

Event*: _____

HITEON PTC CASH COUNTING WORKSHEET

Updated Sept. 2014

There always needs to be 2 adults present when counting money

Date: _____

Counter's Name: _____

CASH

\$ 1.00 x _____ = _____
 \$ 2.00 x _____ = _____
 \$ 5.00 x _____ = _____
 \$ 10.00 x _____ = _____
 \$ 20.00 x _____ = _____
 \$ 50.00 x _____ = _____

Total Currency: =

COINS

\$ 0.01 x _____ = _____
 \$ 0.05 x _____ = _____
 \$ 0.10 x _____ = _____
 \$ 0.25 x _____ = _____
 \$ 0.50 x _____ = _____
 \$ 1.00 x _____ = _____

Total Coins: =

CHECKS

of Checks _____

Total Checks: =

TOTAL COLLECTED: =

Date: _____

Counter's Name: _____

CASH

\$ 1.00 x _____ = _____
 \$ 2.00 x _____ = _____
 \$ 5.00 x _____ = _____
 \$ 10.00 x _____ = _____
 \$ 20.00 x _____ = _____
 \$ 50.00 x _____ = _____

Total Currency: =

COINS

\$ 0.01 x _____ = _____
 \$ 0.05 x _____ = _____
 \$ 0.10 x _____ = _____
 \$ 0.25 x _____ = _____
 \$ 0.50 x _____ = _____
 \$ 1.00 x _____ = _____

Total Coins: =

CHECKS

of Checks _____

Total Checks: =

TOTAL COLLECTED: =

Initials: _____

*If money counted should be split between multiple events or budget categories, please provide categories and amount details on the back.

Initials: _____