

Bear Path School PTA  
Funds Tally Sheet for Fundraisers and Events

**List of Checks**

This list will help keep track of accounting errors made while totaling amounts, and help process bounced checks. It will also act as a way to prove (or disprove) payment in the event a member has a dispute.

If your committee has a spreadsheet with this information on it,  
you may simply print and attach that sheet, there is no need to fill out this page.

Our Bank allows us to include 17 checks per deposit, so please group your checks in batches of 17.  
If you have more than two batches, please start a new tally form.

Last Name	Check #	Amount	Notes

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**Batch # 1 Total:** \_\_\_\_\_

**Batch #2 Total:** \_\_\_\_\_

**Total \$ Amount of Checks on Form:** \_\_\_\_\_

(This is the amount to put on front of sheet)

**Member Initials:** \_\_\_\_\_

**Member Initials:** \_\_\_\_\_

Please paper clip your batches of 17 checks together, so that the deposit slips will match your batch total.

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All funds given to the treasurer for deposit must first be counted, and certified, by members of the PTA.  
By printing your name and initializing, you certify that you have counted these funds.

Member Name 1: \_\_\_\_\_

Member Name 2: \_\_\_\_\_

Date Collected: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Event/Fundraiser: \_\_\_\_\_

Description of Funds: \_\_\_\_\_

Bills	#	\$ Amount	#	\$ Amount	#	Treasurer
\$50-\$100						
\$20						
\$10						
\$5						
\$1						
<b>Total Bills:</b>						

*Corrections:*

Coins	#	\$ Amount	#	\$ Amount	#	Treasurer
.25						
.10						
.05						
.01						
<b>Total Coins:</b>						

*Corrections:*

TOTAL CHECKS	#	\$ Amount	#	\$ Amount	#	Treasurer
<i>List on Back</i>						

*Corrections:*

**GRAND TOTAL:** \_\_\_\_\_

Bills + Coins + Checks

**Please Initial:** \_\_\_\_\_

*For Use By Treasurer*

<i>Applied to Budget Line:</i>	<i>Date Deposited:</i>
<i>Total Deposited:</i>	<i>Signature:</i>
<i>Entered in Ledger:</i>	<i>Entered in Budget:</i>