

1U Money-Counting Worksheet

Deposit to the following 1U account: _____

CHECKS

Total Number of Checks	_____
Total Amount in Checks	_____

CASH

Cash - Bills

___ x \$___ = \$ _____

___ x \$___ = \$ _____

___ x \$20 = \$ _____

___ x \$10 = \$ _____

___ x \$5 = \$ _____

___ x \$1 = \$ _____

Total Bills: \$ _____

Cash - Coins

___ x \$1.00 = \$ _____

___ x \$.50 = \$ _____

___ x \$.25 = \$ _____

___ x \$.10 = \$ _____

___ x \$.05 = \$ _____

___ x \$.01 = \$ _____

Total Coins: \$ _____

(Bills and Coins) **Cash Deposit:** \$ _____

Total Amount Combined Checks and Cash Deposit: \$ _____

Counted by: _____

Date: _____

and: _____

Date: _____

Instructions: Checks and cash received from church activities will be counted by two persons working together in the same room, with the Committee Chair, Team Leader, or Activity Coordinator as one of the two people.

After this form is completed, include it in a sealed envelope that also contains the cash and checks. Both people who counted the money sign across the seal of the envelope. Deposit the signed and sealed envelope into the wall slot in the Volunteer Office.