

printable cash drawer count sheet pdf

printable cash drawer count sheet pdf is an essential tool for businesses that manage cash transactions daily. This document helps streamline the process of counting cash in drawers, ensuring accuracy, accountability, and efficiency. Utilizing a printable cash drawer count sheet pdf allows cashiers and managers to maintain organized records of cash flow, minimize discrepancies, and support financial audits. This article explores the importance, benefits, and practical uses of printable cash drawer count sheets, as well as tips for customizing and effectively implementing them in various business settings. Detailed insights into features and best practices will help optimize cash management procedures and enhance overall operational integrity. The following sections provide a comprehensive guide to understanding and maximizing the use of printable cash drawer count sheet pdf files.

- Understanding Printable Cash Drawer Count Sheet PDF
- Benefits of Using a Printable Cash Drawer Count Sheet PDF
- Key Components of an Effective Cash Drawer Count Sheet
- How to Use Printable Cash Drawer Count Sheet PDFs
- Customization and Best Practices
- Common Challenges and Solutions

Understanding Printable Cash Drawer Count Sheet PDF

A printable cash drawer count sheet pdf is a formatted document designed to record the contents of a cash drawer at any given time. This sheet typically includes fields for denominations, quantities, and total amounts, making it easier to reconcile cash at the start and end of shifts or business days. The PDF format ensures that the sheet can be easily printed, distributed, and archived for record-keeping and auditing purposes.

Cash drawer count sheets serve as standardized tools that support operational consistency across various retail, hospitality, and service industries. By using a printable version, businesses can maintain uniformity while also benefiting from the convenience of digital access and physical record storage.

Purpose and Functionality

The primary purpose of a printable cash drawer count sheet pdf is to facilitate accurate cash counting and reporting. It reduces human error by providing a clear structure for counting bills and coins, ensuring that cashiers or accounting staff can verify the cash on hand against sales records or cash register totals. Additionally, it acts as proof of due diligence in financial management and internal controls.

Typical Users

Retail employees, cashiers, store managers, accountants, and auditors are among the typical users of cash drawer count sheets. These stakeholders rely on the sheet to track cash flow, detect discrepancies early, and maintain accountability within the cash handling process.

Benefits of Using a Printable Cash Drawer Count Sheet PDF

Implementing a printable cash drawer count sheet pdf offers numerous advantages for businesses that handle cash transactions. These benefits contribute to improved financial accuracy, operational transparency, and overall business performance.

Enhanced Accuracy and Accountability

Using a structured count sheet reduces the risk of miscounts and errors. It ensures that every denomination is accounted for, which helps in identifying shortages or overages promptly.

Streamlined Cash Management

Cash drawer count sheets simplify the process of cash reconciliation by providing a clear template to document cash amounts. This streamlining saves time during busy operational periods and supports efficient cash handling routines.

Audit and Compliance Support

Maintaining printed and signed count sheets provides an audit trail that supports compliance with financial regulations and internal policies. This documentation can be critical during internal or external audits, helping to verify cash management practices.

Improved Financial Reporting

Accurate cash counts recorded on printable sheets contribute to more reliable financial reporting, reducing discrepancies that might otherwise affect profit and loss statements or cash flow analysis.

Key Components of an Effective Cash Drawer Count Sheet

To maximize the usefulness of a printable cash drawer count sheet pdf, it must include several essential components that facilitate accurate and comprehensive cash counting.

Denomination Breakdown

The sheet should list all relevant currency denominations, including coins and bills, allowing for precise counting of each type. This breakdown helps in quick calculation of totals and minimizes errors.

Quantity and Total Columns

For each denomination, there should be columns to record the quantity counted and the total amount calculated by multiplying the denomination value by the quantity. This structure provides clarity and supports easy verification.

Identification and Date Fields

Essential fields for the date, cashier's name or ID, drawer number, and shift details are necessary for proper documentation and traceability.

Summary and Verification Section

A section for summarizing the total cash counted, along with spaces for signatures or initials of the person counting and supervising manager, helps ensure accountability and validation of the count process.

How to Use Printable Cash Drawer Count Sheet PDFs

Proper use of a printable cash drawer count sheet pdf involves systematic procedures to guarantee the accuracy and integrity of cash handling within a business environment.

