



Money Receipt / Tally Sheet

Program/Event/Description: _____

Chair/Class/etc: _____

Date(s) of Collection: _____

STARTING PETTY CASH		\$
CHECKS		
List checks on reverse side		
Sub A		

BILLS		Qty	Amount
\$100's	100	x	
\$50's	50	x	
\$20's	20	x	
\$10's	10	x	
\$5's	5	x	
\$1's	1	x	
Sub B			\$

COINS		Qty	Amount
Dollars	1.00	x	
Half-Dollars	0.50	x	
Quarters	0.25	x	
Dimes	0.10	x	
Nickels	0.05	x	
Pennies	0.01	x	
Sub C			\$

TOTAL COLLECTED (A+B+C) \$ _____

TOTAL COLLECTED (A+B+C) LESS		\$
STARTING PETTY CASH		

CATEGORIZATION OF MONEY (see notes on back)

MEMBERSHIPS	Qty	Amount
Individual \$15	x	
Family \$25	x	
Staff \$10	x	
FUNDRAISING		
Bronze (\$125)		
Silver (\$200)		
Gold (\$275)		
Platinum (\$350)		
Diamond (\$500)		
Friends of JME		
All OTHER (classify as required)		Amount
Spirit Gear		
Yearbooks		
Gingerbread		
Bingo		
After School Programs		
Other		

TOTAL CLASSIFIED (all above) \$ _____

COUNTED & VERIFIED BY (2 persons required):
PRINT NAME
1) _____
2) _____

TREASURER REVIEW
Date received: _____
Signature: _____



Money Receipt / Tally Sheet

LIST OF CHECKS INCLUDED IN SUBTOTAL ON REVERSE. Attach additional copies of this side if necessary.

#	Name(s)	Chk #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			

#	Name(s)	Chk #	Amount
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			

CHECK TOTAL TO ENTER ON REVERSE \$ _____

NOTES for CATEGORIZATION

- All moneys reported must be categorized
- Commonly recurring sub-categories have dedicated sections (Memberships & Donations)
- For all other programs/events, sub-classify as much or as little as desired to track
Examples: Yearbooks, Yearbooks - Grade 5, Spirit Gear – Ms. White, etc.
- Attach additional documentation as appropriate