

# IHM Deposit & Cash Receipts Form

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Event/Ministry:** \_\_\_\_\_

1. Keep all monies secured as best you can until they are reconciled
2. List the denominations in the appropriate row and total across
3. List the number of checks and total \$\$ of the checks
4. Total all monies and checks in the Total Collected space

	<u>QTY</u>	<u>x AMT</u>	=	<u>TOTAL</u>
<b><u>COIN</u></b>				
Pennies	_____	x . 0 01	=	_____
Nickels	_____	x 0.05	=	_____
Dimes	_____	x 0.10	=	_____
Quarters	_____	x 0.25	=	_____
Fifty Cents	_____	x 0.50	=	_____
Dollar (Coin)	_____	x 1.00	=	_____
				<b>TOTAL COIN =</b> _____
<b><u>CURRENCY</u></b>				
One's	_____	x \$1.00	=	_____
Two's	_____	x \$2.00	=	_____
Five's	_____	x \$5.00	=	_____
Ten's	_____	x \$10.00	=	_____
Twenty's	_____	x \$20.00	=	_____
Fifty's	_____	x \$50.00	=	_____
100's	_____	x\$100.00	=	_____
Other	_____	x _____	=	_____
				<b>TOTAL CURRENCY =</b> _____
<b><u>CHECKS</u></b>				
				_____
<small>(Enter <u>number of checks</u> &amp; then the total amount)</small>				
				<b>TOTAL COIN, CURRENCY &amp; CHECKS =</b> _____

Signatures 1. \_\_\_\_\_ 2. \_\_\_\_\_