



# Boeckman Creek PTA

## Activity Income Reconciliation Form

Money must be counted by two people at the event and deposited in safe prior to leaving.

Activity Name \_\_\_\_\_

Date \_\_\_\_\_

Check Summary (Listed by Name)

Cash Summary

1		\$
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
	<b>TOTAL CHECKS:</b>	

\$20.00	x	=	\$
\$10.00	x	=	\$
\$5.00	x	=	\$
\$1.00	x	=	\$
\$0.25	x	=	\$
\$0.10	x	=	\$
\$0.05	x	=	\$
\$0.01	x	=	\$
Other			
	x	=	\$
	x	=	\$
<b>TOTAL CASH</b>			<b>\$</b>

**PLUS: TOTAL CHECKS**    \$ \_\_\_\_\_

**TOTAL: CASH+CHECKS**    \$ \_\_\_\_\_

**LESS: STARTING CASH**    \$ \_\_\_\_\_

**TOTAL EVENT INCOME:** \$                     

***MUST BE COUNTED BY 2 PEOPLE AT EVENT. DEPOSIT IN SAFE IN OFFICE.***

Counted By: \_\_\_\_\_

Counted By: \_\_\_\_\_

Bank Reconciliation (For Treasurer's Use) Amount Deposited:  \$ _____ Date: _____
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\*\*Reminder: Do not take money home, please use deposit safe\*\*