



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

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.