| Twenties |  |  |
| Tens |  |  |
| Fives |  |  |
| Ones |  |  |
| Bundles ($25) |  |  |
| Bills TOTAL |  |  |
| CHECKS TOTAL |  |  |
| Bank Deposit Total (add Bills and Checks) |  |  |
| Electronic Totals |  |  |
| Event Subtotal |  |  |
| Subtract Payments (Food, Keg, etc.) |  |  |
| Event Grand Total |  |  |

|  |  |
| --- | --- |
| Electronic Transactions |  |
| GoPayments (cards swiped) |  |
| GoPayment Fees (subtract) |  |
| PayPal/Web Donations |  |
| PayPal Fees (Subtract) |  |
| Electronic Totals |  |

Counted and verified by: (Must be signed by 2 members of the Board of Directors)

|  |  |  |
| --- | --- | --- |
| Checks Numbers | Last Name on Check | Amount |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Checks Subtotal |  |  |

Name: Name:

Title: Signature: Title: Signature:

**General Admission Collected Admission w/beer bust Shots Tips**

**Donations (from web or extra made at door)**

**Silent Auction (List items and how much went for) Memberships**