

MANHASSET SCHOOL COMMUNITY ASSOCIATION

WAYS & MEANS

CHECK/CASH TALLY FORM

Date: _____

Activity/Event: _____

Record of checks collected (if applicable)

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

Submitted by: _____

Phone #: _____

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	_____	_____
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

SCA
Est. 1933

 Carolyn Conkling 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 Finance Chair.