

**COACHELLA VALLEY UNIFIED SCHOOL DISTRICT  
ASB TALLY SHEET**

NAME OF SCHOOL: \_\_\_\_\_

NAME OF CLUB: \_\_\_\_\_

FUNDRAISER NAME: \_\_\_\_\_

DATE OF FUNDRAISER: \_\_\_\_\_

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

**I - EXPLANATION FOR 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 (C x D)
- F - Grand total - sum of all extended values in E
- G - Cash receipts/collected - 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
- I - Explanation of Difference - if H is not "0", an explanation for the difference must be provided

**Do not "force" the balance on this sheet. If there is an out of balance, it should be researched and resolved. Tally sheet must be submitted along with the deposit to ASB Clerk as backup.**

**Submitted and Approved By:**

**Report Preparer 1** \_\_\_\_\_  
Print, Sign and Date

**Report Preparer 2** \_\_\_\_\_  
Print, Sign and Date

**ASB Clerk** \_\_\_\_\_  
Print, Sign and Date