

**Manhasset School Community Association
Check/Cash Tally Form
(complete both sides of form)**

Date: _____

Committee: _____

School: _____

Submitted By: _____ **Phone:** _____

Record of Checks Collected (if applicable):

Example: If you have 20 checks for \$14 each, enter 20 x \$14 = \$280

# Of Checks	Amount of Check	Check Total
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____
_____ x	_____	_____

(Continue on separate sheet if necessary)

Total # of Checks _____ **Total Dollar Value of Checks \$** _____

Est. 1933

Group checks and cash in like amounts
and rubber band or paperclip each packet separately

Deliver all funds and this completed form to the School Finance Chair
or Ways and Means Treasurer as applicable
AS SOON AS POSSIBLE

Record of Money Collected (if applicable)

Example: If you have 50 five dollar bills, enter 50 x \$5 = \$250

Currency		Value of Currency	Total Amount
_____	x	\$100	_____
_____	x	\$50	_____
_____	x	\$20	_____
_____	x	\$10	_____
_____	x	\$5	_____
_____	x	\$1	_____

Coins		Value of Coins	Total Amount
_____	x	\$0.25	_____
_____	x	\$0.10	_____
_____	x	\$0.05	_____
_____	x	\$0.01	_____

Total Dollar Value of Currency and Coins: \$ _____

Grand Total (Checks and Cash)

\$ _____

Group checks and cash in like amounts
and rubber band or paperclip each packet separately

Deliver all funds and this completed form to the School Finance Chair
or Ways and Means Treasurer as applicable
AS SOON AS POSSIBLE