



Deposit Voucher

Kentrige High School Booster Club

All **Team Reps** 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: _____ 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

REVENUE Codes and Amounts: _____

_Mark P for PASS THRU \$\$\$ _____

For Booster Club Treasurer's Use Only

Amount Deposited: _____ Deposit Date: _____

Treasurer's Signature/Date: _____

FOR YOUR CLUB GENERAL LEDGER SPREADSHEET:

THE ACCOUNTING YEAR STARTS ON
1 AUG & ENDS ON 31 JULY

FOR EACH DEPOSIT, FILL IN THE DATE, ENTER "DEP" IN NEXT COLUMN, DESCRIPTION FOR THE CREDIT
FOR COLUMN G - USE "O" (NOT ZERO) FOR OUTSTANDING DEPOSIT THAT HAS NOT CLEARED THE BANK
USE "T" FOR TRANSFER OF FUNDS TO ANOTHER KRHS BOOSTER CLUB ACCOUNT
USE "C" WHEN A DEPOSIT CLEARS
USE AN "X" FOR CANCELLED DEPOSIT

EACH TIME YOU MAKE A DEPOSIT

1. COMPLETE THE DEPOSIT VOUCHER FORM - INCLUDE CURRENT BALANCE
2. HAVE SECOND PERSON VERIFY THE COUNT
3. DEPOSIT THE FUNDS WITHIN 3 DAYS OF RECEIPT - DO NOT STORE ON KSD PROPERTY
4. ATTACH DEPOSIT SLIP FROM THE BANK WITH THE DEPOSIT VOUCHER
5. UPDATE THE CHECK REGISTRY
6. OPEN UP THE KRHS BOOSTER CLUB TEAM SPREADSHEET AND ENTER THE DATA
7. PUT AN "O" IN COLUMN G
8. PUT AN "X" IN THE COLUMN THAT APPLIES FOR REVENUE
9. GO ONLINE WITH SHARED ACCESS THROUGH US BANK
10. CHECK YOUR ACCOUNT FOR ANY CHECKS OR DEPOSITS THAT HAVE CLEARED
11. UPDATE COLUMN G OF YOUR SPREADSHEET BY CHANGING THE "X" TO A "C"
- 12. SAVE THE DATA ON YOUR SPREADSHEET.**
13. VERIFY THE BANK BALANCE AND THE CHECK REGISTRY BALANCES AGREE

REVENUE CODES

- I-1 Contributions, gifts, grants (e.g - donations, collections for team orders or coaches gift)
- I-2 Program service revenue (e.g. - sport camps, hosted tournaments)
- I-3 Membership dues
- I-4 Donations - part of fundraising income through solicitations
- I-6b Gross fundraising income not including donations
- I-6c Less expenses from gaming & fundraising events
- I-7a Gross sales of inventory (e.g. - spirit wear, concessions)

PASS THRU money is for money collected that is not a donation or revenue.

Booster Club money can not be used for purchasing gifts for coaches, however parents can collect money for a Coach's gift and use the Booster Club to make the purchase. This money is not counted for Revenue and should be marked in the description column of the spreadsheet as well as annotated on the Deposit Voucher.

There is a \$30 limit for clothing purchases that will be kept by the player(t-shirts, headbands) Spiritwear purchases that will be kept by the player or parent can be made with Pass Thru money. KSD limit of \$500 per player, per sport. Uniforms that will be retained by the school and purchased with Booster Club money, must include a Donation form. ASB will purchase uniforms and the Club will donate funds to the ASB