



**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 (Kathleen Alcorn—832-215-3389).

| 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 | \$ | |
| TOTAL DEPOSIT | \$ | \$ | \$ | | | | | Total Checks | \$ | |
| <input type="checkbox"/> In lieu of listing here, see attached payor transaction list. | | | | | | | | TOTAL DEPOSIT | \$ | |

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

Deposit Submitted By:

Deposit Submitted by:
(2nd person required if cash submitted)

Date Deposit Submitted: