

Standard Operating Procedures of ICOM

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	

Checks Numbers	Last Name on Check	Amount
Checks Subtotal		

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

Name: _____ Title: _____ Signature: _____

Name: _____ Title: _____ Signature: _____

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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