



CASH TALLY SHEET

A minimum of two people should count cash each day of each event. It is recommended that cash be counted at the event, or at the school. It is not recommended that cash be taken home and counted at a volunteer's home. A separate cash tally sheet should be used for each day of each event. The tally sheet should match the deposit made. Deposits should be made daily. Keep a copy of the tally sheet in the organization's records.

Event: _____

Date: _____

Loose currency

| | | | |
|----------|--|--------------|--|
| Hundreds | | X \$100.00 = | |
| Fifties | | X \$50.00 = | |
| Twenties | | X \$20.00 = | |
| Tens | | X \$10.00 = | |
| Fives | | X \$5.00 = | |
| Ones | | X \$1.00 = | |
| | | Subtotal | |

Loose coins

| | | | |
|--------------|--|------------|--|
| Dollar coins | | X \$1.00 = | |
| Half Dollars | | X \$.50 = | |
| Quarters | | X \$.25 = | |
| Dimes | | X \$.10 = | |
| Nickels | | X \$.05 = | |
| Pennies | | X \$.01 = | |
| | | Subtotal | |

Checks

| Check # | Amount |
|---------|--------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|-----------------|----------|
| Total currency: | \$ _____ |
| Total coins: | \$ _____ |
| Total checks: | \$ _____ |
| Total deposit: | \$ _____ |

| | |
|------------------------|-----------|
| Persons counting cash: | |
| _____ | _____ |
| PRINTED NAME | SIGNATURE |
| | |
| _____ | _____ |
| PRINTED NAME | SIGNATURE |