

# 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](mailto:jmibach@stsimon.org) or Parish Office at 650-880-1416. 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: