



Income Reconciliation and Deposit Notice

Prairie View Elementary PTO

Thank you for completing this income reconciliation and deposit notice to record the breakdown of cash and checks collected from a PTO event. For your protection, and to ensure the financial integrity of our PTO, please count money with at least one other volunteer present. Once completed, please place in an envelope and give to Bonnie or Cindy at the front desk, and they will secure the deposit for you. Should you have any questions or concerns, please contact one of our PTO Treasurers: Gina Bemis (995.8910 - ginalynnfk@msn.com) or Cara Spink (280.7314 - sixredheads@gmail.com). Thank you!

VOLUNTEER'S NAME:	VOLUNTEER'S PHONE NUMBER:
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PROJECT/CATEGORY:	DATE SUBMITTED:
TOTAL AMOUNT OF DEPOSIT:	DESCRIPTION OF SOURCE: (e.g., payments for popcorn)

Please complete the following information for your deposit:

CASH (make sure all bills face the same way)	TOTAL
\$1.00 (band in groups of \$25)	\$
\$5.00 (band in groups of \$100)	\$
\$10.00 (band in groups of \$500)	\$
\$20.00 (band in groups of \$500)	\$
\$50.00	\$
\$100.00	\$
Coin	\$
TOTAL CASH:	\$

CHECKS (stamp the back and band in groups of 50)	TOTAL
Group 1	\$
Group 2	\$
Group 3	\$
Group 4	\$
Group 5	\$
Group 6	\$
Group 7	\$
TOTAL CHECKS:	\$

Notes to Treasurer: _____

Signature of Volunteer: _____

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