

# Cash & Check Deposit Form (rev 4/2015)

## PROCEDURES & FREQUENTLY-ASKED QUESTIONS

**Why can't I just hand the money over to a PCO officer? Why bother with a form?** The PCO is set up as a non-profit corporation under California law. As such, it has certain fiduciary responsibility, particularly with regard to accounting for the funds it receives and disburses. Creating a separation between the people who provide the funds, those who collect them, and those who deposit and record them is an important part of the accountability process.

**Should I wait until I've received all the money for an event or project before turning it in for deposit?** Don't wait more than a week before turning in funds, even if you haven't collected everything. It's better for control purposes and safer for you.

**Where do I turn in the form and money?** The PCO has a locked mailbox in the office. Please seal the completed form and money in an envelope, mark it "Deposit" and drop it in the locked mailbox.

## FILL OUT COMPLETELY – use a separate form for each event/project

Today's date: \_\_\_\_\_

Your name: \_\_\_\_\_

Your e-mail/phone: \_\_\_\_\_

(in case there are questions; your information will stay private)

Total amount for deposit: \$ \_\_\_\_\_ (includes both checks and cash)

### COUNT CHECKS:

Number of checks: \_\_\_\_\_

Total amount of checks: \$ \_\_\_\_\_

### COUNT CASH:

BILLS		
Denomination	Quantity	Amount
\$100		\$
\$50		\$
\$20		\$
\$10		\$
\$5		\$
\$1		\$

**Total currency** \$ \_\_\_\_\_

COINS		
Denomination	Quantity	Amount
50¢		\$
25¢		\$
10¢		\$
5¢		\$
1¢		\$

**Total coins** \$ \_\_\_\_\_

Total amount of cash: \$ \_\_\_\_\_

### BUDGET CATEGORY: (check only one; use separate forms for different events. Be specific as possible!)

- Cash Appeal
- Corporate Fundraising: \_\_\_\_\_
- Book Fair
- Sloat Stride
- Pumpkin Patch
- Catalog Sales
- Art Cards
- Auction: \_\_\_\_\_
- Rainbow-A-Fair: \_\_\_\_\_

- Business Partner: \_\_\_\_\_
- Restaurant Fundraiser: \_\_\_\_\_
- Food Sales (Event): \_\_\_\_\_
- eWaste
- Sloat Gear Sales: (clothing, bottles, magnets, totes)  
List item: \_\_\_\_\_
- Learning Garden: \_\_\_\_\_
- Grants: \_\_\_\_\_
- Other: \_\_\_\_\_

**RUNNING TOTAL:** (Keep track of your event deposits and provide a running total here): \_\_\_\_\_