



Safe Count Worksheet

Store/Location: _____ Location/# _____

Date: _____ . _____

Instructions: Count the safe twice daily: AM count before the store opens; PM count after the store closes.

Enter dollar amounts in the spaces provided. File with the daily paperwork.

Coin and Currency Count		AM	PM
Rolled Coins	\$0.01		
	\$0.05		
	\$0.10		
	\$0.25		
Bundled Bills	\$1		
	\$5		
	\$10		
	\$20		
Loose Bills	\$1		
	\$5		
	\$10		
	\$20		
	\$50*		
	\$100*		
SAFE COUNT TOTAL			
COIN ORDER			
CASH DRAWERS			
# drawers x \$200 each			

GRAND TOTAL		
-------------	--	--

Counted By:		
-------------	--	--

**Ideally, all \$50 and \$100 bills are deposited and NOT left in this drawer!*