



Sisters Park and Recreation District Event Cash Counting Worksheet

Event/Program: _____

Date (circle one): _____

Location (circle one): _____

Print Name 1: _____

Print Name 2: _____

COINS	times	# count	Total Amount
Pennies (\$0.01)	x		\$
Nickels (\$0.05)	x		\$
Dimes (\$0.10)	x		\$
Quarters (\$0.25)	x		\$
TOTAL			\$

COINS	times	# count	Total Amount
Pennies (\$0.01)	x		\$
Nickels (\$0.05)	x		\$
Dimes (\$0.10)	x		\$
Quarters (\$0.25)	x		\$
TOTAL			\$

CASH	times	# count	Total Amount
Ones (\$1)	x		\$
Twos (\$2)	x		\$
Fives (\$5)	x		\$
Tens (\$10)	x		\$
Twenties (\$20)	x		\$
Fifties (\$50)	x		\$
One-hundreds (\$100)	x		\$
TOTAL			\$

CASH	times	# count	Total Amount
Ones (\$1)	x		\$
Twos (\$2)	x		\$
Fives (\$5)	x		\$
Tens (\$10)	x		\$
Twenties (\$20)	x		\$
Fifties (\$50)	x		\$
One-hundreds (\$100)	x		\$
TOTAL			\$

TOTAL CHECKS	\$
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TOTAL CHECKS	\$
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Grand Total \$

Grand Total \$

Signature _____

Signature _____

Notes:

1. At a minimum, two people need to count & sign this form at the start and end of the day
2. If there is a lot of cash in the till, two people need to count & sign and place money and count sheet in a bank bag and seal it
3. Thank you for helping with this event!