

CASH COUNT SHEET

ORGANIZATION _____ DATE OF COUNT _____

Petty Cash _____ Change Fund Other _____

Currency

_____	X	\$ 1.00 =	_____
_____	X	5.00 =	_____
_____	X	10.00 =	_____
_____	X	20.00 =	_____
_____	X	50.00 =	_____
_____	X	100.00 =	_____
Total Currency			\$ _____

Coin

_____	X	.01 =	_____
_____	X	.05 =	_____
_____	X	.10 =	_____
_____	X	.25 =	_____
_____	X	.50 =	_____
_____	X	1.00 =	_____
Total Coins			\$ _____

Checks: _____ \$ _____

Petty Cash Disbursement Vouchers: _____ \$ _____
(with attached paid receipts/invoices)

Other: _____ \$ _____

TOTAL CASH AND VOUCHERS: _____ \$ _____

TOTAL TO ACCOUNT FOR: _____ \$ _____

OVERAGE OR (SHORTAGE): _____ \$ _____

First Person Making Count: _____
(Signature)

Second Person Making Count: _____
(Signature)