

**DALLAS SCHOOL DISTRICT NO. 2 – STUDENT BODY ACTIVITY FUNDS  
CASH RECONCILIATION**

EVENT DATE	ASB CLUB NAME	EVENT OR PURPOSE	
CURRENCY	AMOUNT	COIN	AMOUNT
1.00		.01	
2.00		.05	
5.00		.10	
10.00		.25	
20.00		.50	
50.00		1.00	
100.00		.25 roll	
<b>TOTAL</b>		<b>TOTAL</b>	
<b># OF CHECKS</b>		<b>CHECK TOTAL</b>	
<b>**LIST EVENT ON CHECK MEMO LINE</b>		<b>GRAND TOTAL</b>	
<b>Worker Name</b>		<b>Person who counted</b>	
<b>Worker Name</b>		<b>Supervisor printed name and signature</b>	
<b>THE MONEY MUST BE COUNTED. PLEASE ALLOW TIME TO COUNT AND COMPLETE THIS FORM. TURN CASHBOX OVER TO ADMINISTRATOR. THANK YOU.</b>			
<b>DO NOT COMPLETE THIS SECTION - OFFICE USE ONLY</b>			
<b>CURRENCY TOTAL</b>			
<b>CHECK TOTAL</b>			
<b>COIN TOTAL</b>			
<b>TOTAL CASH</b>			
<b>LESS BEGINNING CASH</b> (Amount pre-filled by bookkeeper; initialed by requestor)			
<b>TOTAL EVENT PROCEEDS (DEPOSIT)</b>			
<b>CONCESSIONS DISTRIBUTION (if applicable)</b>			
<b>CANTEEN/BOOSTER CLUB</b>			
<b>ASB CLUB</b>			
<b>BOOKKEEPER/OFFICE MANAGER SIGNATURE</b>			