Tally Sheet

Name of School:

Name of Club:

Tally Sheet

Fiscal Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fundraiser:

Date of Fundraiser:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. (A) 2. Item Sold | 1. (B)  Tally Marks | 1. (C) 2. Total Tally Marks | 1. (D) 2. Sales Price | 1. (E) 2. Extended Total |
|  |  |  | 1. $ | 1. $ |
|  |  |  | 1. $ | 1. $ |
|  |  |  | 1. $ | 1. $ |
|  |  |  | 1. $ | 1. $ |
|  |  |  | 1. $ | 1. $ |
|  |  |  | 1. (F) Grand Total | 1. $ |
|  |  |  | 1. (G) Cash Receipts | 1. $ |
|  |  |  | 1. (H) Difference | 1. $ |

(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 sale 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 startup 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 item, it should be researched and resolved.

Submitted and Approved by:

Student Club Representative:

Signature, Title and Date

Club Advisor:

Signature, Title and Date

Principal/School Administrator:

Signature, Title and Date

Recorded in ASB Student Council Minutes on:

Date