

# Clover Hill Elementary School PTA

## Deposit Reconciliation

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Budget Category of Income (required entry): \_\_\_\_\_

**Currency:** \_\_\_\_\_ \*\* If over \$20, submit to treasurer personally

**Coin:** \_\_\_\_\_

**Checks:** \_\_\_\_\_ \*\*Must submit double addition tapes and stamp the back of checks with PTA deposit stamp. Please make sure there are no staples on checks or the bank cannot process.

**Total:** \_\_\_\_\_

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

Counted by: \_\_\_\_\_ Date: \_\_\_\_\_

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Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Deposited: \_\_\_\_\_

Deposited by: \_\_\_\_\_ Amount: \_\_\_\_\_

## **Deposit Reconciliation Procedure**

- 1) Please complete the opposite side of this form through counted by signature.
- 2) If less than \$20 cash in the deposit, it may be left in the Treasurer's mailbox. Please be sure to notify me when the deposit is left so I will pick it up.
- 3) The Treasurer's mailbox contains a printer calculator and endorsement stamp. I prefer this is not removed from school property, but if a large deposit requires this, please return it the next day. No deposits will be accepted without a double tape of the checks. This is required by the auditor.
- 4) If you have any questions or need assistance, please call me at 804-840-9653 or email me at [Jeremy@avenue-t.com](mailto:Jeremy@avenue-t.com)

Thanks,

Jeremy Hellman