

200 N. Häll Street, Poplar Grove, IL 61065 Phone: (815) 765-3201 – Fax: (815) 765-3571 https://www.poplargrove-il.gov/

COLLECTORS REPORT Month: November 2025

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.

Reporting

Provided	a weekly	and mor	nthly bre	akdown	of cash	receipts.

Signed: _		
Date:		