

**FERN RIDGE SCHOOL DISTRICT 28J**  
**DOUBLE COUNT - FINANCIAL RECONCILIATION FORM**

Club Name \_\_\_\_\_ Date \_\_\_\_\_

Describe Activity \_\_\_\_\_

**Instructions**

1. Use this form for the following types of activities:
  - Class Fees and Field Trips
  - Club Sponsorships
  - Club Events (dances, shows, etc.)
  - Sales (car washes, candy, etc.)
  - Pre-Sold Items (cookie dough, etc.)
2. Club Advisor counts the cash collected and signs where indicated
3. Club Advisor attaches the following items to this form and return to Office Manager or Bookkeeper
  - a. Appropriate receipt form (i.e. Single Purpose Multiple Receipt)
  - b. Copy of Request for Fundraiser Form

<b>Advisor Count</b>	
Currency	_____
Coin	_____
Checks	_____
Total	=====
Signature	_____
Date	_____

<b>Bookkeeper Count</b>	
Currency	_____
Coin	_____
Checks	_____
Total	=====
Signature	_____
Date	_____