

# ROYAL OAK MIDDLE SCHOOL PTA Event Tally Sheet for Deposits

Name of Event \_\_\_\_\_

Date \_\_\_\_\_

NAME ON CHECK	CHECK #	AMOUNT
<b>SUBTOTAL:</b>		

CURRENCY	# OF BILLS	AMOUNT
\$100		
\$50		
\$20		
\$10		
\$5		
\$2		
\$1		
<b>SUBTOTAL:</b>		

COINS	# OF COINS	AMOUNT
Dollars		
Half Dollars		
Quarters		
Dimes		
Nickels		
Pennies		
<b>SUBTOTAL:</b>		

MONEY ORDER	M/O #	AMOUNT
<b>SUBTOTAL:</b>		

MONEY SUMMARY	AMOUNT
CHECK TOTAL	
M/O TOTAL	
CURRENCY TOTAL	
COINS TOTAL	
<b>GRAND TOTAL:</b>	

**COUNTING OF MONEYS**

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

Signature 1 \_\_\_\_\_

Possession Date \_\_\_\_\_

Signature 2 \_\_\_\_\_

Possession Date \_\_\_\_\_

**RELEASE OF FUNDS**

Amount \_\_\_\_\_

Budget Line \_\_\_\_\_

Received by Treasurer \_\_\_\_\_

Date \_\_\_\_\_

Received by MECU \_\_\_\_\_

Date \_\_\_\_\_

**EVENT:** \_\_\_\_\_

	NAME OF STUDENT	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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22		
23		
24		
25		
26		
27		
28		
29		
30		
	<b>SUBTOTAL:</b>	<b>0</b>

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

	NAME OF STUDENT	AMOUNT
31		
32		
33		
34		
35		
36		
37		
38		
39		
40		
41		
42		
43		
44		
45		
46		
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51		
52		
53		
54		
55		
56		
57		
58		
59		
60		
	<b>SUBTOTAL:</b>	<b>0</b>

**EVENT:** \_\_\_\_\_

	NAME ON CHECK	CHECK #	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
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12			
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24			
25			
26			
27			
28			
29			
30			
	<b>SUBTOTAL:</b>		<b>0</b>

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

	NAME ON CHECK	CHECK #	AMOUNT
31			
32			
33			
34			
35			
36			
37			
38			
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40			
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55			
56			
57			
58			
59			
60			
	<b>SUBTOTAL:</b>		<b>0</b>