

Cashier Report

With Denomination Breakdown

Cash Box: _____

Staffed By: _____

The starting and ending total amounts are required, as well as any additions/subtractions to the cash box.

Starting Cash

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
		Total		\$ _____

Ending Funds (Cash & Checks)

Den	x	Qty	=	Amount
\$20	x	_____	=	_____
\$10	x	_____	=	_____
\$ 5	x	_____	=	_____
\$1	x	_____	=	_____
25¢	x	_____	=	_____
10¢	x	_____	=	_____
5¢	x	_____	=	_____
1¢	x	_____	=	_____
		_____	x	_____
		_____	x	_____
Checks	x	_____	=	_____
		Total		\$ _____

Initial Cash: _____
Signature of Treasurer or Officer Providing Box

Verification of Counter 1

Verification: _____
Signature of Cashier Accepting Box

Verification of Counter 2

Cash Additions/Subtractions

	Amounts (+ or -)	Signature
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Note: do not include even change-making transactions (example: treasurer replaces a twenty with 20 ones.).

Any money added (treasurer brings more change) or taken from the cash box (treasurer collects large bills to store more securely elsewhere) should be noted here.

Additional Notes Provided: YES / NO (circle one) – see back of form for additional notes