

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

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.