

Tally Sheet

Name of School: _____

Name of Club: _____

Tally Sheet

Fiscal Year: _____

Fundraiser: _____

Date of Fundraiser: _____

(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 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, it should be researched and resolved.

Submitted and Approved by:

ASB Advisor: _____

Signature, Title and Date

Principal/School Administrator: _____

Signature, Title and Date

Recorded in ASB Student Council Minutes on: _____

Date