



Deposit/Cash Tally Form

For the 2023-2024 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 Kimberly Miller, Treasurer at treasurer@rhmsptsa.org.

For Treasurer's Use Only:

Deposit Date: _____ Amount \$ _____

Budget Category: _____