

Name of Event _____

Advocate ■ Communicate ■ Support

www.livoniaptsacouncil.org

Event Tally Sheet

Check #	Amoun	t Check#	Amount	Check	# Amount	7		
CHECK#	Amoun	t Check#	Amount	CHECK	AIIIOUIIL	Currency	Amount	
-						\$100		
-						\$50		
						\$20		
						\$10		
						\$5		
						\$2		
						\$1		
						SUBTOTAL:		
						Coin	Amount	
						Dollars		
						Half Dollars		
						Quarters		
						Dimes		
						Nickels		
						Pennies		
						SUBTOTAL:		
				SUBTOTAL:				
Money Orde	er# A	mount	: Money Order # Am		Amount	Two people mu	ist count all moneys and	
						record. Both co	ounters sign this form,	
						and the person	holding the funds initials	
						·	_	
		SUBTOTA	L:		the Possession line. Each person should			
Check Total						keep a copy of	this form. Give to the	
M/O Total						Treasurer to de	eposit in the PTA Account	
Currency Total						ASAP. NEVER TAKE MONEY FROM AN		
Coin Total						EVENT HOME, OR DEPOSIT INTO		
GRAND TOTAL:								
						PERSUNAL/SCI	HOOL ACCOUNTS.	
Signature 1				Printed		Possession		
				_				
Signature 2				Printed _		Possession		
Release of F	unds							
Received by					Date			
Deposited o	Deposited on Amount deposited \$							

Additional Checks:

Check #	Amount	Check #	Amount	Check #	Amount	Check #	Amount
						SUBTOTAL:	