

Alvarado Independent School District
Activity Proceeds/Deposit Amount Reconciliation

Copies of all documentation related to this activity must be attached. There must be at least two district personnel present at all times from the point cash for change is received until it has been counted, verified and deposited.

Activity _____

Campus _____

Date _____

Sponsor(s) _____

Persons handling money _____

Beginning cash \$ _____

Total cash/checks at end of activity or day \$ _____

Less beginning cash \$ _____

Amount of deposit \$ _____

If the actual amount of the deposit is different than the calculation above, how much is the actual deposit? \$ _____

Why is it different? _____

Signature of money handler

Signature of money handler

Signature of money handler

Signature of money handler

Date of deposit _____

Signature of Campus Principal