

Forms

Tally Sheet

(Name of School)

(Name of Club)

Tally Sheet

Fiscal Year: _____

Fund-raiser _____

Date of Fund-raiser _____

(A) Item Sold	(B) Tally Marks	(C) Total Tally Marks	(D) Sales Price	(E) Extended Total
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			(F) Grand Total	\$
			(G) Cash Receipts	\$
			(H) Difference	\$

- (A) Description of each item being sold
- (B) Tally marks made, one mark for each item sold
- (C) Number of tally marks for that item
- (D) Individual item sales price
- (E) Total of (C) multiplied by (D)
- (F) Grand total—sum of all extended values in (E)
- (G) Cash receipts—cash count of total cash from sales, less any start up cash
- (H) Difference—if (F) does not equal (G), this is the difference between the two

Do not “force” the balance on this sheet. If there is an out of balance, it should be researched and resolved.

Report prepared by: _____
Signature, Title and Date

Club Advisor: _____
Signature, Title and Date

Site Administrator or Designee: _____
Signature, Title and Date

Presented to ASB on: _____
Signature, Title and Date