



Record Of Deposit

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Date: _____

Event: _____

Event Location: _____

- 1 - There shall 2 counters from the Finance Committee. List the cash taken in, checks received, and total the amount. If the funds from the event are earmarked for a certain charity, this must be noted.
- 2 - Insert all funds into an envelope
- 3 - Seal Envelope
- 4 - Write the dollar amount on the envelope
- 5 - Both counters shall sign across the seal of the envelope.
- 6 - Deposit into the appropriate bank account within seventy-two (72) hours

	Cash	Checks (list seperately on back)
Start Money		(Subtract the Start Money from total)
Tips:		
Raffles:		
Silent Auctions:		
Live Auctions:		
Donations:		
Beer Bust:		
Membership:		
Other (specify):		
Total Cash:		
Total Checks:		

Total Cash & Checks: _____

Total Cash & Checks Minus Start Money: _____