

# Cash Count Sheet For Anticipated Less Than \$500

\*\*Requires 2 counters total

Complete form with 2 counters prior to deposit for anticipated amounts less than \$500. Initial in agreement to amount noted. Treasurer/President attach form to deposit slip or statement.

Date: \_\_\_\_\_ Deposit # (treasurer use): \_\_\_\_\_

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

## COINS

Pennies \_\_\_\_\_ @ 0.01 = \_\_\_\_\_  
 Nickels \_\_\_\_\_ @ 0.05 = \_\_\_\_\_  
 Dimes \_\_\_\_\_ @ 0.10 = \_\_\_\_\_  
 Quarters \_\_\_\_\_ @ 0.25 = \_\_\_\_\_  
 50¢ Piece \_\_\_\_\_ @ 0.50 = \_\_\_\_\_  
 \$1.00 Piece \_\_\_\_\_ @ 1.00 = \_\_\_\_\_

**TOTAL COINS \$:** \_\_\_\_\_

Counter #1  
Initials

Counter #2  
Initials

## CASH

Ones \_\_\_\_\_ @ 1.00 = \_\_\_\_\_  
 Twos \_\_\_\_\_ @ 2.00 = \_\_\_\_\_  
 Fives \_\_\_\_\_ @ 5.00 = \_\_\_\_\_  
 Tens \_\_\_\_\_ @ 10.00 = \_\_\_\_\_  
 Twenties \_\_\_\_\_ @ 20.00 = \_\_\_\_\_  
 Fifties \_\_\_\_\_ @ 50.00 = \_\_\_\_\_  
 Hundreds \_\_\_\_\_ @ 100.00 = \_\_\_\_\_

**TOTAL CASH \$:** \_\_\_\_\_

**TOTAL Currency:** \_\_\_\_\_  
(Coins + Cash)

## CHECKS

Total # of checks: \_\_\_\_\_

**Total \$ amount of checks:** \_\_\_\_\_

**DEDUCTIONS? (attach note):** \_\_\_\_\_

## TOTAL:

Currency: \_\_\_\_\_

Checks: \_\_\_\_\_

**TO BE DEPOSITED:** \_\_\_\_\_

Counter #1 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Counter #2 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_