

## 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  | = | \$ | -  |
|       |   |    |          |   |    | <b>TOTAL</b>   |
|       |   |    |          |   |    | = <span style="border: 1px solid black; padding: 2px;">\$ -</span> |

Prepared by: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

### Closing Cash

|       |   |    |          |   |    |   |
|-------|---|----|----------|---|----|---|
| _____ |   |    | checks   | = | \$ | -   |
| _____ | 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  | = | \$ | -   |
|       |   |    |          |   |    | <b>TOTAL</b>  |
|       |   |    |          |   |    | = <span style="border: 1px solid black; padding: 2px;">\$ -</span> <b>Box B</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.