



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

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: Coins: \$ _____
	Currency: \$ _____
Treasurer's Signature: _____	Checks: \$ _____
Printed: _____	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	
<u>Coins:</u>	<u>Currency:</u>	<u>Coins:</u>	<u>Currency:</u>
Pennies _____	Ones _____	Pennies _____	Ones _____
Nickels _____	Twos _____	Nickels _____	Twos _____
Dimes _____	Fives _____	Dimes _____	Fives _____
Quarters _____	Tens _____	Quarters _____	Tens _____
Half-Dollars _____	Twenties _____	Half-Dollars _____	Twenties _____
Dollars _____	Fifties _____	Dollars _____	Fifties _____
Total	Total	Total	Total
Coins: \$ _____	Currency: \$ _____	Coins: \$ _____	Currency: \$ _____
Counted By: 1) _____ <div style="text-align: center;"><i>(Print/Sign Name)</i></div>		1) _____ <div style="text-align: center;"><i>(Print/Sign Name)</i></div>	
2) _____ <div style="text-align: center;"><i>(Print/Sign Name)</i></div>		2) _____ <div style="text-align: center;"><i>(Print/Sign Name)</i></div>	

Comments: _____

TREASURER'S USE ONLY

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