Step-by-Step Counting Procedure

1. Remove the cash drawer and organize bills and coins by denomination.
2. Count each denomination separately and record the quantity on the count sheet.
3. Calculate the total amount for each denomination and enter it in the designated column.
4. Sum all totals to obtain the overall cash amount in the drawer.
5. Verify the total against the expected amount based on sales or transactions.
6. Have the count sheet reviewed and signed by a supervisor if applicable.
7. File or store the completed sheet for record-keeping and audit purposes.

Integration with Cash Management Systems

Many businesses combine printed count sheets with electronic cash management systems. After completing the physical count, data can be entered into POS software or accounting programs to maintain synchronized records.

Customization and Best Practices

Customizing a printable cash drawer count sheet pdf to fit specific business needs enhances its effectiveness. Applying best practices ensures that the count sheet fulfills its intended purpose efficiently.

Tailoring to Business Requirements

Businesses should adapt the count sheet template to reflect their unique denominations, currency types, and operational workflows. Some companies may require additional fields for checks, coupons, or credit card slips.

Regular Updates and Reviews

Periodic review and updating of the count sheet template help accommodate changes in currency or organizational processes. This practice keeps the document relevant and compliant with current standards.

Training and Consistency

Providing staff training on how to properly use the count sheet and emphasizing consistency in counting procedures reduces errors and ensures reliable financial records.

Security Measures

Implementing security protocols related to the handling and storage of cash drawer count sheets prevents unauthorized access and supports overall cash security.

Common Challenges and Solutions

While printable cash drawer count sheet pdfs are valuable tools, certain challenges may arise during their implementation. Understanding typical issues and their solutions can optimize cash management practices.

Human Error in Counting

Miscalculations or omissions can occur during manual cash counting. To mitigate this, businesses should encourage double-checking counts and cross-verification by supervisors.

Lost or Misplaced Sheets

Physical sheets may be lost or damaged. Maintaining digital backups or scanning completed sheets preserves records and facilitates easy retrieval.

Inconsistent Use Across Shifts

Inconsistent application of the count sheet can lead to discrepancies. Establishing clear policies and routine audits enforces consistent usage among all employees.

Adapting to Currency Changes

Changes in currency design or denominations can make existing sheets obsolete. Regularly updating the printable cash drawer count sheet pdf ensures ongoing accuracy and relevance.

Frequently Asked Questions

What is a printable cash drawer count sheet PDF?

A printable cash drawer count sheet PDF is a downloadable and printable document designed to help retail or business staff accurately count and record the cash in a cash drawer at the beginning or end of a shift.

Where can I find free printable cash drawer count sheet PDFs?

Free printable cash drawer count sheet PDFs can be found on various websites offering business templates, such as Template.net, Vertex42, and Microsoft Office template galleries.

What information is typically included in a cash drawer count sheet PDF?

A cash drawer count sheet PDF typically includes fields for date, cashier name, denominations of bills and coins, quantity of each denomination, total amount per denomination, starting cash, sales, cash drops, and ending cash balance.

How can I customize a printable cash drawer count sheet

PDF?

You can customize a printable cash drawer count sheet PDF by using PDF editing software like Adobe Acrobat or free tools such as PDFescape to add your business name, logo, or modify fields to better fit your cash handling procedures.

Why is using a printable cash drawer count sheet PDF important for businesses?

Using a printable cash drawer count sheet PDF helps businesses maintain accurate cash handling records, reduce errors, prevent theft, and simplify daily reconciliation of cash transactions.

Can printable cash drawer count sheet PDFs be used for both cash and coin counting?

Yes, printable cash drawer count sheet PDFs generally include sections for both bills and coins, allowing staff to count and record each denomination separately for an accurate cash total.

Additional Resources

1. *Mastering Cash Management: Printable Cash Drawer Count Sheets Explained*

This book offers a comprehensive guide to managing cash drawers efficiently using printable count sheets. It covers best practices for organizing daily cash counts, minimizing errors, and streamlining reconciliation processes. Readers will find templates and tips to customize their own cash drawer count sheets for various business needs.

2. *Printable Cash Drawer Count Sheets: A Practical Workbook for Retailers*

Designed specifically for retail business owners and employees, this workbook provides easy-to-use printable cash drawer count sheets. It includes step-by-step instructions on how to accurately count and record daily cash transactions. The book also highlights common pitfalls and suggests ways to maintain accountability and reduce theft.

