|  |  |
| --- | --- |
|  |  |
| **CASH COUNT SHEET** |  |
|  |  |
| NAME OF FUND: |  | ACTIVITY: |  |  |
| ADDRESS: |  |  |
| FUND TITLE: |  | LOCATION: |  |  |
|  |  |
| CURRENCY | UNITS | TOTAL |  |  |
|  |  |
| $ 100.00 | x |  | = |  |  |  |
| 50.00 | x |  | = |  |  |  |
| 20.00 | x |  | = |  |  |  |
| 10.00 | x |  | = |  |  |  |
| 5.00 | x |  | = |  |  |  |
| 2.00 | x |  | = |  |  |  |
| 1.00 | x |  | = |  |  |  |
|  | TOTAL CURRENCY COUNTED $ |  |  |
|  |  |
| ROLLED COINS | ROLLS |  | TOTAL |  |  |
|  |  |
| $.50 |  | x | $ 10.00 | = $ |  |  |  |
| .25 |  | x | 10.00 | = |  |  |  |
| .10 |  | x | 5.00 | = |  |  |  |
| .05 |  | x | 2.00 | = |  |  |  |
| .01 |  | x | .50 | = |  |  |  |
|  | TOTAL ROLLED COINS COUNTED $ |  |  |
|  |  |
| LOOSE COINS | NUMBER |  | TOTAL |  |  |
|  |  |
| $.50 |  | x | $ .50 | = $ |  |  |  |
| .25 |  | x | .25 | = |  |  |  |
| .10 |  | x | .10 | = |  |  |  |
| .05 |  | x | .05 | = |  |  |  |
| .01 |  | x | .01 | = |  |  |  |
|  | TOTAL LOOSE COINS COUNTED $ |  |  |
|  | TOTAL OF ALL CURRENCY AND COINS COUNTED $ |  |  |
|  |  |
| OTHER ITEMS COUNTED |  |  |
|  |  |
|  CHECKS AND MONEY ORDERS\* $ |  |  |  |
|  VOUCHERS PAID\* |  |  |  |
|  OTHER, I.E., IOU, ETC.\* |  |  |  |
| TOTAL |  | $ |  |  |
| \* PROVIDE DETAILS ON REVERSE OF THIS FORM. |  |
|  |
|  |  | GRAND TOTAL OF ALL CASH ITEMS COUNTED | $ |  |  |
|  |  | AMOUNT AUTHORIZED | $ |  |  |
|  |  | DIFFERENCE (OVERAGE OR SHORTAGE) | $ |  |  |
|  |  |  |  |
| I CERTIFY THAT AT |  | HOURS THIS |  | , THE ABOVE CASH AND CASH ITEMS WERE COUNTED IN MY PRESENCE |  |
| AND THAT THE ABOVE CASH AND CASH ITEMS WERE RETURNED TO ME INTACT. I FURTHER STATE THAT THE ABOVE CASH AND CASH ITEMS REPRESENT ALL MONIES INTRUSTED TO ME FOR WHICH I AM ACCOUNTABLE. |  |
|  |  |
| SIGNATURE |  | CUSTODIAN |  |
| TITLE |  |  |
| AUDITOR'S SIGNATURE |  |  |
|  |  |