



Event Tally Sheet

Name of the event: _____ Date: _____

Currency	Amount
\$100	
\$50	
\$20	
\$10	
\$5	
\$1	
Total	\$

Coin	Amount
Dollars	
Quarters	
Dimes	
Nickels	
Pennies	
Total	\$

Checks:

Check Number	Name on Check	Amount	Check Number	Name on Check	Amount
	Total Checks	\$	(Attach additional sheets if necessary)		

Amounts:

Currency	\$
Coin	\$
Checks	\$
Grand total	\$

I have counted the cash and checks for this event and the above totals are valid and correct. I will place this tally sheet along with the cash and checks in a sealed envelope and ensure that it is placed in the Mary Helen Guest safe.

Signature 1: _____ Date: _____

Signature 2: _____ Date: _____

I have verified that the above totals are valid and correct.

Treasurer: _____ Date: _____