

First Presbyterian Church of Conroe

Form Title: *Cash Receipts Reconciliation and Deposit Form, Form 08051*

Purpose: Use for reconciling cash receipts and making deposits with the Church Administrator.

1. Sponsoring organization's name: _____

2. Name of function/purpose for which monies collected: _____

3. Complete this section if beginning cash was used in the collection process. Skip this section and go to 4 if no beginning cash was used.

	<u>Amount</u>	<u>Counter's initials</u>	<u>Counter's Initials</u>
Ending cash:	_____	_____	_____
Less beginning Cash	_____	_____	_____
Cash collected	_____		

Full names of counters: _____

4. Provide the amounts for the following:

Total amount of coins	_____	
Total amount of currency	_____	
Total amount of checks	_____	list each on back side
Total deposit	_____	

6. Credit the deposit to the following fund account: _____

7. Name of person making this deposit: _____

8. The above stated amount of cash receipts were received by the undersigned.

Signed: _____ Date: _____

Full name of signer: _____

9. Keep original with monies until a bank deposit is made and file later with Financial Records. Give copy to depositor and a copy to the bookkeeper.