



# CASH BOX RECONCILIATION FORM

Event Title \_\_\_\_\_ Date \_\_\_\_\_

Person(s) Completing Form \_\_\_\_\_

**Please count all money in the cash box BEFORE your event & record here:**

Cash (Bills)	Number of Bills		Amount	Cash (Coins)	Number of Coins		Amount
\$100		X \$100 =		Dollar Coin		X 1.00=	
\$50		X \$50 =		Half Dollars		X 0.50=	
\$20		X \$20 =		Quarters		X 0.25=	
\$10		X \$10 =		Dimes		X 0.10=	
\$5		X \$5 =		Nickels		X 0.05=	
\$1		X \$1 =		Pennies		X 0.01=	
<b>Total Bills:</b>			<b>\$</b>	<b>Total Coin:</b>			<b>\$</b>

Total Cash at START of Event: \$ \_\_\_\_\_

**Please count all money in cash box AT COMPLETION your event & record here:**

Cash (Bills)	Number of Bills		Amount	Cash (Coins)	Number of Coins		Amount
\$100		X \$100 =		Dollar Coin		X 1.00=	
\$50		X \$50 =		Half Dollars		X 0.50=	
\$20		X \$20 =		Quarters		X 0.25=	
\$10		X \$10 =		Dimes		X 0.10=	
\$5		X \$5 =		Nickels		X 0.05=	
\$1		X \$1 =		Pennies		X 0.01=	
<b>Total Bills:</b>			<b>\$</b>	<b>Total Coin:</b>			<b>\$</b>
<b>CHECKS:</b>			<b>\$</b>				

Total Cash & Checks at END of Event: \$ \_\_\_\_\_

>>> LEAVE \$100.00 in cash & coins in your Cash Box before returning it. Typically we leave ALL coin and balance in bills – primarily \$1's & \$5's.

>>> COMPLETE A DEPOSIT FORM for the remainder of the cash & checks collected and give to your committee chairperson.

(Please make sure that there are always two (2) people counting money to verify.)

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter's Signature \_\_\_\_\_ Date \_\_\_\_\_