



District 62 Toastmasters

Event Tally Sheet

Please Check the Box indicating the event:

Bookstore **Officer Training** **Conference Registration** **Other**

If "Other" is checked, please describe: _____

Name of Event _____ Date _____

Start Up Bank \$ _____ (Do not include in totals and event income)

Start Up Initials #1 _____ **Initials #2** _____

Currency	Amount
Coins	
\$1	
\$2	
\$5	
\$10	
\$20	
\$50	
\$100	
Currency Total	\$

Event Income	Amounts
Currency	
Checks	
To Be Deposited into PNC Bank Account	\$
Coupons/Certificates	
Credit Card	
Income Grand Total	\$

Receipt # _____ through # _____ had a Receipt Total of \$ _____

Receipt # _____ through # _____ had a Receipt Total of \$ _____

Receipt # _____ through # _____ had a Receipt Total of \$ _____

Receipt Grand Total \$ _____

Note: Receipt Grand Total must balance with Income Grand Total

Difference \$ _____

Signature 1 _____ **Date** _____ **Possession** _____

Signature 2 _____ **Date** _____ **Possession** _____

Release of Funds

Amount \$ _____ **Deposited into PNC Bank Account**

Deposited by _____ **Date** _____

Two individuals associated with the event confirm all income and receipts, and record and sign this form. Submit 100% of documents and income to a District Officer. *Indicate the name of the District Officer on the possession line.* District Officer will deposit the funds immediately and then sign the "Release of Funds" box. Form and all supporting documents should be submitted to the **District Finance Manager physically or by email to: fm@62toast.com.**