

Cash Tracking Sheet

It's important to have accurate reporting of the amount of cash donations. Please use this form to assist with counting your loose change and currency. Coordinators should roll any coins that *can* be rolled (for example, put \$10 in quarters in a coin wrapper) before submitting them. Your campaign liaison or CCO representative will double check your count when they pick up your pledge envelopes and you should both sign this form once reconciled.

Currency

_____ x \$20 = _____

_____ x \$10 = _____

_____ x \$5 = _____

_____ x \$1 = _____

Other = _____

_____ **Currency Total**

Coins

_____ x 25¢ = _____

_____ x 10¢ = _____

_____ x 5¢ = _____

_____ x 1¢ = _____

Other = _____

_____ **Coin Total**

_____ **Total Currency + Coins**

Counted by: _____

Confirmed by: _____

Date: _____