

# DEPOSIT RECONCILEMENT

**\*\*ALL Deposits should be left in the locked file cabin\*\***

To Treasurer

From \_\_\_\_\_

Phone # \_\_\_\_\_

PSO Event \_\_\_\_\_

CURRENCY

Funding Sources (Must match GRAND TOTAL)

\$50's \_\_\_\_\_

\$20's \_\_\_\_\_

\$10's \_\_\_\_\_

\$ 5's \_\_\_\_\_

\$ 1's \_\_\_\_\_

Coin \_\_\_\_\_

Donations: \$ \_\_\_\_\_

Events (Ticket Sales/Classes): \$ \_\_\_\_\_

Goods (Yrbk, Supply Pck,  
Santa Shop, etc.): \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

Total Funding Sources: \$ \_\_\_\_\_

TOTAL CURRENCY \$ \_\_\_\_\_

TOTAL CHECKS \$ \_\_\_\_\_ (Total # of Checks \_\_\_\_\_)

GRAND TOTAL (CURRENCY & CHECKS) \$ \_\_\_\_\_

\_\_\_\_\_  
Signature of person #1 completing this form

\_\_\_\_\_  
Signature of person #2 (witness) completing this form

\_\_\_\_\_  
Date

\*Please attach the following in your receipt envelope:

- 1) Tape run/excel sheet totaling deposit
- 2) Copy of your detail records that match the deposit total

\*\* Coins do NOT need to be counted if large deposit. The bank will verify coins.