



# Money Counting Worksheet

Date \_\_\_\_\_ Event/Committee \_\_\_\_\_

## 1. RECORD PETTY CASH PROVIDED

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Name of Petty Cash Provider \_\_\_\_\_

Roll Pennies \_\_\_\_\_ @ 0.50 = \_\_\_\_\_

Roll Nickels \_\_\_\_\_ @ 2.00 = \_\_\_\_\_

Roll Dimes \_\_\_\_\_ @ 5.00 = \_\_\_\_\_

Roll Quarters \_\_\_\_\_ @10.00 = \_\_\_\_\_

Ones \_\_\_\_\_ @ 1.00 = \_\_\_\_\_

Fives \_\_\_\_\_ @ 5.00 = \_\_\_\_\_

Tens \_\_\_\_\_ @10.00 = \_\_\_\_\_

Twenties \_\_\_\_\_ @20.00 = \_\_\_\_\_

**TOTAL PETTY CASH** \$ \_\_\_\_\_

Cash Verified By: \_\_\_\_\_

Cash Returned To: \_\_\_\_\_

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

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

## 2. AFTER PETTY CASH RETURNED, COUNT FUNDS

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**COINS**

Pennies \_\_\_\_\_ @ 0.01 = \_\_\_\_\_

Nickels \_\_\_\_\_ @ 0.05 = \_\_\_\_\_

Dimes \_\_\_\_\_ @ 0.10 = \_\_\_\_\_

Quarters \_\_\_\_\_ @ 0.25 = \_\_\_\_\_

.50 Piece \_\_\_\_\_ @ 0.50 = \_\_\_\_\_

1.00 Piece \_\_\_\_\_ @ 1.00 = \_\_\_\_\_

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

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**CURRENCY**

Ones \_\_\_\_\_ @ 1.00 = \_\_\_\_\_

Twos \_\_\_\_\_ @ 2.00 = \_\_\_\_\_

Fives \_\_\_\_\_ @ 5.00 = \_\_\_\_\_

Tens \_\_\_\_\_ @ 10.00 = \_\_\_\_\_

Twenties \_\_\_\_\_ @ 20.00 = \_\_\_\_\_

Fifties \_\_\_\_\_ @ 50.00 = \_\_\_\_\_

Hundreds \_\_\_\_\_ @ 100.00 = \_\_\_\_\_

**TOTAL CURRENCY** \$ \_\_\_\_\_

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**Total Coins to Deposit** \$ \_\_\_\_\_

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**Total Currency to Deposit** \$ \_\_\_\_\_

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**Total Checks to Deposit** \$ \_\_\_\_\_

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**Grant Total to Deposit** \$ \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**CHECKS**

	<b>Name</b>	<b>Check No.</b>	<b>Amount</b>
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$
11			\$
12			\$
13			\$
14			\$
15			\$
16			\$
17			\$
18			\$
19			\$
20			\$
21			\$
22			\$
23			\$
24			\$
25			\$
26			\$
27			\$
28			\$
29			\$
30			\$
31			\$
32			\$
33			\$
34			\$
35			\$
		<b>Total</b>	<b>\$</b>