

# EVERETT PTSA COUNCIL MONEY RECEIPT/TALLY SHEET

Date: \_\_\_\_\_

Committee: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

	<u>Quantity</u>	<u>Amount</u>
Checks	_____	\$ _____
\$100's	_____	\$ _____
\$50's	_____	\$ _____
\$20's	_____	\$ _____
\$10's	_____	\$ _____
\$5's	_____	\$ _____
\$2's	_____	\$ _____
\$1's	_____	\$ _____
Dollars (Coins)	_____	\$ _____
Fifty Cent Coins	_____	\$ _____
Quarters	_____	\$ _____
Dimes	_____	\$ _____
Nickels	_____	\$ _____
Pennies	_____	\$ _____
<b>TOTAL</b>		<b>\$ _____</b>

**ALWAYS HAVE TWO PEOPLE COUNT & VERIFY THE MONEY.**

This deposit was counted and verified by the following two people:

1. Name \_\_\_\_\_ Signature \_\_\_\_\_

2. Name \_\_\_\_\_ Signature \_\_\_\_\_

TREASURER'S USE:

Date Received: \_\_\_\_\_ Receipt: \_\_\_\_\_

Treasurer's Signature: \_\_\_\_\_ Enter in Money Minder: \_\_\_\_\_