

# TALLY SHEET

School Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Club Name: \_\_\_\_\_ Advisor: \_\_\_\_\_

Fundraiser: \_\_\_\_\_

Date of Fundraiser (1 tally sheet per fundraising day): \_\_\_\_\_

(A) ITEM SOLD	(B) TALLY MARKS	(C) TOTAL TALLY MARKS	(D) SALES PRICE	(E) EXTENDED TOTAL
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			<b>(F) GRAND TOTAL</b>	\$
			<b>(G) CASH RECEIPTS</b>	\$
			<b>(H) DIFFERENCE</b>	\$

- (A) Description of 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

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

**Report Prepared by:** \_\_\_\_\_

*Print Name*

\_\_\_\_\_

*Title*

\_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*

**Club Advisor:** \_\_\_\_\_

*Signature*

\_\_\_\_\_

*Date*