

Money Counting Worksheet

Date: _____

Event(s): _____

After counting, these funds are being left in the custody (for deposit) of ...

Name: _____ Phone: _____

Deposits should be made as soon as possible, no later than TWO business days after event.

Coins

Pennies # _____ @ \$0.01 _____

Nickels # _____ @ \$0.05 _____

Dimes # _____ @ \$0.10 _____

Quarters # _____ @ \$0.25 _____

\$.50 Coin # _____ @ \$0.50 _____

\$1.00 Coin # _____ @ \$1.00 _____

Total Coin:

Currency

Ones _____ @ \$1.00 _____

Twos _____ @ \$2.00 _____

Fives _____ @ \$5.00 _____

Tens _____ @ \$10.00 _____

Twenties _____ @ \$20.00 _____

Fifties _____ @ \$50.00 _____

Hundreds _____ @ \$100.00 _____

Total Currency:

Checks (Use space below or back of sheet to itemize checks.)

of Checks:

Total \$ Checks:

Grand Total for Deposit:

Coin	Currency	Checks	=	Total Deposit
			+	

After completion of this form, keep it SEPARATE from the funds in a secure location for the Treasurer. If desired, scan/copy a second form to keep with funds.

Counter #1

Print Name

Signature

Counter #2

Print Name

Signature

If Petty Cash (that is, change) was brought in by someone to start the event, please fill out the following. **Thank you!**

Name of Petty Cash Provider

Roll Pennies @ \$0.50: _____

Roll Nickels @ \$2.00: _____

Roll Dimes @ \$5.00: _____

Roll Quarters @ \$10.00: _____

Ones: _____ Fives: _____

Tens: _____ 20s: _____

Total Value:

Cash Verified by:

Print Name

Signature