Money Count Worksheet

Holy Spirit PTO

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

A. If you were given a Beginning Bank, list amount here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Remove the Beginning Bank from the proceeds of the event. Amount here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

C. Count Cash proceeds:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Pennies |  | x $0.01 | = |  | Ones |  | x $1.00 | = |
| Nickels |  | x $0.05 | = |  | Twos |  | x $2.00 | = |
| Dimes |  | x $0.10 | = |  | Fives |  | x $5.00 | = |
| Quarters |  | x $0.25 | = |  | Tens |  | x $10.00 | = |
| Fifty-Cent  |  | x $0.50 | = |  | Twenties |  | x $20.00 | = |
| Dollar Coin |  | x $1.00 | = |  | Fifties |  | x $50.00 | = |
| Total Coins |  |  |  |  | Hundreds |  | x $100.00 | = |
|  |  |  |  |  | Total Currency |  |  |  |

1. Total checks (additional checks may be listed on the back and totaled, bring total forward and include here)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Cents |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dollars |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Total |

 Coin Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Currency Total \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Checks Total +\_\_\_\_\_\_\_\_\_\_\_\_\_

 Total =\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures of the two people who counted the ending bank:

|  |  |
| --- | --- |
| Print Name: | Print Name:  |
| Signature: | Signature: |