



Cash Counting Worksheet Instructions

- **Enter name of event**
 - ex: BookFair, Holiday Store, etc.
- **Enter date of event**
 - ex: Monday, March 30, 2018
- **“Total Starting Petty Cash”**
 - This will either be the amount of cash provided by the treasurer on day 1 of your event or yesterday’s ending petty cash amount.
 - Either way, the breakdown of funds should be recorded as starting petty cash on the back of your worksheet.
- **“Total Checks”**
 - Record the actual physical number of checks. (ex: 25)
 - Record the total value of all checks. (ex: \$101.25)
 - Both counters should verify both recorded values.
- **“Total Currency”**
 - Record the quantity of each denomination of bills. (ex: 134)
 - Record the dollar amount of each demonimation. (ex: \$55)
 - Total the currency amount and record both in the box and on the line indicated.
 - Both counters should verify all recorded values.
- **“Total Coins”**
 - Record the quantity of each denomination of coins of both full rolls and loose coinage. (ex: 2/32)
 - Record the total amount of each demonimation. (ex: \$6.25)
 - Total the coin amount and record both in the box and on the line indicated.
 - Both counters should verify all recorded values.

- For reference:
 - Quarters
 - One roll equals \$10; 40 quarters per roll
 - Dimes
 - One roll equals \$5; 50 dimes per roll
 - Nickels
 - One roll equals \$2; 40 nickels per roll
 - Pennies
 - One roll equals \$0.50; 50 pennies per roll
- **“Total Gross Amount”** is the sum of all checks, currency, and coins (including starting petty cash)
 - Both counters should add the sum independently.
- **“Less Ending Petty Cash”**
 - The amount that you are leaving in the cash box/drawer to start tomorrow is your ending petty cash
 - If you are keeping all funds for tomorrow, then this line will be the entire gross amount from above.
 - If you are removing money from the box, then the amount remaining in the box will be recorded here.
 - The breakdown of funds should be recorded on the back of the cash counting worksheet as the ENDING petty cash amount.
 - This same breakdown of funds should be transferred to the STARTING petty cash amount on tomorrow’s cash counting worksheet
- **“Total Deposit”**
 - Equals amount to be turned into the treasurer or placed in a bag (which is then placed in the safe in the office)
 - Subtract “Tomorrow’s Petty Cash” from “Total Gross Amount” and record the difference on the line.
 - Both counters should do this math to ensure accuracy.
- Both counter one and counter two should sign the and date the form and place with the deposit.
 - Feel free to make a copy if desired for event records.