



Cash Chain of Custody

EVENT: _____

DATE: _____

HOSTING GROUP: _____

Count # Midday # _____

End Day End Event

EXCHEQUER: _____
(MODERN NAME)

Previous Count Drawer Pull

Pull # _____

EVENT STEWARD: _____
(MODERN NAME)

Pull Total \$ _____

PLEASE CLEARLY PRINT ALL INFORMATION EXCEPT WHERE SIGNATURE IS REQUESTED.

START COUNT			END COUNT		
Date	Time		Date	Time	
COIN	QTY	TOTAL	COIN	QTY	TOTAL
\$0.01		= \$	\$0.01		= \$
\$0.05		= \$	\$0.05		= \$
\$0.10		= \$	\$0.10		= \$
\$0.25		= \$	\$0.25		= \$
\$0.50		= \$	\$0.50		= \$
\$1.00		= \$	\$1.00		= \$
BILLS			BILLS		
\$1.00		= \$	\$1.00		= \$
\$5.00		= \$	\$5.00		= \$
\$10.00		= \$	\$10.00		= \$
\$20.00		= \$	\$20.00		= \$
\$50.00		= \$	\$50.00		= \$
\$100.00		= \$	\$100.00		= \$
			Other		
			CHECKS		
TOTAL \$			TOTAL \$		

Starting Count Personnel*

Person 1 Title:	Person 2 Title:	Person 3 Title:
<i>Person 1 Legal Name</i>	<i>Person 2 Legal Name</i>	<i>Person 3 Legal Name</i>
<i>Person 1 Legal Signature</i>	<i>Person 2 Legal Signature</i>	<i>Person 3 Legal Signature</i>

Ending Count Personnel*

Person 1 Title:	Person 2 Title:	Person 3 Title:
<i>Person 1 Legal Name</i>	<i>Person 2 Legal Name</i>	<i>Person 3 Legal Name</i>
<i>Person 1 Legal Signature</i>	<i>Person 2 Legal Signature</i>	<i>Person 3 Legal Signature</i>

Drawer Reconciliation

End Count \$ _____	Registered	<i>Number</i>	<i>Amount (# x Fee)</i>
Start Count (-) \$ _____	Adult	x \$	=
Income Total^a \$ _____	Non-Mem	x \$	=
Drawer Pull Amount \$ _____	Youth	x \$	=
Drawer Pull #: _____ of _____	Child	x \$	=
Pull Amount Total^b \$ _____	Extra	x \$	=
	Theoretical Total^c \$		

Income Total^a	Pull Amount Total^b	Event Income	Theoretical Total^c	Diff.
(+)	(=)	(-)	(=)	\$

*Society Exchequer Handbook: Section 7.V.A.4.e: Count at beginning of event, beginning and end of each day, and random intervals while open. Counted and verified by 3 paid members, one of which must be Exchequer (or deputy) or Seneschal of branch.