



Revised June 2025

Cougar Athletic Club

Change Drawer Report

Club/Team Name

and Fundraiser: _____ Date: _____

MUST HAVE SIGNATURE OF TWO WORKERS

****2 signatures are required!!**

Worker: _____

Worker: _____

CAC Treasurer Only

Date Rec'd _____ Date Deposited _____

Team Name _____

Cash _____ + Checks _____ =

*Deposit Amt \$ _____

COUNT ALL MONEY IN DRAWER AT THE BEGINNING & THE END OF THE DAY/EVENT

Beginning Drawer Balance:

Quantity of Bills		TOTAL
\$ 10s	_____ =	_____
\$ 5s	_____ =	_____
\$ 1s	_____ =	_____
\$.25s	_____ =	_____
\$.10s	_____ =	_____
\$.05s	_____ =	_____
\$.01s	_____ =	_____

TOTAL Beginning
Drawer (1) _____

*Please initial beginning drawer _____

END OF EVENT/DAY

Money Reconciliation:

Office

\$100s _____ = _____

\$ 50s _____ = _____

\$ 20s _____ = _____

\$ 10s _____ = _____

\$ 5s _____ = _____

\$ 1s _____ = _____

\$.25s _____ = _____

\$.10s _____ = _____

\$.05s _____ = _____

\$.01s _____ = _____

TOTAL CASH: = _____

Checks: = _____

GRAND TOTAL: \$ _____

GRAND TOTAL

LESS Beginning Drawer (1) if keeping =

Sales for the Day

_____ - _____ = \$ _____