

HCD Contra Cash Turnover Sheet

Purpose: Use this sheet to document all funds (typically just the kitty cash) the organizers turn over to the admissions desk at the start of the dance, and all funds (kitty, admissions, memberships, gifts, checks) returned to the organizers when we close the admissions desk.

Note: The treasurer's dance finance report should reflect at least this latter amount. In fact, we may report some additional amounts for refreshments or latecomer admissions, but never report a lower amount.

Event date: _____

1. Funds turned over to the admissions desk at the start of the event

Total Amount: _____

Provided by (name and signature): _____

Received by (name and signature): _____

2. Funds returned to the organizers at the admission desk closing

Note: Include all funds (kitty, admissions, memberships, gifts/donations, checks)

Total Amount: _____

Provided by (name and signature): _____

Received by (name and signature): _____

	Count	Extended Amount
Checks		
100' s		
50' s		
20' s		
10' s		
5' s		
1' s		
Change	Don't bother	Don't bother
Grand Total		