



NELSON PTA TALLY SHEET

- Please fill out this form and put it 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 the total dollar value of each coin/currency.

Coins:

Currency:

Checks:

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: _____

Please turn over for Start up/Close out form if needed

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 it 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 the total dollar value of each coin/currency.

START UP

<u>Coins:</u>	<u>Currency:</u>
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)

CLOSE OUT

<u>Coins:</u>	<u>Currency:</u>
Pennies _____	Ones _____
Nickels _____	Twos _____
Dimes _____	Fives _____
Quarters _____	Tens _____
Half-Dollars _____	Twenties _____
Dollars _____	Fifties _____
Total	Total
Coins: \$ _____	Currency: \$ _____

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: _____	Coins: \$ _____
Check # _____ Chair Funds? _____	Currency: \$ _____
Treasurer's Signature: _____	Checks: \$ _____
Printed: _____	Total: \$ _____