



## MONEY TALLY SHEET

Use this form to count funds received during PTSA functions. Funds over \$250 MUST be counted by 2 PTSA members. Fill out a Deposit Receipt and attach the white copy to this form. Funds and form should be provided to the Treasurer.

CASH RECEIVED	AMOUNT	CHECKS (or attached list) Check Name & Number or Description	AMOUNT
<b>Currency</b>			
\$100 - _____	_____	_____	_____
\$50 - _____	_____	_____	_____
\$20 - _____	_____	_____	_____
\$10 - _____	_____	_____	_____
\$5 - _____	_____	_____	_____
\$1 - _____	_____	_____	_____
<b>Total Currency</b>	_____	_____	_____
<b>Coin</b>			
1.00 _____	_____	_____	_____
.50 - _____	_____	_____	_____
.25 - _____	_____	_____	_____
.10 - _____	_____	_____	_____
.05 - _____	_____	_____	_____
.01 - _____	_____	_____	_____
<b>Total Coin</b>	_____	_____	_____
<b>TOTAL CASH</b>	_____	<b>TOTAL CHECKS</b>	_____

**TOTAL AMOUNT OF DEPOSIT:** \$

Deposit for Committee/Program: \_\_\_\_\_ **COUNTED AND SUBMITTED BY** \_\_\_\_\_

\_\_\_\_\_ and \_\_\_\_\_

Notes: \_\_\_\_\_ **DATE** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

