



Band Boosters of Oakton High School

CASH TALLY SHEET/DEPOSIT NOTICE

Date: _____

Your Name: _____

Your Email: _____

Total Amount to be Deposited: _____

Source of the Money (Event Name): _____

Total amount of cash bank:

CASH	
\$100 x _____	= \$ _____
\$50 x _____	= \$ _____
\$20 x _____	= \$ _____
\$10 x _____	= \$ _____
\$5 x _____	= \$ _____
\$1 x _____	= \$ _____
\$0.25 x _____	= \$ _____
\$0.10 x _____	= \$ _____
\$0.05 x _____	= \$ _____
\$0.01 x _____	= \$ _____
Total cash = \$ _____	

CHECKS	
Check #	Check Amount
Total checks = \$ _____	

NOTES:

- Committee chairperson is responsible for submitting cash and checks to treasurer (treasurer@oaktonbands.org)
- All monies should be sorted.
- Totals should be verified by the chairperson completing this form AND one other individual who is not related to that chairperson.

SIGNATURES

Prepared by: _____ Date: _____

Verified by: _____ Date: _____

Treasurer: _____ Date: _____