Event cash count sheet

Countaline

Event _____ Date _____ Group _____

Counters _____ and _____ Fund _____

CASH IN THE BOX

Denomination	Count	Amount
$100 × count		
$50 × count		
$20 × count		
$10 × count		
$5 × count		
$2 × count		
$1 × count		
$0.50 × count		
$0.25 × count		
$0.10 × count		
$0.05 × count		
$0.01 × count		
Total cash		

CHECKS

#	Check no.	Name on check	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
Total checks			

CARD OR APP SALES

Source (reader, app or link)	Amount
Total card or app sales	

NET PROCEEDS

A. Total cash	
B. Total checks	
C. Card or app sales	
D. Gross (A + B + C)	
E. Less starting cash (float)	
NET PROCEEDS (D − E)	

STARTING CASH (FLOAT)

Float put in the box before the event	
Float counted by (initials)	

Count the float before doors open and subtract it, so net proceeds show only what the event raised. Card or app sales are the totals from your own reports, not cash in the box.

Counter 1: signature _____ Counter 2: signature _____ Time finished _____

Printed name _____ Printed name _____

Deposited by _____ Deposit date _____ Bank slip no. _____

Both counters stay together from opening the cash box to sealing the deposit bag.