



Deposit Voucher

Kentridge High School Booster Club

All Team Reps when submitting deposit records to the **Booster Club Treasurer** need to fill out this form and give it to the **Booster Club Treasurer** no later than the date of the Q1 general meeting in September. This form (along with the deposit slips) will become part of the Club Permanent Files. These permanent files are required to maintain the Club's "Non-Profit/Tax Exempt" status. Filling out this form is the Team Rep's responsibility, not the Treasurer's. Thank you.

Team Rep: _____ Representing: _____

Phone: _____ Date: _____

Source of Deposit: _____

		#	Amount
Coins: Pennies _____	Currency: Ones _____	Checks: _____	_____
Nickels _____	Twos _____	_____	_____
Dimes _____	Fives _____	_____	_____
Quarters _____	Tens _____	_____	_____
Halves _____	Twenties _____	_____	_____
Dollars _____	Fifties _____	_____	_____
	Other _____	_____	_____

Total Coins \$ _____ **Total Currency \$** _____ **Total Checks \$** _____

Total Deposit \$ _____

Counted By: _____ **Date:** _____

Team Rep Signature

_____ **Date:** _____

2nd Team Signature

For Booster Club Treasurer's Use Only

Bank Statement Reconciliation:

Amount Deposited: _____

Deposit Date: _____

Treasurer's Signature/Date: _____