

Cash Chain of Custody

Event: _____

Event Dates: _____

Hosting Group: _____

Count #

Seneschal: _____
(Modern Name)

Midday - Date: _____

Count # _____

Exchequer: _____
(Modern Name)

End of Day - Date: _____

Exchequer's Group (if not of hosting group): _____

If completing mid-day count, start next sheet immediately following with the start count. If completing end-day count, start count will be done the following morning.

Event Steward: _____
(Modern Name)

PLEASE CLEARLY PRINT ALL INFORMATION EXCEPT WHERE SIGNATURE IS REQUESTED.

<u>Start Count</u>		
Date _____	Time _____	
COINS	Qty	Total
\$0.01 _____	= \$ _____	
\$0.05 _____	= \$ _____	
\$0.10 _____	= \$ _____	
\$0.25 _____	= \$ _____	
\$0.50 _____	= \$ _____	
\$1.00 _____	= \$ _____	
BILLS	Qty	Total
\$1 _____	= \$ _____	
\$5 _____	= \$ _____	
\$10 _____	= \$ _____	
\$20 _____	= \$ _____	
\$50 _____	= \$ _____	
\$100 _____	= \$ _____	
Total = \$		_____

<u>End Count</u>		
Date _____	Time _____	
COINS	Qty	Total
\$0.01 _____	= \$ _____	
\$0.05 _____	= \$ _____	
\$0.10 _____	= \$ _____	
\$0.25 _____	= \$ _____	
\$0.50 _____	= \$ _____	
\$1.00 _____	= \$ _____	
BILLS	Qty	Total
\$1 _____	= \$ _____	
\$5 _____	= \$ _____	
\$10 _____	= \$ _____	
\$20 _____	= \$ _____	
\$50 _____	= \$ _____	
\$100 _____	= \$ _____	
Checks (From Check Tally Section) _____	= \$ _____	
Total = \$		_____

Drawer Pull

Pull #: _____ Pull Total \$ _____ Left in Drawer (Equals starting count total on next count sheet): \$ _____

<u>Starting Count Personnel*</u>		
Person 1: Seneschal <input type="radio"/> Exchequer <input type="radio"/>	Person 2: Member #:	Person 3: Member #:
<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>
<u>Ending Count Personnel*</u>		
Person 1: Seneschal <input type="radio"/> Exchequer <input type="radio"/>	Person 2: Member #:	Person 3: Member #:
<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>

*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.

Cash Chain of Custody

Event: _____

Event Dates: _____

Count #

Midday - Date: _____ Count # _____

End of Day - Date: _____

Check Tally Sheet

<u>Check #</u>	<u>Check Amount</u>	<u>Receipt #</u>

<u>Check #</u>	<u>Check Amount</u>	<u>Receipt #</u>

Total # of Checks: _____

Total Check Amount: \$ _____

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