

# Watts Chapel Missionary Baptist Church Deposit Proof Sheet

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

Ministry: \_\_\_\_\_ Submitted by: \_\_\_\_\_

Advance Check #: \_\_\_\_\_ Ministry count Verified by: \_\_\_\_\_

Check if Pass Thru Funds     Check if Advance Refur

| Bill Amount        | Number of Bills | Total Dollar Amount | Coin               | Number Loose Coins | Total Coin Amount |
|--------------------|-----------------|---------------------|--------------------|--------------------|-------------------|
| \$1                |                 |                     | .01                |                    |                   |
| \$2                |                 |                     | .05                |                    |                   |
| \$5                |                 |                     | .10                |                    |                   |
| \$10               |                 |                     | .25                |                    |                   |
| \$20               |                 |                     | .50                |                    |                   |
| \$50               |                 |                     | \$1                |                    |                   |
| \$100              |                 |                     |                    |                    |                   |
| <b>TOTAL Bills</b> |                 |                     |                    |                    |                   |
|                    |                 |                     | <b>TOTAL Coins</b> |                    |                   |

## Total Recap

|   |    |                |  |
|---|----|----------------|--|
| Total Number of Checks                              | #  | Total Currency |  |
| <b>Total Checks Amount<br/>(affix tape to back)</b> | \$ | Total Coin     |  |
|   |    | Cash Total     |  |
|   |    | Checks Total   |  |
| <b>DEPOSIT TOTAL</b>                                |    |                |  |

**For Counting Ministry use only:**

Counted by: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

Counting Ministry Verification: \_\_\_\_\_

Counting Ministry Verification: \_\_\_\_\_

- Original given to Financial Secretary
- Copy given to Ministry
- Envelopes/supporting documentation given to Financial Secretary

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