3. *Cash Drawer Management: Templates and Techniques for Accurate Counting*

This resource focuses on the importance of accurate cash drawer counts and features a collection of printable PDF sheets to assist in this process. It explains various counting techniques and how to adapt sheets for different business environments. The book is ideal for managers seeking to implement standardized cash handling procedures.

4. *The Ultimate Guide to Cash Drawer Count Sheets and Financial Control*

Aimed at small business owners, this guide delves into the role of cash drawer count sheets in financial control and auditing. It presents printable templates alongside detailed explanations of how to use them effectively. Readers will learn how to integrate these sheets into broader financial tracking systems.

5. *Efficient Cash Counting: Printable Sheets and Best Practices for Businesses*

This book emphasizes efficiency and accuracy in cash counting by utilizing well-designed printable sheets. It addresses challenges faced by various industries and offers tailored solutions through customizable PDFs. The author also discusses the technological tools that complement manual

counting processes.

6. Printable Cash Drawer Count Sheets for Hospitality and Service Industries

Tailored for the hospitality and service sectors, this book provides printable cash drawer count sheets suited to the fast-paced environment of these businesses. It offers strategies for quick and accurate cash reconciliation during shifts. Additionally, it includes examples and case studies highlighting successful implementations.

7. Daily Cash Counting Made Simple: Printable Count Sheets and Record Keeping

Focusing on daily cash management, this title offers straightforward printable count sheets designed to simplify record-keeping. It educates readers on maintaining consistency and accuracy in cash counts, essential for preventing discrepancies. The book is a practical tool for employees and supervisors alike.

8. Cash Drawer Auditing: Using Printable Count Sheets to Prevent Loss

This book explores how printable cash drawer count sheets can be an effective tool in cash auditing and loss prevention. It explains audit procedures and the role of documentation in identifying discrepancies. The author provides sample sheets and tips on training staff to use them correctly.

9. Customizable Printable Cash Drawer Count Sheets: Templates for Every Business

Offering a variety of customizable templates, this book caters to businesses of all sizes and types. It guides readers through the process of tailoring printable cash drawer count sheets to fit specific operational needs. The included PDF templates are designed for easy printing and digital use, enhancing flexibility in cash management.

Printable Cash Drawer Count Sheet Pdf

Printable Cash Drawer Count Sheet PDF

Name: Mastering Cash Handling: Your Essential Guide to Accurate Cash Drawer Counts

Contents Outline:

Introduction: The Importance of Accurate Cash Handling and Inventory Management

Chapter 1: Understanding Cash Drawer Components and Procedures: Detailed breakdown of cash drawer organization, denominations, and standard operating procedures.

Chapter 2: The Power of a Printable Cash Drawer Count Sheet: Explaining the benefits and features of a pre-designed count sheet. Various formats explained.

Chapter 3: Step-by-Step Guide to Using a Cash Drawer Count Sheet: A clear, concise, and illustrated walkthrough of the counting process, including error detection and correction.

Chapter 4: Advanced Techniques for Efficient Cash Handling: Strategies for speed and accuracy, including pre-sorting and team counting methods.

Chapter 5: Troubleshooting Common Cash Handling Issues: Addressing discrepancies, theft prevention, and resolving common counting errors.

Chapter 6: Legal and Compliance Considerations: Brief overview of relevant regulations and best practices for maintaining accurate cash handling records.

Conclusion: Maintaining accuracy and efficiency in daily cash handling operations.

Mastering Cash Handling: Your Essential Guide to Accurate Cash Drawer Counts

Introduction: The Importance of Accurate Cash Handling and Inventory Management

Accurate cash handling is the bedrock of any successful business, regardless of size. From small retail shops to large corporations, maintaining precise records of cash transactions is crucial for several reasons. Firstly, it ensures financial accuracy, preventing discrepancies that can lead to losses and accounting nightmares. Secondly, it provides vital data for inventory management and sales analysis, informing business decisions and optimizing operational efficiency. Finally, accurate cash handling is a vital aspect of maintaining legal compliance, preventing penalties and safeguarding the business from potential fraud. This guide will equip you with the knowledge and tools to master cash handling, starting with the indispensable printable cash drawer count sheet.

