

Club Deposits

Completely Filled out Deposit Slip, including:

1. Club Name
2. Club Account Number
3. Advisor **Signature**
4. Date
5. Activity/Event (Where did the money come from)
6. Treasurer **signature** on line 15.

ALL Money logged correctly on deposit slip.

See Sample

Bills stacked neatly and facing the same way.

MOHS	
Deposit/Cash Box Reconciliation	
1. Acct. Name: <u>MC Go Green</u>	
2. Acct. Number: <u>2137</u>	
3. Advisor: <u>Advisor Signature</u>	
4. Date: <u>9-15-15</u>	
5. Activity/Event: <u>Fundraiser</u>	
Ones: <u>16</u> x 1 <u>16</u>	Please sort money by denomination and face all bills in same direction.
Twos: <u> </u> x 2 <u> </u>	
Fives: <u>11</u> x 5 <u>55</u>	
Tens: <u>1</u> x 10 <u>10</u>	
Twenties: <u>4</u> x 20 <u>80</u>	
Fifties: <u> </u> x 50 <u> </u>	
Hundreds: <u> </u> x 100 <u> </u>	
TOTAL CURRENCY:	160.00
Pennies: <u> </u> x .01 <u> </u>	
Nickels: <u> </u> x .05 <u> </u>	
Dimes: <u>5</u> x .10 <u>.50</u>	
Quarters: <u>20</u> x .25 <u>5.00</u>	
Halves: <u> </u> x .50 <u> </u>	
Dollars: <u> </u> x 1.00 <u> </u>	
TOTAL COIN:	
Check Number or Name: \$ Amt.	Please print the club account number in the memo section on each check.
1. <u>1057</u> <u>25.00</u>	
2. <u>2176</u> <u>15.00</u>	
3. <u> </u> <u> </u>	
4. <u> </u> <u> </u>	
5. <u> </u> <u> </u>	
6. <u> </u> <u> </u>	
7. <u> </u> <u> </u>	
8. <u> </u> <u> </u>	
9. <u> </u> <u> </u>	
10. <u> </u> <u> </u>	
11. <u> </u> <u> </u>	
12. <u> </u> <u> </u>	
13. <u> </u> <u> </u>	
14. <u> </u> <u> </u>	
6. 15. <u>Treasurer Signature</u>	
TOTAL CHECKS:	40.00
TOTAL DEPOSIT:	200.50
- For Finance Use -	
Received By: <u> </u>	Amt: \$ <u> </u>