|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Current Date: |  |  |  |  |

|  |
| --- |
| Event or Explanation of Incoming Funds: |

|  |  |
| --- | --- |
|  |  |

|  |
| --- |
| Description or Additional Information for Deposit (Paid By and Paid For): |

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| --- | --- |
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| --- |
| RECEIPTS |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bill | Count | $ Amount |  | Coin | Count | Amount |  |
|  | $100 |  |  |  | Dollar |  |  |  |
|  | $50 |  |  |  | Half-Dollar |  |  |  |
|  | $20 |  |  |  | Quarter |  |  |  |
|  | $10 |  |  |  | Dime |  |  |  |
|  | $5 |  |  |  | Nickel |  |  |  |
|  | $2 |  |  |  | Penny |  |  |  |
|  | $1 |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Check # | Amount |  | Check # | Amount |  | Checks Amount: |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Bill Amount: |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | Coins Amount: |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **TOTAL DEPOSIT:** | Total Deposit: |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| COUNTER SIGNATURES (two signatures required): | | | | | | |
|  |  |  |  |  |  |  |
| Counter #1 Name & Signature: | |  | | Date: |  |  |
|  |  |  |  |  |  |  |
| Counter #2 (if needed): | |  | | Date: |  |  |
|  |  |  |  |  |  |  |
| Treasurer Name & Signature: | |  | | Date: |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| TREASURER USE ONLY | | | | | | |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |
|  | Amount: |  |  | Budget Category: |  |  |
|  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| Deposit (Drop-Off) Date: |  | Bank Transaction Date: |  |  |