

Receipts (After Seed Money)

100's x _____ = _____ .
 50's x _____ = _____ .
 20's x _____ = _____ .
 10's x _____ = _____ .
 5's x _____ = _____ .
 1's x _____ = _____ .
 Quarters _____ = _____ .
 Other Coin _____ = _____ .
 Gift Certificates _____ = _____ .
 Other _____ = _____ .

Total Receipts \$ _____

Donations

20's x _____ = _____ .
 10's x _____ = _____ .
 5's x _____ = _____ .
 1's x _____ = _____ .
 Quarters _____ = _____ .
 Other Coin _____ = _____ .
 Gift Certificates _____ = _____ .
 Other _____ = _____ .

Total Donations \$ _____

TOTAL CASH \$ _____

Cashier Balance Sheet & Instructions

- 1 **Count out \$200 in seed money** for the next day in approximately these amounts, as possible:
2x\$20, 4x\$10, 8x\$5, 40x\$1, 4 rolls and Quarters (\$40), Place in the seed money pouch.
 - 2 **Count the receipts for the day**, including all change held in the cash box, money bag, and etc., except donations and \$200 seed. Enter the Amount on Line 1 below. (Use back of this form for totaling.)
 - 3 **Count the donations for the day.** Enter the amount on Line 2.
 - 4 Separately place donations and receipts, except \$200 seed money, in locking night drop bag.
 - 5 **Collect all cash register voids, and gift certificates.** Secure with rubberband for bookkeeper.
 - 6 **Sign and date below. Make a copy of this sheet.** One copy goes in the night drop money bag, the other copy goes in cash box.
- Seed money returned to Early Day Manager's folder in the Cafe Operations Box at Asbury UMC by Late Manager.
 - Night drop bag goes with bookkeeper.
CALL AKAL Security for escorts

1	RECEIPTS	\$
2	DONATIONS	\$
3	TOTAL	\$

Name

Date