**Cash Counting Sheet / Deposit Sheet**

Event Name: Event Date:

**Initial Count**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Quantity** | **Total Bills** |  |  | **Quantity** | **Total Coins** |
| **100s** |  |  |  | **Quarters** |  |  |
| **50s** |  |  |  | **Dimes** |  |  |
| **20s** |  |  |  | **Nickels** |  |  |
| **10s** |  |  |  | **Pennies** |  |  |
| **5s** |  |  |  |  | **TOTAL:** |  |
| **1s** |  |  |  |  |  |  |
|  | **TOTAL:** |  |  |  |  |  |

**Total Cash**

**Less Float Cash**  *(This is the cash needed to begin the next day’s   
 event - only to be used for multiple day events)*

**Total Checks**  *(Please include check details on page 3)*

**New Total Amount**

Drop **New Total Amount** in Deposit Bag using the largest bills/coins possible.

**Signatures**

Chairperson Signature Date

President/Treasurer Signature Date

Re-count **Float Cash** and add the total below.

|  |  |  |
| --- | --- | --- |
|  | **Quantity** | **Total Cash** |
| **50s** |  |  |
| **20s** |  |  |
| **10s** |  |  |
| **5s** |  |  |
| **1s** |  |  |
| **Quarters** |  |  |
| **Dimes** |  |  |
| **Nickels** |  |  |
| **Pennies** |  |  |

**Total Float Cash**  \*

*\*If this amount does not equal your Float Total from the first count, get a new sheet and start over.*

Record details of all **checks** received below.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Last Name** | **Check #** | **Amount** |  |  | **Last Name** | **Check #** | **Amount** |
| 1 |  |  |  |  | 12 |  |  |  |
| 2 |  |  |  |  | 13 |  |  |  |
| 3 |  |  |  |  | 14 |  |  |  |
| 4 |  |  |  |  | 15 |  |  |  |
| 5 |  |  |  |  | 16 |  |  |  |
| 6 |  |  |  |  | 17 |  |  |  |
| 7 |  |  |  |  | 18 |  |  |  |
| 8 |  |  |  |  | 19 |  |  |  |
| 9 |  |  |  |  | 20 |  |  |  |
| 10 |  |  |  |  | 21 |  |  |  |
| 11 |  |  |  |  | 22 |  |  |  |

**# of checks** **Total Check Amount**: