

North Street School PTA
Cash/Check Tally Sheet

Event: _____

Date: _____

	Number of Checks	Total Value
TOTAL CHECKS	_____	\$ _____

CASH

<u>Face Value</u>	<u>Total Number</u>	<u>Total Value</u>
\$100 bills	_____ x \$100 =	_____
\$50 bills	_____ x \$50 =	_____
\$20 bills	_____ x \$20 =	_____
\$10 bills	_____ x \$10 =	_____
\$5 bills	_____ x \$5 =	_____
\$1 bills	_____ x \$1 =	_____
half dollars	_____ x \$0.50 =	_____
quarters	_____ x \$0.25 =	_____
dimes	_____ x \$0.10 =	_____
nickels	_____ x \$0.05 =	_____
pennies	_____ x \$0.01 =	_____

TOTAL CASH AMOUNT \$ _____

TOTAL DEPOSIT AMOUNT \$ _____

Every deposit must be counted at the same time and in the same place by **two** volunteers who verify that the totals above are accurate.

event co-cash manager signature

event co-cash manager signature

event co-cash manager printed name

event co-cash manager printed name

Please include one copy of this form with the deposit given to the **Assistant Treasurer**.
The second copy should be placed directly in the **Treasurer's** PTA folder
and the third copy should be given to the **relevant VP**.

Thank you.