

**CASH COUNT & RECONCILIATION FORM**

BUDGET CATEGORY \_\_\_\_\_

DIRECTOR/CHAIRPERSON \_\_\_\_\_

DATE \_\_\_\_\_ TIME \_\_\_\_\_

FUNDS ON HAND:  
CASH

**Coins** \$ 0.01 X = \_\_\_\_\_ = \_\_\_\_\_

0.05 X = \_\_\_\_\_ = \_\_\_\_\_

0.10 X = \_\_\_\_\_ = \_\_\_\_\_

0.25 X = \_\_\_\_\_ = \_\_\_\_\_

0.50 X = \_\_\_\_\_ = \_\_\_\_\_

1.00 X = \_\_\_\_\_ = \_\_\_\_\_

**Currency** 1.00 X = \_\_\_\_\_ = \_\_\_\_\_

2.00 X = \_\_\_\_\_ = \_\_\_\_\_

5.00 X = \_\_\_\_\_ = \_\_\_\_\_

10.00 X = \_\_\_\_\_ = \_\_\_\_\_

20.00 X = \_\_\_\_\_ = \_\_\_\_\_

50.00 X = \_\_\_\_\_ = \_\_\_\_\_

100.00 X = \_\_\_\_\_ = \_\_\_\_\_

CHECKS # \_\_\_\_\_ = \_\_\_\_\_

MONEY ORDERS # \_\_\_\_\_ = \_\_\_\_\_

TOTAL COUNTED \$ \_\_\_\_\_

**RECONCILIATION:**

Total Cash \$ \_\_\_\_\_

Total Checks \$ \_\_\_\_\_

Performed By \_\_\_\_\_ Witnessed By \_\_\_\_\_