



# ARCHDIOCESE OF AGANA

Finance Office

## CURRENCY & CHECK COUNTING WORKSHEET FORM

Name of Parish: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Counters: 1. \_\_\_\_\_ 2 \_\_\_\_\_

Type of Collection: Regular /\_ / Second / \_ / Special /\_ /

			<u>1<sup>st</sup> Count</u>	<u>Recount</u>	<u>Correct Ct.</u>
1 cent	x _____	=	\$ _____	\$ _____	\$ _____
5 cents	x _____	=	\$ _____	\$ _____	\$ _____
10 cents	x _____	=	\$ _____	\$ _____	\$ _____
25 cents	x _____	=	\$ _____	\$ _____	\$ _____
<b>Total coins:</b>			<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
\$1.	x _____	=	\$ _____	\$ _____	\$ _____
\$2.	x _____	=	\$ _____	\$ _____	\$ _____
\$5.	X _____	=	\$ _____	\$ _____	\$ _____
\$10.00	X _____	=	\$ _____	\$ _____	\$ _____
\$20.	X _____	=	\$ _____	\$ _____	\$ _____
\$50.	X _____	=	\$ _____	\$ _____	\$ _____
\$100.	X _____	=	\$ _____	\$ _____	\$ _____
<b>Currency Totals:</b>			<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Checks</b>	x _____		<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>Grand Total:</b>			<b>\$ _____</b>		

### INSTRUCTIONS:

1. Please attach this worksheet to the Collection Count Summary Sheet.
2. If you have any questions, please call the Accountant's Office at the Chancery at (671) 562-0013 during office hours.