

# Cash/Check Count Sheet



**Instructions:**

1. Cash and checks received must always be counted and verified by two people.
2. Count cash and checks and complete this form.
3. Prepare a bank deposit slip.
4. Attach to Cash/Check Deposit Notice and submit to [CSB@CSBAP.org](mailto:CSB@CSBAP.org)

**GROUP NAME:**

**Date Funds Received:**

**Income Account:**

**Class:**

| Cash         | Quantity | Total |
|--------------|----------|-------|
| \$100.00     |          |       |
| \$50.00      |          |       |
| \$20.00      |          |       |
| \$10.00      |          |       |
| \$5.00       |          |       |
| \$2.00       |          |       |
| \$1.00       |          |       |
| Coin         | Quantity | Total |
| \$1.00       |          |       |
| \$0.50       |          |       |
| \$0.25       |          |       |
| \$0.10       |          |       |
| \$0.05       |          |       |
| \$0.01       |          |       |
| <b>Total</b> |          |       |

| CSB USE      | Check # or # of Checks | Check Amount |
|--------------|------------------------|--------------|
|              |                        |              |
|              |                        |              |
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|              |                        |              |
|              |                        |              |
|              |                        |              |
|              |                        |              |
|              |                        |              |
| <b>Total</b> |                        |              |

**Count Verifications**

Deposit Contact:  
Contact Phone:

**Verification:** Name:  
Signature:

Name:  
Signature: