



## 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):** \_\_\_\_\_ \$ \_\_\_\_\_

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First Person Making Count: \_\_\_\_\_  
(Signature)

Second Person Making Count: \_\_\_\_\_  
(Signature)