Chapter 1: Understanding Cash Drawer Components and Procedures

Before diving into the specifics of using a cash drawer count sheet, it's essential to understand the basic components and standard operating procedures for handling cash. A typical cash drawer comprises compartments for various denominations of currency (bills and coins), often including spaces for checks, receipts, and credit card slips. The organization of your cash drawer should be consistent and easily understood by all staff members.

Standard operating procedures should encompass:

Beginning-of-day procedures: Opening the cash drawer, verifying starting cash amounts, and recording them accurately.

Transaction procedures: Handling cash transactions efficiently and accurately, minimizing errors.

End-of-day procedures: Counting the cash drawer, reconciling it with sales records, and securely storing the cash.

Discrepancy handling procedures: Establishing a clear protocol for addressing discrepancies between the counted cash and expected amounts.

Security protocols: Implementing measures to deter theft and maintain the security of cash.

A well-defined system ensures accuracy, prevents losses, and simplifies the counting process.

Chapter 2: The Power of a Printable Cash Drawer Count Sheet

A printable cash drawer count sheet is a crucial tool for achieving accuracy and efficiency in cash handling. These pre-designed forms provide a structured format for recording the number of each bill and coin denomination in the drawer. They typically include columns for:

Denomination: Listing each type of currency (e.g., \$100 bills, \$20 bills, \$1 coins, quarters, etc.).

Count: Space to record the number of each denomination present.

Value: Space to calculate the total value of each denomination (count x value).

Totals: Space for summing the total value of all denominations.

Start Amount: Space to record the starting amount in the cash drawer.

End Amount: Space to record the final counted amount in the cash drawer.

Differences: Space to note any discrepancies between expected and counted amounts.

Date and Time: For accurate record keeping.

Employee Name: To ensure accountability.

Different types of printable cash drawer count sheets exist, catering to various needs:

Simple sheets: Basic layout focusing on denomination, count, and value.

Advanced sheets: Include additional fields for tracking deposits, withdrawals, and other relevant information.

Spreadsheet-based sheets: Offer flexibility and data analysis capabilities.

Choosing the right format depends on your specific requirements and the complexity of your business operations. Using a well-designed printable cash drawer count sheet streamlines the process, minimizing errors and saving valuable time.

Chapter 3: Step-by-Step Guide to Using a Cash Drawer Count Sheet

The process of using a printable cash drawer count sheet is straightforward but requires attention to detail:

1. Prepare the count sheet: Print a fresh sheet, ensuring it's clearly legible.
2. Start with the initial count: Record the starting amount of cash in the drawer on the sheet.
3. Organize the cash: Neatly arrange the cash by denomination for easier counting.
4. Count each denomination: Carefully count each denomination and record the quantity in the designated column.
5. Calculate the value: Multiply the count by the value of each denomination to determine the total value for each.
6. Sum the totals: Add up the total value of all denominations to arrive at the final counted amount.
7. Compare to the starting amount: Compare the final counted amount to the starting amount, accounting for sales and any deposits or withdrawals.
8. Record discrepancies: If there are discrepancies, investigate the cause and record the details on the sheet.
9. Secure the count sheet: Keep the completed count sheet in a safe and organized manner for future reference and auditing purposes.

Chapter 4: Advanced Techniques for Efficient Cash Handling

Beyond the basic use of a count sheet, advanced techniques can significantly improve efficiency and accuracy:

Pre-sorting: Sort cash by denomination during the day, simplifying the end-of-day counting process.

Team counting: Having two people count the cash independently and compare results reduces errors.

Using counting trays: Organize cash in trays for easier handling and visual confirmation of counts.

Implementing a cash handling policy: Establish clear guidelines for cash handling, including procedures, responsibilities, and security measures.

Utilizing technology: Consider using cash counting machines or POS systems with integrated cash management features.

Chapter 5: Troubleshooting Common Cash Handling Issues

Discrepancies in cash counts are common, but addressing them promptly is crucial. Common causes include:

Counting errors: Human error is the most common cause, so double-checking is essential.

Misplaced cash: Carefully examine the drawer for any missed bills or coins.

Theft: Implement strong security measures to prevent theft.

Data entry errors: Review sales records and ensure data is accurately entered.

Resolving discrepancies involves meticulous review of the counting process, transaction records, and security footage (if available).

Chapter 6: Legal and Compliance Considerations

Accurate cash handling is not just about efficient business operations; it's also a matter of legal and regulatory compliance. Maintaining accurate records is crucial for tax purposes and can help prevent accusations of fraud or embezzlement. Consult with legal and accounting professionals to ensure compliance with all relevant regulations in your jurisdiction.

Conclusion: Maintaining Accuracy and Efficiency in Daily Cash Handling Operations

Implementing a robust cash handling system using a printable cash drawer count sheet is essential for the financial health and legal compliance of any business. By following the steps outlined in this guide, incorporating advanced techniques, and addressing potential issues promptly, you can significantly improve accuracy, efficiency, and security in your daily cash management practices. Remember that regular review and refinement of your cash handling procedures are crucial for continued success.

FAQs:

1. What software can I use to create my own cash drawer count sheet? Microsoft Excel, Google Sheets, or dedicated accounting software.
2. How often should I perform a cash drawer count? Ideally, at the end of each shift or business day.
3. What should I do if I discover a significant discrepancy? Investigate immediately, review transactions, and notify management.
4. Are there any legal requirements for cash handling records? Varies by jurisdiction; consult with a legal professional.
5. How can I prevent cash drawer shortages? Implement strong security measures, train staff

properly, and use accurate counting methods.

6. What are the benefits of using a pre-printed count sheet vs. a handwritten one? Improved legibility, reduced errors, and better organization.

7. Can I adapt a printable cash drawer count sheet to fit my specific needs? Yes, most templates can be modified.

8. What if I don't have a cash drawer? The principles still apply; adapt the method to your specific cash handling system.

9. Where can I find free printable cash drawer count sheets? Numerous websites offer free templates, but ensure they meet your needs.

Related Articles:

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2. Cash Handling Procedures for Restaurants: Focuses on the unique needs of the restaurant industry.

3. Preventing Cash Handling Errors: Details common errors and strategies for minimizing them.

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5. Using Technology to Improve Cash Handling: Examines POS systems and cash counting machines.

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A Wrinkle in Time (Miranda's favorite book), When You Reach Me far surpasses the usual whodunit or sci-fi adventure to become an incandescent exploration of 'life, death, and the beauty of it all.' —The Washington Post This Newbery Medal winner that has been called smart and mesmerizing, (The New York Times) and superb (The Wall Street Journal) will appeal to readers of all types, especially those who are looking for a thought-provoking mystery with a mind-blowing twist. Shortly after a fall-out with her best friend, sixth grader Miranda starts receiving mysterious notes, and she doesn't know what to do. The notes tell her that she must write a letter—a true story, and that she can't share her mission with anyone. It would be easy to ignore the strange messages, except that whoever is leaving them has an uncanny ability to predict the future. If that is the case, then Miranda has a big problem—because the notes tell her that someone is going to die, and she might be too late to stop it. Winner of the Boston Globe-Horn Book Award for Fiction A New York Times Bestseller and Notable Book Five Starred Reviews A Junior Library Guild Selection Absorbing. —People Readers ... are likely to find themselves chewing over the details of this superb and intricate tale long afterward. —The Wall Street Journal Lovely and almost impossibly clever. —The Philadelphia Inquirer It's easy to imagine readers studying Miranda's story as many times as she's read L'Engle's, and spending hours pondering the provocative questions it raises. —Publishers Weekly, Starred review

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approach built on the SOAP format. This includes differential diagnosis and a series of critical thinking questions ideal for self-assessment or classroom use.

