

# JB Watkins Elementary School PTA

## Deposit Reconciliation for Cash and Checks

This form is to be used for documenting the collection of cash and checks for any PTA event, and preparing the funds for the Treasurer to deposit into the bank.

**DIRECTIONS FOR HANDLING CASH & CHECKS:**

1. Sort currency by denomination. All bills should be face up and in the same direction.
2. Put checks in numerical order by check number. List the checks in the table below. If you are taking the deposit home to prepare for Treasurer, and you have more than sixteen checks, please create a spreadsheet that contains check number, check amount, and total dollar amount of all checks.
3. Complete this form, include a copy of your check list if separate, and fold paper in thirds and use to bundle checks and cash. If you have coins, please use a bag or envelope for entire deposit.
4. Drop in Treasurer's locked mailbox at school or contact Treasurer to arrange drop-off or pick-up.

For which Event/Purpose was this money collected? \_\_\_\_\_

**CURRENCY**

Qty	Denomination	Total
	\$100	\$
	\$ 50	\$
	\$ 20	\$
	\$ 10	\$
	\$ 5	\$
	\$ 1	\$
<b>Total Bills</b>		\$
<b>Total Coins</b>		\$
<b>Total Currency</b>		\$

**CHECKS**

Check #	\$ Amount	Check #	\$ Amount
1		10	
2		11	
3		12	
4		13	
5		14	
6		15	
7		16	
8		How Many Checks?	
9		Total \$ Amount for Checks	

<b>Total Funds Collected and Prepared for Deposit (Currency + Checks)</b>	<b>\$</b>
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<b>Counted By</b>	<b>Date</b>
<b>Counted By</b>	<b>Date</b>

**For Treasurer Use Only:**

<b>Notes:</b>	<b>Account Credited</b>
	<b>Amount Credited</b>
	<b>Date Deposited</b>
	<b>Receipt #</b>