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**COLLECTORS REPORT**  
**Month: February 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 created and Brought to the Board

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_