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NEW YORK TIMES BESTSELLER • From the governor of Maryland, the “compassionate” (People), “startling” (Baltimore Sun), “moving” (Chicago Tribune) true story of two kids with the same name: One went on to be a Rhodes Scholar, decorated combat veteran, White House Fellow, and business leader. The other is serving a life sentence in prison. The chilling truth is that his story could have been mine. The tragedy is that my story could have been his. In December 2000, the Baltimore Sun ran a small piece about Wes Moore, a local student who had just received a Rhodes Scholarship. The same paper also ran a series of articles about four young men who had allegedly killed a police officer in a spectacularly botched armed robbery. The police were still hunting for two of the suspects who had gone on the lam, a pair of brothers. One was named Wes Moore. Wes just couldn’t shake off the unsettling coincidence, or the inkling that the two shared much more than space in the same newspaper. After following the story of the robbery, the manhunt, and the trial to its conclusion, he wrote a letter to the other Wes, now a convicted murderer serving a life sentence without the possibility of parole. His letter tentatively asked the questions that had been haunting him: Who are you? How did this happen? That letter led to a correspondence and relationship that have lasted for several years. Over dozens of letters and prison visits, Wes discovered that the other Wes had had a life not unlike his own: Both had had difficult childhoods, both were fatherless; they’d hung out on similar corners with similar crews, and both had run into trouble with the police. At each stage of their young lives they had come across similar moments of decision, yet their choices would lead them to astonishingly different destinies. Told in alternating dramatic narratives that take readers from heart-wrenching losses to moments of surprising redemption, *The Other Wes Moore* tells the story of a generation of boys trying to find their way in a hostile world.

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printable cash drawer count sheet pdf: Into the Wild Jon Krakauer, 2009-09-22 NATIONAL BESTSELLER • In April 1992 a young man from a well-to-do family hitchhiked to Alaska and walked alone into the wilderness north of Mt. McKinley. Four months later, his decomposed body was found by a moose hunter. This is the unforgettable story of how Christopher Johnson McCandless came to die. It may be nonfiction, but *Into the Wild* is a mystery of the highest order. —Entertainment Weekly McCandless had given \$25,000 in savings to charity, abandoned his car and most of his possessions, burned all the cash in his wallet, and invented a new life for himself. Not long after, he was dead. *Into the Wild* is the mesmerizing, heartbreaking tale of an enigmatic young man who goes missing in the wild and whose story captured the world’s attention. Immediately after graduating from college in 1991, McCandless had roamed through the West and Southwest on a vision quest like those made by his heroes Jack London and John Muir. In the Mojave Desert he abandoned his car, stripped it of its license plates, and burned all of his cash. He would give himself a new name, Alexander Supertramp, and, unencumbered by money and belongings, he would be free to wallow in the raw, unfiltered experiences that nature presented. Craving a blank spot on the map, McCandless simply threw the maps away. Leaving behind his desperate parents and sister, he vanished into the wild. Jon Krakauer constructs a clarifying prism through which he reassembles the disquieting facts of McCandless's short life. Admitting an interest that borders on obsession, he searches for the clues to the drives and desires that propelled McCandless. When McCandless's innocent mistakes turn out to be irreversible and fatal, he becomes the stuff of tabloid headlines and is dismissed for his naiveté, pretensions, and hubris. He is said to have had a death wish but wanting to die is a very different thing from being compelled to look over the edge. Krakauer brings McCandless's uncompromising pilgrimage out of the shadows, and the peril, adversity, and renunciation sought by

this enigmatic young man are illuminated with a rare understanding—and not an ounce of sentimentality. *Into the Wild* is a tour de force. The power and luminosity of Jon Krakauer's stoytelling blaze through every page.

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the Belgian Congo in 1959. They carry with them everything they believe they will need from home, but soon find that all of it—from garden seeds to Scripture—is calamitously transformed on African soil. The novel is set against one of the most dramatic political chronicles of the twentieth century: the Congo's fight for independence from Belgium, the murder of its first elected prime minister, the CIA coup to install his replacement, and the insidious progress of a world economic order that robs the fledgling African nation of its autonomy. Against this backdrop, Orleana Price reconstructs the story of her evangelist husband's part in the Western assault on Africa, a tale indelibly darkened by her own losses and unanswerable questions about her own culpability. Also narrating the story, by turns, are her four daughters—the teenaged Rachel; adolescent twins Leah and Adah; and Ruth May, a prescient five-year-old. These sharply observant girls, who arrive in the Congo with racial preconceptions forged in 1950s Georgia, will be marked in surprisingly different ways by their father's intractable mission, and by Africa itself. Ultimately each must strike her own separate path to salvation. Their passionately intertwined stories become a compelling exploration of moral risk and personal responsibility.

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in the world. Composed of more than 600 objects dating from 1740 to 1945.

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