

\$\$Depositing Money\$\$

Deposits need to be done on a regular basis.

Do NOT hold on to cash and checks.

- Step 1:** Organize your deposit. Deposit booklets are in the Main office by the copier. You will need the white and yellow copy. If you are not in the High School, ask your office secretary.
- Step 2:** In lower left corner of the deposit slip, please write the following info.
-Your acct name: ex. HS fund-soccer
-Your acct#: ex. #5783 (if you don't remember your code, just ask)
-Your initials: ex. J.C (very important-DO NOT FORGET)
- Step 3:** Fill out the rest of the deposit slip as normal.
- Step 4:** If you have more than 1 check, you must list all checks out on the 10 key Adding machine. Total the list by pushing the * key after you have added The last check amount. Attach the adding machine tape to your deposit Along with the checks.
- Step 5:** Cash count slip. Optional but may help you organize your cash. Some deposit slips have this attached. PLEASE do NOT fill this part out. Only fill out the total cash box. (I use smaller denominations for change). Attach the cash and optional cash count slip to the deposit slip.
- Step 6:** Personally hand me or the person in your building that handles deposits. Please do NOT just leave on our desk unattended.
- Step 7:** You should receive a receipt for your deposit. All Sports and Activity Must be deposited in the Fieldhouse Media Room. See Jennie for Questions. A receipt will be emailed to you. All deposits will be listed out Out on this 1 deposit document for the year. Please keep this in a place You can find easily for any deposit questions.

Optional "Cash Count" sheet	Adding machine tape	Deposit Slip																																																																																									
<div style="border: 1px solid black; padding: 5px;"> <p>Cash deposit Date: _____</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>\$1's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td>\$5's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td>\$10's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td>\$20's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td>\$50's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td>\$100's</td><td>X</td><td></td><td>=</td><td></td></tr> <tr><td colspan="4"></td><td>Sub total</td></tr> <tr><td colspan="4"></td><td>change</td></tr> <tr><td colspan="4"></td><td>Total</td></tr> </table> <p>Account name: _____</p> <p>Account #: _____</p> <p>Counted by: (initials) _____</p> </div>	\$1's	X		=		\$5's	X		=		\$10's	X		=		\$20's	X		=		\$50's	X		=		\$100's	X		=						Sub total					change					Total	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Adding machine tape example</p> <div style="text-align: right;"> 0. c 10.00 + 10.00 + 10.00 + 20.00 + 55.00 + 106.00 * </div> </div>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right;">#5783 A.F.</p> <p style="text-align: right;">HS Fund—soccer</p> <p style="text-align: right;">101 RD 189 PM #0002 2001494</p> <p style="text-align: right;">51</p> <div style="text-align: right;"> Metcalf Bank <small>MEMBER FDIC</small> </div> <p>DATE: _____</p> <p>DEPOSITED IN FULLER BANK, FREDERICK, MARYLAND. LIST CHECKS SEPARATELY OR ATTACH LIST.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td colspan="2">CURRENCY</td></tr> <tr><td colspan="2">COIN</td></tr> <tr><td colspan="2">TOTAL CASH</td></tr> <tr><td colspan="2">CHECKS</td></tr> <tr><td>1</td><td>#1 \$106.00</td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> <tr><td>7</td><td></td></tr> <tr><td>8</td><td></td></tr> <tr><td>9</td><td></td></tr> <tr><td>10</td><td></td></tr> <tr><td>11</td><td></td></tr> <tr><td>12</td><td></td></tr> <tr><td>13</td><td></td></tr> <tr><td>14</td><td></td></tr> <tr><td>15</td><td></td></tr> <tr><td>16</td><td></td></tr> <tr><td>17</td><td></td></tr> <tr><td colspan="2" style="text-align: right;">TOTAL</td></tr> </table> </div>	CURRENCY		COIN		TOTAL CASH		CHECKS		1	#1 \$106.00	2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17		TOTAL	
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