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COLLECTORS REPORT Month: April 2026

Tasks & Activities

- All weekly reporting has been completed and filed.
- Daily Cash Deposits reviewed.
- Monthly Petty Cash Reconciliation completed.
- Accounts Payable invoices reviewed, entered, and processed accordingly.
- Petty Cash and Cash Drawer Policy have been implemented
- End of year is about 90% done waiting on a couple of outstanding invoices.
- All Menards rebates for FY26 have been sent off. If all are accepted we will get back around 2,000.00.

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: _____

Date: _____