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.

Other columns and lines are optional. For instance, it is often helpful to know the breakdown of the **starting** cash and notations about if it were appropriate to help plan the next time. (Did you wish you had more ones or quarters?)

Similarly the ending quantity and amount breakdown may not be needed. However, in accounting for large amounts, often it's easiest to count and verify each denomination separately.

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