

HS CASH DRAWER & CASH MEAL WORKSHEET - Cash Drawer MUST Stay at same Register!!

_____	_____	_____
School	Line #	Date

CIRCLE ONE:	Breakfast Only	Lunch Only	Brkfst & Lunch (same Cashier)
Cashier: _____			

**Beginning CASH should be: \$100

**If a new cashier for lunch then breakfast cashier should count down and put deposit funds in a plastic bag in safe

CASH	BEGINNING	END	DEPOSIT	END of DAY CARRY OVER
\$100				
\$50				
\$20				
\$10				
\$5				
\$1				
TOTAL BILLS		\$		

COIN	BEGINNING	END	DEPOSIT	END of DAY CARRY OVER
\$1				
50 ¢				
25 ¢				
10 ¢				
5 ¢				
1 ¢				
TOTAL COINS		\$		

BEGINNING CASH	\$
BEGINNING COINS	\$
TOTAL BEGINNING	\$

SHOULD = \$100

END CASH + COIN	\$
LESS CARRYOVER \$\$	-\$100.00
CASH/COIN DEPOSIT	\$

NO Student ID CASH MEALS			
<u>Student Name (Last, First)</u>	<u>Student ID</u>	<u>Bkfst/Lnch (B/L)</u>	<u>\$ Amount</u>
1			
2			
3			

PLUS CHECKS	\$
TOTAL DEPOSIT	\$

Cash/Coin Deposit amount should be removed from the cash drawer and placed in plastic bag with cashier name on it. Funds remaining in cash drawer should only be carryover amt

Cashier Signature: _____

Complete in INK PEN & Attach daily to reconciliation sheet