

Needham Public Schools Cash Drawer Reconciliation Sheet

| Date | Employee | Location | Register # |
|------|----------|----------|------------|
| | | | |

| Cash Drawer Ending Amounts | |
|----------------------------------|-----------|
| \$0.01 | \$ |
| \$0.05 | \$ |
| \$0.10 | \$ |
| \$0.25 | \$ |
| \$0.50 | \$ |
| \$1.00 | \$ |
| \$2.00 | \$ |
| \$5.00 | \$ |
| \$10.00 | \$ |
| \$20.00 | \$ |
| \$50.00 | \$ |
| \$100.00 | \$ |
| Rolls | \$ |
| Total Currency & Coin | \$ |
| Minus Starting Amount | \$ |
| Net Currency & Coin | \$ |
| Checks | \$ |
| Other (Money Orders, etc) | \$ |
| Total Monies for Deposit | \$ |

| Cash Drawer Starting Amounts | |
|------------------------------|-----------|
| \$0.01 | \$ |
| \$0.05 | \$ |
| \$0.10 | \$ |
| \$0.25 | \$ |
| \$0.50 | \$ |
| \$1.00 | \$ |
| \$5.00 | \$ |
| \$10.00 | \$ |
| \$20.00 | \$ |
| \$50.00 | \$ |
| \$100.00 | \$ |
| Rolls | \$ |
| Total | \$ |

Enter Starting Amount Here



Cashier's Note (if needed):

Cash Turnover Acknowledgement

| Date | Cashier Name | Cashier Signature | \$ Turned Over | |
|------|--------------|-------------------|----------------|-------------|
| | | | Begin Balance | Net Deposit |
| | | | | |

| Date | Received By | Receiver Signature | \$ Received | |
|------|-------------|--------------------|---------------|-------------|
| | | | Begin Balance | Net Deposit |
| | | | | |