Carlton Home & School Club
2026-27 Deposit Form

Instructions:

1. **Complete this form for all CHSC deposits. **Deposits that include cash must be counted and the form signed by two people.****
2. **Submit all cash deposits within 2 days of collection and all check deposits within 10 days of collection.**
3. **Return the completed form to the Treasurer's folder in the office.**
4. **Place the deposit money in an envelope with your name on it and provide it to the School Administrative Assistant who will place it in a locked cabinet.**
5. **Please notify Anthony Pagtama Yoshikawa at treasurer@carltonhsc.org when deposit is ready to be picked up.**

Submitted By_____

Phone _____**Email** _____

Date Submitted _____

Program/Fundraiser/Event Name_____

Description _____

CASH DETAIL

Paper Currency	Quantity	Amount		Coins	Quantity	Amount
$100		$		Dollar Coin $1		$
$50		$		Half-Dollar $0.50		$
$20		$		Quarter $0.25		$
$10		$		Dime $0.10		$
$5		$		Nickel $0.05		$
$2		$		Penny $0.01		$
$1		$				
Total Paper Currency		**$**		**Total Coins**		**$**

Counter's Name_____Signature_____Date_____

Counter's Name_____Signature_____Date_____

CHECK DETAIL Please list below or *attach a spreadsheet* listing the last name, check number and amount.

	Last Name	Check #	Amount		Last Name	Check #	Amount
1			$	6			$
2			$	7			$
3			$	8			$
4			$	9			$
5			$	10			$

Total Cash (Paper Currency and Coins) **$**_____

Total Checks (# of checks____) **$**_____

TOTAL DEPOSIT **$**_____

Treasurer Use Only

QB Account Code:		Checked & Entered By Treasurer: Date:	
Date Processed:		Reviewed By: Date:	