



**RIDGE POINT BAND BOOSTERS  
RECORD OF FUNDS - DEPOSIT FORM**

FOR ACCOUNTING USE ONLY	
Internal Deposit #:	
Date Deposited to Bank:	
Deposit Total per Receipt:	
CC Transaction Fees:	
Petty Cash in Deposit Total:	

**INSTRUCTIONS**

- All funds collected must be documented using the currently approved Record of Funds – Deposit Form.
- Complete one form for each budget area requiring a deposit (see budget area options below).
- At least two people must be present to document cash collected.
- Clearly indicate the record of individual payments and complete the summary of total funds collected.
- Within 48 hours of receipt, submit prepared deposit form and funds to the RPBB Treasurer responsible for deposits (Lanie Hauschel: 281-455-7651).

RECORD OF INDIVIDUAL PAYMENTS					SUMMARY OF FUNDS COLLECTED					
Payor	Cash \$	Credit \$	Check \$	Check #	Cash	X	#	=	Amount	
					\$	100.00	X	=	\$	
					\$	50.00	X	=	\$	
					\$	20.00	X	=	\$	
					\$	10.00	X	=	\$	
					\$	5.00	X	=	\$	
					\$	1.00	X	=	\$	
					\$	.50	X	=	\$	
					\$	.25	X	=	\$	
					\$	.10	X	=	\$	
					\$	.05	X	=	\$	
					\$	.01	X	=	\$	
								Total Cash	\$	
								Total Credit	\$	
<b>TOTAL DEPOSIT</b>	\$	\$	\$					Total Checks	\$	
<input type="checkbox"/> In lieu of listing here, see attached payor transaction list.								<b>TOTAL DEPOSIT</b>	\$	

<b>BUDGET AREA*:</b>	<b>SOURCE OF FUNDS:</b>
*Budget Area Options: Band/Guard Fees, Member Dues, Contributions/Gifts/Grants, Fundraising, Scholarship, Annual Trip	

Deposit Submitted By: \_\_\_\_\_

Deposit Submitted by:  
(2<sup>nd</sup> person required if cash submitted)

\_\_\_\_\_  
Date Deposit Submitted: