Count Sheet

Offering · cash box · deposit

Organization _____ Date _____ Service / event _____

CURRENCY

Denomination	Count		Amount
$100		×	
$50		×	
$20		×	
$10		×	
$5		×	
$2		×	
$1		×	
Total currency			

COINS

Denomination	Count		Amount
$1		×	
50¢		×	
25¢		×	
10¢		×	
5¢		×	
1¢		×	
Total coins			

SUMMARY

Currency	
Coins	
Checks	
Total counted	
Deposit slip total	
Difference (should be 0.00)	

CHECKS

#	Check no.	From	Fund	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
Total checks				

More checks? Continue on the adding-machine tape and attach it.

BY FUND

e.g. General, Building, Missions, Restricted gifts

COUNTED BY · TWO PEOPLE, COUNTED INDEPENDENTLY

Counter 1 · name _____

Signature _____ Date / time _____

Counter 2 · name _____

Signature _____ Date / time _____

Bag / deposit no. _____ Deposited by _____

Attach the adding-machine tapes of both counters and the deposit slip copy. Keep with your records.