



# Cash Counting Worksheet

EVENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL STARTING PETTY CASH:

\$ \_\_\_\_\_

1) TOTAL CHECKS:            ## of checks \_\_\_\_\_

\$ \_\_\_\_\_

2) TOTAL CURRENCY: (Complete box below)

\$ \_\_\_\_\_

Cash	Quantity	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>TOTAL</b>		<b>\$</b>

3) TOTAL COINS: (Complete box below)

\$ \_\_\_\_\_

Coins	Rolls/Loose	AMOUNT
Dollar	/	
50 Cents	/	
Quarters	/	
Dimes	/	
Nickels	/	
Pennies	/	
<b>TOTAL</b>		<b>\$</b>

TOTAL GROSS AMOUNT:            \$ \_\_\_\_\_

LESS ENDING PETTY CASH:        \$ \_\_\_\_\_

TOTAL DEPOSIT:                    \$ \_\_\_\_\_

\_\_\_\_\_  
Counter One Signature and Date

\_\_\_\_\_  
Counter Two Signature and Date

**NORTHERN HILLS ELEMENTARY PTO**  
Starting Petty Cash Form

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

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

Total Starting Petty Cash: \$ \_\_\_\_\_

CASH	#	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>TOTAL</b>		<b>\$</b>

ROLLED COINS	#	AMOUNT
Dollar		
50 cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		<b>\$</b>

LOOSE COINS	#	AMOUNT
Dollar		
50 cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		<b>\$</b>

**NORTHERN HILLS ELEMENTARY PTO**  
Ending Petty Cash Form

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

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

Total Ending Petty Cash: \$ \_\_\_\_\_

CASH	#	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>TOTAL</b>		<b>\$</b>

ROLLED COINS	#	AMOUNT
Dollar		
50 cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		<b>\$</b>

LOOSE COINS	#	AMOUNT
Dollar		
50 cent		
Quarters		
Dimes		
Nickels		
Pennies		
<b>TOTAL</b>		<b>\$</b>