



## Deposit/Cash Tally Form

For the 2011-2012 School Year

**Please complete the following information:**

Your Name: \_\_\_\_\_ Your Phone number: \_\_\_\_\_

Budget Category: \_\_\_\_\_ Your email address: \_\_\_\_\_

### Deposit Detail

**Currency Chart**

Bills		Amount	=	Total
	X	\$100	=	
	X	\$50	=	
	X	\$20	=	
	X	\$10	=	
	X	\$5	=	
	X	\$1	=	
Total Bills			=	

Coins		Amount	=	Total
	X	\$1.00	=	
	X	\$ .50	=	
	X	\$ .25	=	
	X	\$ .10	=	
	X	\$ .05	=	
	X	\$ .01	=	
Total Coins			=	

**How many checks?** \_\_\_\_\_

Total amount of Checks \$ \_\_\_\_\_

Total Bills \$ \_\_\_\_\_

Total Coins \$ \_\_\_\_\_

**Total Deposit** \$ \_\_\_\_\_

**Signature of two (2) Counters:**

*(Always have two different people count the money separately, deposits will not be accepted without two signatures)*

\_\_\_\_\_  
Counter 1

\_\_\_\_\_  
Counter 2

Please contact Katie Hoyer, Treasurer, by email at [khoyer@summersales.net](mailto:khoyer@summersales.net) to coordinate the deposit.

**For Treasurer's Use Only:**

Date: \_\_\_\_\_ Amount \$ \_\_\_\_\_

Budget Category: \_\_\_\_\_