

St. Brendan Mothers' Club Money Tally Worksheet 2009 - 2010

Instructions:

- Complete Section I with Club/Function information
- Complete Section II with money tally information
- Sort all checks and cash denominations and separate into sealed envelopes or small baggies
- Leave original completed form and enclosed money to the attention of Patricia O'Neill, Treasurer c/o Joe Laveroni, Gr. 6 with Mrs. Sawyer for retention in school office for pickup, or drop off in Patricia's home mailbox at 25 Vasquez Ave.
- Call Patricia (415.682.7858) to let her know you will be leaving money for her to pick up if left in school office
- Keep a copy for your records

Section I: Club/Function Information

Function:	Date:
Submitted by:	Name + Gr. of Oldest St. B Child:
Phone:	Email:

Section II: Money Tally

Cash				
	X	\$100	=	
	X	\$50	=	
	X	\$20	=	
	X	\$10	=	
	X	\$5	=	
	X	\$1	=	
Cash Total				\$

Coins				
	X	0.50	=	
	X	0.25	=	
	X	0.10	=	
	X	0.05	=	
	X	0.01	=	
Coin Total				\$

Checks			
Total # of Checks		Check Total	\$

Credit Card Slips *			
Total # of Credit Card slips		Credit Card Total	\$

* Use of credit cards must be approved in advance with the Treasurer

Total Amount Submitted (all of above)	\$
--	-----------

Treasurer Use Only: Date of Deposit:	Amount:
--------------------------------------	---------