

Stephen C. Foster PTA
Money Reconciliation/Deposit Log

This form is to be used for any income received for deposit. This includes any proceeds from committees.

This form is also used to return money advanced for cash boxes. (i.e. If you received money for a cash box, the money is to be returned to the cash box by noting below.)

CASH

Count	\$ Description		Amount
X	\$50 Bill	=	\$ _____
X	\$20 Bill	=	\$ _____
X	\$10 Bill	=	\$ _____
X	\$5 Bill	=	\$ _____
X	\$1 Bill	=	\$ _____
X	\$1 Coin	=	\$ _____
X	\$10 Roll Quarters	=	\$ _____
X	.25 Quarters	=	\$ _____
X	\$5 Roll Dimes	=	\$ _____
X	.10 Dimes	=	\$ _____
X	\$2 Roll Nickels	=	\$ _____
X	.05 Nickels	=	\$ _____
X	.50 Roll Pennies	=	\$ _____
X	.01 Pennies	=	\$ _____

Total Cash = \$ _____

CHECKS

Total # of Checks = \$ _____
 (Please attach Check Deposit Form listing all check #s and amounts)

Total \$ Amount of Checks = \$ _____

Total Cash + Checks = \$ _____

(Return to Cash Box) = \$(_____)

(Payment to Vendor Reimbursement
 - Be sure to complete Pink Slip) = \$(_____)

NET INCOME = \$ _____

Date ____/____/____

Two Signatures are required: Please contact the PTA Board if you have questions concerning this.

Submitted By (1) _____ (2) _____

Committee Name: _____

Accepted By Treasurer: _____