

# CHANGE FUND RECONCILIATION

Name: \_\_\_\_\_

Campus: \_\_\_\_\_

Bags currently checked out			
Date	Name	Purpose	Amount
<b>Total checked out</b>			

Cash on hand									
Coins	Qty	Value	Amt		Bills	Qty	Value	Amt	
Pennies		.01			Ones		1.00		
Nickels		.05			Fives		5.00		
Dimes		.10			Tens		10.00		
Quarters		.25			Twenties		20.00		
Halves		.50			Other				
Subtotal coins						Subtotal bills			
<b>Total cash on hand</b>									
<b>GRAND TOTAL</b>									

\_\_\_\_\_

*Bookkeeper/Secretary*

\_\_\_\_\_

*Principal/Director*

Business Services Use Only

Reviewed by: \_\_\_\_\_