



JB Watkins PTA Treasury

DEPOSIT RECONCILIATION FORM

This form is to be used for any PTA money that needs to be deposited in the bank.

Please attach a sequential list of any/all checks (with check # & amount) with Total Amount.

**** Once the Deposit Form is complete, please email the Treasurer at treasurer@jbwpta.com for Deposit arrangements. ****

Which income line item in the Budget should be credited? (ex. Carnival, Wiggle, Staff Appreciation)

CURRENCY

BILLS: _____ @ \$50.00 = _____ \$ _____

_____ @ \$20.00 = _____ \$ _____

_____ @ \$10.00 = _____ \$ _____

_____ @ \$5.00 = _____ \$ _____

_____ @ \$1.00 = _____ \$ _____

TOTAL BILLS: _____ \$ _____

LOOSE CHANGE: _____ \$ _____

TOTAL CURRENCY (BILLS + CHANGE): _____ \$ _____

CHECKS

TOTAL # of CHECKS: _____

(Attach sequential list of checks with check #, amount and total)

TOTAL AMOUNT OF CHECKS: _____ \$ _____

GRAND TOTAL DEPOSIT (CURRENCY + CHECKS) _____ \$ _____

Counted By: _____ Date: _____

Counted By: _____ Date: _____

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TO BE COMPLETED BY TREASURER --- Account Credited: _____

DATE DEPOSITED - _____ AMOUNT DEPOSITED: ___\$ _____

RECEIPT ISSUED - # _____