



## **NELSON PTA TALLY SHEET**

- Please fill out this form and put in the PTA box in the office along with the money for deposit.
- Two PTA members (*not of the same household*) are required to count and sign for each deposit.

DATE: \_\_\_\_\_ TOTAL DEPOSIT AMOUNT: \$ \_\_\_\_\_  
*(Provide details below)*

EVENT/COMMITTEE: \_\_\_\_\_

Please indicate total dollar value of each coin/currency.

<u><b>Coins:</b></u>	<u><b>Currency:</b></u>	<u><b>Checks:</b></u>	
Pennies _____	Ones _____	Check #	Amount
Nickels _____	Twos _____	_____	_____
Dimes _____	Fives _____	_____	_____
Quarters _____	Tens _____	_____	_____
Half-Dollars _____	Twenties _____	_____	_____
Dollars _____	Fifties _____	_____	_____
<b>Total</b>	<b>Total</b>	<b>Total # of checks: _____</b>	
<b>Coins: \$ _____</b>	<b>Currency: \$ _____</b>	<b>Total check amount: \$ _____</b>	

Counted By: 1) \_\_\_\_\_ (Printed Name)      \_\_\_\_\_ (Signature)

2) \_\_\_\_\_ (Printed Name)      \_\_\_\_\_ (Signature)

Comments: \_\_\_\_\_

**TREASURER'S USE ONLY**

Date Received: _____	Received from: _____
Total Received Matched Above? Yes/No	If no, how much received: _____
Treasurer's Signature: _____	Coins: \$ _____
Printed: _____	Currency: \$ _____
	Checks: \$ _____
	Total: \$ _____



# NELSON PTA START-UP/CLOSE OUT

- Please fill out this form and put in the PTA box in the office along with the tally sheet and \$ for deposit.
- Two PTA members (*not of the same household*) are required to count and sign for all start-up funds.

DATE: \_\_\_\_\_

TOTAL START UP AMOUNT: \$ \_\_\_\_\_  
*(Provide details below)*

EVENT/COMMITTEE: \_\_\_\_\_

Please indicate total dollar value of each coin/currency.

### START UP

### CLOSE OUT

**Coins:**                      **Currency:**

Pennies \_\_\_\_\_      Ones \_\_\_\_\_

Nickels \_\_\_\_\_      Twos \_\_\_\_\_

Dimes \_\_\_\_\_      Fives \_\_\_\_\_

Quarters \_\_\_\_\_      Tens \_\_\_\_\_

Half-Dollars \_\_\_\_\_      Twenties \_\_\_\_\_

Dollars \_\_\_\_\_      Fifties \_\_\_\_\_

**Total**                      **Total**

**Coins: \$** \_\_\_\_\_      **Currency: \$** \_\_\_\_\_

**Coins:**                      **Currency:**

Pennies \_\_\_\_\_      Ones \_\_\_\_\_

Nickels \_\_\_\_\_      Twos \_\_\_\_\_

Dimes \_\_\_\_\_      Fives \_\_\_\_\_

Quarters \_\_\_\_\_      Tens \_\_\_\_\_

Half-Dollars \_\_\_\_\_      Twenties \_\_\_\_\_

Dollars \_\_\_\_\_      Fifties \_\_\_\_\_

**Total**                      **Total**

**Coins: \$** \_\_\_\_\_      **Currency: \$** \_\_\_\_\_

Counted By: 1) \_\_\_\_\_  
*(Print/Sign Name)*

2) \_\_\_\_\_  
*(Print/Sign Name)*

1) \_\_\_\_\_  
*(Print/Sign Name)*

2) \_\_\_\_\_  
*(Print/Sign Name)*

Comments: \_\_\_\_\_

### TREASURER'S USE ONLY

Date Received: \_\_\_\_\_      Received from: \_\_\_\_\_

Total Received Matched Above? Yes/No      If no, how much received:      Coins: \$ \_\_\_\_\_

Check # \_\_\_\_\_ Chair Funds? \_\_\_\_\_      Currency: \$ \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_      Checks: \$ \_\_\_\_\_

Printed: \_\_\_\_\_      Total: \$ \_\_\_\_\_