MANHASSET SCHOOL COMMUNITY ASSOCIATION
CHECK/CASH TALLY FORM

Date: _____

Activity/Event: _____

School: _____

Submitted by: _____

Phone #: _____

Email: _____

Record of checks collected (if applicable)
Example: If you have 20 checks for $14 each, enter 20 x $14 = $280

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

(Continue on separate sheet, if necessary.)

Record of currency collected (if applicable)
example: If you have 50 five dollar bills, enter 50 x $5 = $250

# 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	_____

**Total #
of Checks**

[ ]

**Total Value
of Checks**

[ ]

**Total Value
of Cash**

[ ]

_____
Tara LaSalle   Date Recorded
SCA Ways and Means Treasurer

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

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.manhassetsca.org.