

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	_____	_____
_____ X	_____	_____

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	_____

(Continue on separate sheet, if necessary.)

**Total #
of Checks**

**Total Value
of Checks**

**Total Value
of Cash**

Est. 1933

Tania Kapoor Date Recorded
SCA Executive 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.manhassetzca.org.