

FUNDS COLLECTED TALLY SHEET

MEMORIAL SCHOOL PTA

Committee/Account: _____ Date: _____

Quantity Rolls	Quantity Loose	Denomination	Total
_____	_____	Pennies	= \$ _____
_____	_____	Nickels	= \$ _____
_____	_____	Dimes	= \$ _____
_____	_____	Quarters	= \$ _____
_____	_____	\$1 Coins	= \$ _____
Write in other, ex: \$2 bills, 50¢ coins	_____	_____	= \$ _____
_____	_____	Singles	= \$ _____
_____	_____	Fives	= \$ _____
_____	_____	Tens	= \$ _____
_____	_____	Twenties	= \$ _____
_____	_____	Fifties	= \$ _____
_____	_____	Hundreds	= \$ _____
Total Cash Received			\$ _____
Total Checks Received (listed on reverse side)			\$ _____
TOTAL AMOUNT COUNTED			\$

This area is for committee records as needed, but it is not needed for deposit or treasurer. Treasurer already has record of startup cash provided.	Less Startup Cash	\$ -
	Gross Receipts	\$ _____

Counter 1 Name printed: _____ Counter 1 Signature: _____

Counter 2 Name printed: _____ Counter 2 Signature: _____

Treasurer Signature: _____

PLEASE MAKE A COPY FOR THE COMMITTEE RECORDS BEFORE GIVING TO THE TREASURER!

TREASURER USE ONLY	Amount Deposited \$	Date Deposited		Recorded By:	
		Date Audited:		Audit By:	

Check #	Payer Name	Student	Amount	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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27.				
28.				
29.				
30.				

TOTAL: _____