

TO: West Mercer PTA  
From: Becky Costello, Co-Treasurer  
Date: September 4, 2007  
Subject: Procedures for Reconciliation of Funds Collected

1. Fill out Reconciliation of Funds Collected Form on the reverse side of this sheet.
2. Organize cash by denomination and bind all bills of the same denomination together with a rubber band. Roll coins in bank wrappers. (Available in the PTA room.)
3. Organize checks by amount (i.e. all checks for \$8.00 together) and stack in order from smallest to largest amounts. Remove any and all staples from the checks.
4. Deliver the funds, along with the form to me either by leaving it in the Treasurer's file in the PTA office (I will check it once a week) or by calling me at 236-9459 to arrange delivery. If cash, or a large amount of money is involved, please call me.

Questions? Please contact me at 236-9459 or [rkidz@hotmail.com](mailto:rkidz@hotmail.com)

**WEST MERCER PTA  
RECONCILIATION OF FUNDS COLLECTED FORM**

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

Event: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**CHECKS:** (Please take staples out):

Number of checks enclosed: \_\_\_\_\_

Total dollar amount of checks enclosed \$ \_\_\_\_\_ (A)

**CASH:**

Coin:

\$ .01 X \_\_\_\_\_ = \_\_\_\_\_

\$ .05 X \_\_\_\_\_ = \_\_\_\_\_

\$ .10 X \_\_\_\_\_ = \_\_\_\_\_

\$ .25 X \_\_\_\_\_ = \_\_\_\_\_

\$ .50 X \_\_\_\_\_ = \_\_\_\_\_

Currency:

\$ 1.00 X \_\_\_\_\_ = \_\_\_\_\_

\$ 5.00 X \_\_\_\_\_ = \_\_\_\_\_

\$10.00 X \_\_\_\_\_ = \_\_\_\_\_

\$20.00 X \_\_\_\_\_ = \_\_\_\_\_

\$50.00 X \_\_\_\_\_ = \_\_\_\_\_

Total Coin: \$ \_\_\_\_\_

Total Currency: \$ \_\_\_\_\_

Total Cash \$ \_\_\_\_\_ (B)

**Total Amount Collected (A + B):** \$ \_\_\_\_\_

I hereby acknowledge the collection of funds in the total amount stated above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

SEE REVERSE SIDE FOR INSTRUCTIONS

For PTA use only

Amount of Deposit \$ \_\_\_\_\_ Date of Deposit \_\_\_\_\_

Describe any difference in amount above and deposit \_\_\_\_\_

\_\_\_\_\_