



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: \$ _____

Treasurer's Signature: _____ Currency: \$ _____

Printed: _____ 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: _____

Check # _____ Chair Funds? _____

Coins: \$ _____

Treasurer's Signature: _____

Currency: \$ _____

Printed: _____

Checks: \$ _____

Total: \$ _____