

# Instructions for Cash Count Ticket sheets

## Purpose and Printing

- The Cash Count Tickets are used for recording cash received in offerings or fundraisers.
- Page 2 & 3 should be printed back to back.
- After printing the tickets should be cut apart.

## Instruction for filling in the cash count tickets:

- The front of the Cash Count Ticket should be filled in completely.
- The back of the ticket may be used as an aid in counting. When the back is used, it is easier and quicker for the book keeper to confirm correctness.
- Offerings or other contributions should be sealed in an envelope with the Cash Count Ticket stapled to the outside.
- The Envelope with Cash Count Ticket should be returned to the bookkeeper or our church treasurer to be deposited.



# Cash Count Ticket

Date: \_\_\_\_\_

Department: \_\_\_\_\_

	Dollars	Cents
Coin:		
Currency:		
Checks:		
<b>Total</b>		

## Funds Distribution

(only if different from department above)

Speed The Light		
Coin Collection		
BGMC		
Other:		
Other:		
Other:		
<b>Total</b>		

Counted by: \_\_\_\_\_

[http://www.wnlarchive.org/docs/Administrative\\_Forms/Cash\\_Count\\_Ticket.pdf](http://www.wnlarchive.org/docs/Administrative_Forms/Cash_Count_Ticket.pdf)



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	Coin Count	=	Total
Pennies		=	
Nickels		=	
Dimes		=	
Quarters		=	
Half Dollar		=	
Dollar		=	
Total Coins			

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Nickels		=	
Dimes		=	
Quarters		=	
Half Dollar		=	
Dollar		=	
Total Coins			

	Bill Count	=	Total
\$1		=	
\$2		=	
\$5		=	
\$10		=	
\$20		=	
\$50		=	
\$100		=	
Total Currency			

	Bill Count	=	Total
\$1		=	
\$2		=	
\$5		=	
\$10		=	
\$20		=	
\$50		=	
\$100		=	
Total Currency			

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