

# Greenfield Elementary School PTSA

## Deposit Reconciliation Form

Budget Line Item: \_\_\_\_\_ Date: \_\_\_\_\_

### **Attachments:**

- Cash Box Form *(if this is a cash box deposit)*
- List of Checks for Deposit Reconciliation Form(s)

<b><u>Coins:</u></b>		<b><u>Currency:</u></b>	
Pennies	\$ _____	Ones	\$ _____
Nickels	\$ _____	Fives	\$ _____
Dimes	\$ _____	Tens	\$ _____
Quarters	\$ _____	Twenties	\$ _____
		Other	\$ _____
<b>Total:</b>	_____	<b>Total:</b>	_____

<b><u>Deposit Summary:</u></b>	
Coin:	_____
Currency:	_____
Checks:	_____
<b>Total for Deposit:</b>	<b>\$ _____</b>

Counter 1: \_\_\_\_\_ Date: \_\_\_\_\_

Counter 2: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TREASURER VERIFICATION AND DEPOSIT</b>	
Date Deposited: _____	Amount: \$ _____
Budget Line: _____	
Deposited by: _____	
(signature)	
<i>*Attach deposit receipt to this form.</i>	