

Deposit Reconciliation Report

St. Simon Church Deposit St. Simon School Deposit Parish Life Group Deposit

Teacher Endowment Fund Deposit

Preparer's Name _____ Date _____

Email _____ Phone _____

Deposit For: _____

NOTE: All Parish deposits are to be submitted with a completed Reconciliation Report. Checks are to be deposited within 10 days of receipt. Please prepare a separate deposit report for checks and cash.

Questions: jmibach@stsimon.org or Parish Office at 650-967-8311. Thank You!

CASH DEPOSIT

Total Coins _____

Currency \$1.00 x _____ = _____

 \$5.00 x _____ = _____

 \$10.00 x _____ = _____

 \$20.00 x _____ = _____

 \$50.00 x _____ = _____

 \$100.00 x _____ = _____

DEPOSIT TOTAL: _____

CHECK DEPOSIT Please attach a calculator tape or excel spreadsheet to support total check amount.

Total Number of Checks: _____

Total Value of Checks: _____

Signature of Preparer

Office Use Only

Deposit Processed By:

Variance Noted: