

DEPOSIT RECONCILEMENT*

****ALL Deposits should be left in the locked file cabinet in the office****

To _____
Treasurer

From _____

Phone # _____

PSO Event _____

CURRENCY

\$50's _____

\$20's _____

\$10's _____

\$ 5's _____

\$ 1's _____

Funding Sources (Must match GRAND TOTAL)

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:

- 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.