

McDole Elementary PTO Deposit Tally Sheet

Committee/Event

Date

| Bill Denominations | Count | Totals |
|--------------------|-------|--------|
| Hundreds (\$100) | | \$ |
| Fifties (\$50) | | \$ |
| Twenties (\$20) | | \$ |
| Tens (\$10) | | \$ |
| Fives (\$5) | | \$ |
| Singles (\$1) | | \$ |
| Total Bills | | \$ |

| Coin Denominations | Count | Totals |
|----------------------|-------|--------|
| Half Dollars (\$.50) | | \$ |
| Quarters (\$.25) | | \$ |
| Dimes (\$.10) | | \$ |
| Nickels (\$.05) | | \$ |
| Pennies (\$.01) | | \$ |
| Miscellaneous | | \$ |
| Total Coins | | \$ |

| Deposit Totals | Totals |
|----------------------------|--------|
| Total Bills | \$ |
| Total Coins | \$ |
| Total Checks* | \$ |
| Charges | \$ |
| Miscellaneous | \$ |
| Deposit Grand Total | \$ |

Counted by: _____

Date: _____

Reviewed by: _____

Date: _____

Deposited by: _____

Date: _____

***Please attach tape from adding machine or other list of checks included in deposit.**

Money should be kept in the school safe and shall not leave school property until it has been counted, verified and signed off on above by two unrelated parties.