



# MONEY TALLY SHEET

Funds collected from PTSA events must be submitted to the Treasurer **DAILY** for deposit. Contact the Treasurer *prior* to the event to arrange a pick up time. Include the form, filled out and signed by 2 unrelated PTSA members, with all collected cash and checks.

<b>DATE:</b>			
<b>EVENT / LINE ITEM(S):</b>		<b>COMMITTEE CHAIR:</b>	

CASH COUNT		
TYPE	QTY	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$1 bill		
\$1 coin		
Quarters		
Dimes		
Nickels		
Pennies		
<b>CASH TOTAL:</b>	\$	

*\*Include seed money in cash count*

CASH BOX SEED MONEY	
<b>SEED AMOUNT:</b>	\$
<b>PROVIDED BY:</b>	
<b>VERIFIED BY #1:</b>	
<b>VERIFIED BY #2:</b>	

TICKET SALES			
<b>PRICE PER TICKET:</b>			
<b>STARTING #:</b>		<b>ENDING #:</b>	
<b>VERIFIED BY #1:</b>			
<b>VERIFIED BY #2:</b>			

CHECK COUNT			
	NAME	CHECK #	AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
<b>CHECK TOTAL:</b>			\$

<b>CASH TOTAL:</b>	\$
<b>CHECK TOTAL:</b>	\$
<b>TOTAL FOR DEPOSIT:</b>	\$
<b>COUNTER #1:</b>	
<b>COUNTER #2:</b>	

<b>TREASURER:</b>	
<b>DATE RECEIVED:</b>	