

Cash Float and Deposit Worksheet

Use this worksheet to track opening floats and closing cash for any box office or concession stand
(See instructions on second page below)

Date: _____

Opening Float

_____	X	\$	20.00	=	\$	-
_____	X	\$	10.00	=	\$	-
_____	X	\$	5.00	=	\$	-
_____	X	\$	2.00	=	\$	-
_____	X	\$	1.00	=	\$	-
_____	X		quarters	=	\$	-
_____	X		dimes	=	\$	-
_____	X		nickles	=	\$	-
_____	X		pennies	=	\$	-
						TOTAL
						= \$ -

Prepared by: _____
Confirmed by: _____

Closing Cash

_____	X	\$	100.00	=	\$	-
_____	X	\$	50.00	=	\$	-
_____	X	\$	20.00	=	\$	-
_____	X	\$	10.00	=	\$	-
_____	X	\$	5.00	=	\$	-
_____	X	\$	2.00	=	\$	-
_____	X	\$	1.00	=	\$	-
_____	X		quarters	=	\$	-
_____	X		dimes	=	\$	-
_____	X		nickles	=	\$	-
_____	X		pennies	=	\$	-
						TOTAL
						= \$ - Box B

Completed by: _____
Confirmed by: _____

Opening float = \$ -
Tickets = \$ -
Concession = \$ -
Other (specify) = \$ -

Total = \$ - less float carried forward \$ - = **Deposit:** \$ -

Should equal **Box B**

(please complete next day's opening sheet)

(Please complete deposit book)

Deposit Date: _____

Deposited by: _____

You can personalize the graphic at the top. The supplied graphic is Office clip art.