

Department _____

CASH COUNT

Change Fund Number _____

Made in the presence of _____ at _____ (a.m.) (p.m.) Date: / /

Coins:		Total
_____ pennies		\$ _____
_____ nickels		\$ _____
_____ dimes		\$ _____
_____ quarters		\$ _____
_____ half-dollars		\$ _____
_____ dollars		\$ _____
	Coin Total (a)	\$ _____

Currency:		
_____ 1 dollar bills		\$ _____
_____ 5 dollar bills		\$ _____
_____ 10 dollar bills		\$ _____
_____ 20 dollar bills		\$ _____
_____ 50 dollar bills		\$ _____
_____ 100 dollar bills		\$ _____
	Currency Total (b)	\$ _____

Money stored at the bank (c) \$ _____

Change Fund Total (a + b + c) \$ _____

If more space is needed, use the back of this sheet, attach additional list or paste on calculator list. Items must be sufficiently described to identify. Complete before having acknowledgment signed.

ACKNOWLEDGMENT

The cash count recorded above and upon any *attached* sheets is correct and represents *all* funds (cash and cash items) in my custody belonging to _____

This cash count was made in my presence. Return of all cash and cash items listed above and upon any *attached* sheets is hereby acknowledged.

Cash Count by _____ Custodian _____ Custodian's Title

Verified by _____ Supervisor _____ Supervisor's Title

_____ Department Head

If funds are transferred to a new custodian at the time of the cash count, a copy of this form may be used to record each transfer, striking out any portions that do not apply. Notation that each transfer was affected should be made upon the original cash count form.

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