

# Deposit/Cash Tally Form

For the 2020-2021 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

If you have any questions, please contact Jennifer Grimes, Treasurer at [treasurer@rhmsptsa.org](mailto:treasurer@rhmsptsa.org).

### For Treasurer's Use Only:

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

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