

# MANHASSET SCHOOL COMMUNITY ASSOCIATION

## CHECK/CASH TALLY FORM

Date: \_\_\_\_\_

Activity/Event: \_\_\_\_\_

Submitted by: \_\_\_\_\_

School: \_\_\_\_\_

Phone #: \_\_\_\_\_

**Record of checks collected** (if applicable)

Example: If you have 20 checks for \$14 each, enter 20 x \$14 = \$280

Email: \_\_\_\_\_

**Record of currency collected** (if applicable)

example: If you have 50 five dollar bills, enter 50 x \$5 = \$250

# of Checks	Amount of Check	Check Total
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____
_____ X	_____	_____

# Of Bills	Value of Bills	Total Amount
_____ X	\$100	_____
_____ X	\$50	_____
_____ X	\$20	_____
_____ X	\$10	_____
_____ X	\$5	_____
_____ X	\$1	_____

Coins	Value of Coins	Total Amount
_____ X	\$0.25	_____
_____ X	\$0.10	_____
_____ X	\$0.05	_____
_____ X	\$0.01	_____

(Continue on separate sheet, if necessary.)

**Total # of Checks**

**Total Value of Checks**

**Total Value of Cash**

**GRAND TOTAL (Cash & Checks):**

Patricia Stratford  
 SCA Ways and Means Treasurer

Date Recorded \_\_\_\_\_

Whenever possible, please group checks and cash in like amounts and rubber band or paper clip each packet separately. Deliver all funds and this completed form to the applicable Finance Chair. Detailed instructions can be found at [www.manhassetzca.org](http://www.manhassetzca.org).