



*The Father's Heart*  
 Worship Center  
 Senior Pastors Dr. Cornelius & Tanya Dennis

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### Department Currency & Coin Audit Trail

**Instructions:**

1. Report all money to the Finance Office.
2. Complete the coin & currency sheet.
3. Keep a copy for your records.

***All money should be turned in within five (5) days of the event.***

**PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS:**

- These funds are for the department's events, activities, dues, etc.  
 These funds are for the general account for a church event, reimbursement, refund, etc.

Name of person reporting funds: \_\_\_\_\_

What department are these funds from? \_\_\_\_\_

What is the name of the event these funds are from? \_\_\_\_\_

Event date: \_\_\_\_\_

Today's date: \_\_\_\_\_

**CHECKS: PLEASE TURN IN ALL CHECKS IMMEDIATELY!!!**

Name \_\_\_\_\_ Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Name \_\_\_\_\_ Check# \_\_\_\_\_ Amount \$ \_\_\_\_\_

*(Use reverse side for additional space)*

**TOTAL \$ \_\_\_\_\_**

**COINS:**

Number of half dollars = \_\_\_\_\_ x .50 = \_\_\_\_\_

Number of quarters = \_\_\_\_\_ x .25 = \_\_\_\_\_

Number of dimes = \_\_\_\_\_ x .10 = \_\_\_\_\_

Number of nickels = \_\_\_\_\_ x .05 = \_\_\_\_\_

Number of pennies = \_\_\_\_\_ x .01 = \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**CURRENCY:**

Number of half hundreds = \_\_\_\_\_ x 100 = \_\_\_\_\_

Number of fifties = \_\_\_\_\_ x 50 = \_\_\_\_\_

Number of twenties = \_\_\_\_\_ x 20 = \_\_\_\_\_

Number of tens = \_\_\_\_\_ x 10 = \_\_\_\_\_

Number of fives = \_\_\_\_\_ x 05 = \_\_\_\_\_

Number of ones = \_\_\_\_\_ x 01 = \_\_\_\_\_

**TOTAL \$ \_\_\_\_\_**

**TOTAL AMOUNTS**

CHECKS \$ \_\_\_\_\_

CURRENCY \$ \_\_\_\_\_

COINS \$ \_\_\_\_\_

CREDIT CARDS \$ \_\_\_\_\_

**TOTAL REMITTANCE \$**

**COMPLETED BY:**

\_\_\_\_\_  
 Finance Assistant Name

\_\_\_\_\_  
 Finance Assistant Signature

\_\_\_\_\_  
 Department Head Name

\_\_\_\_\_  
 Department Head Signature