



## RECORD OF DEPOSIT

Date(s) of Receipt: \_\_\_\_\_

Your Name: \_\_\_\_\_

Your Phone Number: \_\_\_\_\_

Committee/Event: \_\_\_\_\_

Reason for Money Received: \_\_\_\_\_

Name(s) of All Persons who Handled Funds: \_\_\_\_\_



### **COUNTER SIGNATURE**

- Money **MUST BE** counted immediately after collection or at the close of the event, and the Record of Deposit must be completed, signed and emailed to treasurer at [ccorn.gwlsca@gmail.com](mailto:ccorn.gwlsca@gmail.com) at that time. (Original may be submitted later with the funds.)
- Only upon completion of the above, money may be placed and stored at the school or with one of the SCA co-presidents or vice-president until it can be transferred into the treasurer's custody, along with this form.
- SCA regulations require that there be at least two (2) people responsible for counting money collected for an event. It is recommended that one counter be the chairperson.
- Total Amount Received: \$**  \*

*\*Committee/event expense cannot be deducted from this balance. A separate Request for Payment must be submitted.*

**I acknowledge the above steps were performed, without exception, and I agree with the total amount received above:**

Counter 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

*A completed form must accompany all funds submitted to the treasurer, otherwise, it cannot be accepted. If you have any questions, please email Claudette Corn, Treasurer, at [ccorn.gwlsca@gmail.com](mailto:ccorn.gwlsca@gmail.com)*

**SECTION 1: CASH**

<b>Bills</b>	<b>#</b>	<b>Amount</b>
\$100.00		\$
\$50.00		\$
\$20.00		\$
\$10.00		\$
\$5.00		\$
\$1.00		\$
TOTAL		\$

<b>Coins</b>	<b>#</b>	<b>Amount</b>
Dollar		\$
Half-dollar		\$
Quarter		\$
Dime		\$
Nickel		\$
Penny		\$
TOTAL		\$

**Total CASH Received: \$**

Counter 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_

**SECTION 2: CHECKS**

	<b>Last Name</b>	<b>Check #</b>	<b>Amount</b>	<b>work space</b>
<b>1</b>			\$	
<b>2</b>			\$	
<b>3</b>			\$	
<b>4</b>			\$	
<b>5</b>			\$	
<b>6</b>			\$	
<b>7</b>			\$	
<b>8</b>			\$	
<b>9</b>			\$	
<b>10</b>			\$	
<b>11</b>			\$	
<b>12</b>			\$	
<b>13</b>			\$	
<b>14</b>			\$	
<b>15</b>			\$	
<b>16</b>			\$	
<b>17</b>			\$	
<b>18</b>			\$	
<b>19</b>			\$	
<b>20</b>			\$	
<b>21</b>			\$	
<b>22</b>			\$	
<b>23</b>			\$	
<b>24</b>			\$	
<b>25</b>			\$	
<b>26</b>			\$	
<b>27</b>			\$	
<b>28</b>			\$	
<b>29</b>			\$	
<b>30</b>			\$	

**Section 2: CHECKS (cont)**

	Last Name	Check #	Amount	work space
31			\$	
32			\$	
33			\$	
34			\$	
35			\$	
36			\$	
37			\$	
38			\$	
39			\$	
40			\$	
41			\$	
42			\$	
43			\$	
44			\$	
45			\$	
46			\$	
47			\$	
48			\$	
49			\$	
50			\$	

**Total CHECKS Received: \$**

Counter 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Counter 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

Received by Treasurer \_\_\_\_\_ Date \_\_\_\_\_