

MANHASSET SCHOOL COMMUNITY ASSOCIATION

CHECK/CASH TALLY FORM

Date: _____

Activity/Event: _____

School _____

Submitted by: _____

Phone #: _____

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	_____	_____
_____ 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

SA
Est. 1933

Finance Chair

Date Recorded

GRAND TOTAL
(Cash & Checks):

Eva Sehic
Executive Treasurer

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 Finance Chair.