

**Smyrna School District  
Revenue Collection Form**

- 1) The collection of cash and checks for school activities requires that internal controls be in place to safeguard those assets. The internal controls shall ensure that the money is counted on the day that it is received; that there are at least two individuals present when cash is being counted; and that the form below is signed by the two individuals present during the counting of the money. A copy of this document should be given to the individual making the deposit at the bank to be maintained as supporting documentation and as an attachment to the bank deposit slip.
- 2) Receipts will be provided to individuals providing payment in anticipation of a future event. One copy of the receipt shall be given to the individual providing payment, and one copy shall be maintained by the school office. If the payment is made for an event taking place at the time of payment, such as during admittance to an athletic event, no receipt is required but the use of pre-numbered ticket rolls is recommended.

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

Description of activity: \_\_\_\_\_

Amount of Cash Collected: \_\_\_\_\_

Amount of Checks Collected: \_\_\_\_\_

Total Amount Collected: \_\_\_\_\_

Signature of Individual Counting the Revenue Collections: \_\_\_\_\_

Signature of Witness to Cash/Check Collections: \_\_\_\_\_