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COLLECTORS REPORT Month: May 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
- All end of year invoices have been entered into AP.
- FY 26 Menards rebates have been returned and given to the correct department. We received 1,232.61 back.

Reporting

Provided a weekly and monthly breakdown of cash receipts.

Signed: Karri Miller _____

Date: _____