

**DOUGLAS COUNTY SCHOOL SYSTEM  
MONEY TALLY FORM (FIN-630)**

School: \_\_\_\_\_

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

\*\* Person(s) Responsible for Collection: \_\_\_\_\_

(example: Jane Smith or  
Jane Smith & John Doe)

Purpose of Collection: \_\_\_\_\_

(example: Beta Club Fundraiser or  
Concessions/Football)

**Currency**

**Checks**

***Coins***

Denomination	x	Number	=	
\$ 0.01	x	_____	=	\$ _____ -
\$ 0.05	x	_____	=	\$ _____ -
\$ 0.10	x	_____	=	\$ _____ -
\$ 0.25	x	_____	=	\$ _____ -
\$ 0.50	x	_____	=	\$ _____ -
\$ 1.00	x	_____	=	\$ _____ -

***Bills***

\$ 1.00	x	_____	=	\$ _____ -
\$ 2.00	x	_____	=	\$ _____ -
\$ 5.00	x	_____	=	\$ _____ -
\$ 10.00	x	_____	=	\$ _____ -
\$ 20.00	x	_____	=	\$ _____ -
\$ 50.00	x	_____	=	\$ _____ -
\$ 100.00	x	_____	=	\$ _____ -

**Total All Coins:**      \$ \_\_\_\_\_ -

**Total All Bills:**      \$ \_\_\_\_\_ -

**Total All Checks:**    \$ \_\_\_\_\_ -

**Total Receipts:**      \$ \_\_\_\_\_ -  
*(Checks + Bills + Coins)*

	<u>Check Signer</u>	<u>Check Amount</u>	<u>Student Name (if different from check signer)</u>	<u>Comments</u>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
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14.				
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16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				

Remitted By: \_\_\_\_\_  
\*\* Faculty/Staff Member Signature

**(Continue on rear of page if additional space is required)**

Remitted By: \_\_\_\_\_  
\*\* Faculty/Staff Member Signature

Received By: \_\_\_\_\_  
\* Office Manager/Bookkeeper Signature

Remitted Date: \_\_\_\_\_

Received Date: \_\_\_\_\_

\* The Office Manager/Bookkeeper must sign and date the Money Tally Form at the time the funds and receipts are turned in. If the Office Manager/Bookkeeper is not available, receipt(s) and money should be turned in to the Principal or their designee.

\*\* When this form is used as the only receipt for funds being turned in to the Office Manager/Bookkeeper (such as: Concessions, Coin Drives, etc.), this form **MUST** be issued to two faculty/staff members and both faculty/staff members must count the money being turned in and **MUST** sign the form at "Remitted By".