

**DOUGLAS COUNTY SCHOOL SYSTEM
MONEY TALLY FORM W/CHANGE FUND (FIN - 631)**

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: \$ _____ -

Less Change Fund: _____

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.			
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10.			
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12.			
13.			
14.			
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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".