

Alberta Smith Elementary School PTA Cash Count Worksheet

Date: _____ Committee: _____

Event: _____

COUNTER 1 Name: _____

COUNTER 2 Name: _____

COINS	# Coins		Total \$ Amount
Pennies		@ \$0.01 =	\$
Nickels		@ \$0.05 =	\$
Dimes		@ \$0.10 =	\$
Quarters		@ \$0.25 =	\$
TOTAL COINS			\$

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Nickels		@ \$0.05 =	\$
Dimes		@ \$0.10 =	\$
Quarters		@ \$0.25 =	\$
TOTAL COINS			\$

CURRENCY	# bills		Total \$ Amount
Ones		@ \$1.00 =	\$
Twos		@ \$2.00 =	\$
Fives		@ \$5.00 =	\$
Tens		@ \$10.00 =	\$
Twenties		@ \$20.00 =	\$
Fifties		@ \$50.00 =	\$
Hundreds		@ \$100.00 =	\$
TOTAL CURRENCY			\$

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Ones		@ \$1.00 =	\$
Twos		@ \$2.00 =	\$
Fives		@ \$5.00 =	\$
Tens		@ \$10.00 =	\$
Twenties		@ \$20.00 =	\$
Fifties		@ \$50.00 =	\$
Hundreds		@ \$100.00 =	\$
TOTAL CURRENCY			\$

CHECKS	
Total # of checks (attach list)	
TOTAL CHECKS	\$

CHECKS	
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TOTAL CHECKS	\$

Total Amount of Coins (from above)	\$
Total Amount of Currency (from above)	\$
Total amount of Checks (from above)	\$
TOTAL to be Deposited	\$

Total Amount of Coins (from above)	\$
Total Amount of Currency (from above)	\$
Total amount of Checks (from above)	\$
TOTAL to be Deposited	\$

Signature _____ Date: _____

Signature _____ Date: _____

NOTES/COMMENTS:

DEPOSIT INFORMATION:
 Deposit made by: _____ Date of Deposit: _____ Deposit Amount: \$ _____