# PTA/PTSA Event Tally Sheet

Name of Event_____ Date _____

| CHECK | AMOUNT |
|---|---|
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| | |
| | |
| **SUBTOTAL:** | |

| CURRENCY | AMOUNT |
|---|---|
| $100 | |
| $50 | |
| $20 | |
| $10 | |
| $5 | |
| $2 | |
| $1 | |
| **SUBTOTAL:** | |

| COIN | AMOUNT |
|---|---|
| Half Dollars | |
| Quarters | |
| Dimes | |
| Nickels | |
| Pennies | |
| **SUBTOTAL:** | |

| MONEY ORDER | AMOUNT |
|---|---|
| | |
| | |
| | |
| **SUBTOTAL:** | |

| | |
|---|---|
| **CHECK TOTAL** | |
| **M/O TOTAL** | |
| **CURRENCY TOTAL** | |
| **COIN TOTAL** | |
| **GRAND TOTAL** | |

Two people count all moneys and record. Both people sign this form, and the person keeping the funds initials the Possession line. Each person receives a copy of this form. Give to Treasurer or deposit in bank ASAP.

Signature 1 _____ Possession _____

Signature 2 _____ Possession _____

## Release of Funds

Amount _____

Received by _____ Date _____

Received by _____ Date _____