## Event Tally Sheet for Deposits

## Name of Event

| NAME ON CHECK | CHECK\# | AMOUNT |
| :---: | :---: | :---: |
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| MONEYORDER | M/O \# | AMOUNT |
| :---: | :---: | :---: |
|  |  |  |
|  |  |  |
|  |  |  |
| SUBTOTAL: |  |  |

## Date

| CURRENCY | \#OFBILLS | AMOUNT |
| :---: | :---: | :---: |
| $\$ 100$ |  |  |
| $\$ 50$ |  |  |
| $\$ 20$ |  |  |
| $\$ 10$ |  |  |
| $\$ 5$ |  |  |
| $\$ 2$ |  |  |
| $\$ 1$ |  |  |
| SUBTOTAL: |  |  |


| COINS | \# OF COINS | AMOUNT |
| :---: | :--- | :--- |
| Dollars |  |  |
| HalfDollars |  |  |
| Quarters |  |  |
| Dimes |  |  |
| Nickels |  |  |
| Pennies |  |  |
| SUBTOTAL: |  |  |


| MONEY SUMMARY | AMOUNT |
| :---: | :---: |
| CHECK TOTAL |  |
| M/O TOTAL |  |
| CURRENCY TOTAL |  |
| COINSTOTAL |  |
| GRAND TOTAL: |  |

## COUNTING OF MONEYS

Two people count all moneys and record. Both people sign this form, and the person keeping the funds dates the Possession line. Each person receives a copy of this form. Give to Treasurer for bankdepositASAP.

Signature 1 Possession Date
Signature 2
Possession Date

## RELEASE OF FUNDS

Amount
Budget Line
Received by Treasurer
Date
Received by MECU
Date

EVENT:


DATE:


