

# DEPOSIT FORM

## ASSOCIATED STUDENTS OF COLUMBIA COLLEGE

*Make sure to complete the Right side of the Form*



### Club Information

Club Name or Student Organization: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Account Number: \_\_\_\_\_

### Dollar Amount Received per Category Below

	Hot Food Sale _____
<b>Description:</b>	_____
	Cold Food Sale _____
<b>Description:</b>	_____
	Candy Sale _____
	Carbonated Drinks _____
	Non-Carbonated Drinks _____
Identify the source of the revenue	Bake Sale _____
	Book Sale _____
	Flower Sale _____
	T-Shirts/Sweatshirt Sale _____
	Dance/Show/Concert _____
	Membership Dues _____
	Donations _____
	Car Wash _____
	Auction Sale _____
	Taxable Ticket Sale(Lunch, Dinner) _____
	Plant Sale _____
	Other _____
	<b>Description:</b> _____

### Money Count

Bills	\$ Amount	Coin	\$ Amount
\$100	_____	\$1.00	_____
\$50	_____	\$0.50	_____
\$20	_____	\$0.25	_____
\$10	_____	\$0.10	_____
\$5	_____	\$0.05	_____
\$2	_____	\$0.01	_____
\$1	_____		

**A** Total of Cash and Coin \_\_\_\_\_

### Checks

**B** Total Value of Checks Received \_\_\_\_\_  
(Attach a Calculator Tape totaling all checks )

### Cash Box

**C** Starting Amount in Cash Box \_\_\_\_\_  
(if there was no cash box used enter 0)

**Total of Categories Above** \_\_\_\_\_  
(Category Total must equal Total Event Revenue)

<b>A</b>	Total of Cash and Coin	_____
<b>B</b>	Total Value of Checks Received	_____
<b>C</b>	Starting Amount in Cash Box	_____
<b>A + B</b>	<b>Total Deposit</b>	_____
<b>A+B-C</b>	<b>Total Revenue</b>	_____
	<small>(Use the right side of this form to identify how the Total Revenue was received)</small>	

### Signatures:

ASMJC President (Designee)/Club Officer \_\_\_\_\_

ASMJC/Club Advisor \_\_\_\_\_

# DEPOSIT FORM

## ASSOCIATED STUDENTS OF COLUMBIA COLLEGE

*Make sure to complete the Right side of the Form*



Example Example Example Example Example Example Example Example

### Club Information

Club Name or Student Organization:	<u>Anthropology Club</u>
Event Name:	<u>Club Rush</u>
Event Date:	<u>10/25/2018</u>
Account Number:	<u>71-0000-1980-696268-29599</u>

### Dollar Amount Received per Category Below

Hot Food Sale	<u>\$55.00</u>
<b>Description:</b>	<u>Hot Dogs</u>
Cold Food Sale	<u>\$18.00</u>
<b>Description:</b>	<u>Chips</u>
Candy Sale	<u>                    </u>
Carbonated Drinks	<u>\$29.23</u>
Non-Carbonated Drinks	<u>\$28.75</u>
Bake Sale	<u>\$110.00</u>
Book Sale	<u>\$82.00</u>
Flower Sale	<u>                    </u>
T-Shirts/Sweatshirt Sale	<u>                    </u>
Dance/Show/Concert	<u>                    </u>
Membership Dues	<u>                    </u>
Donations	<u>\$18.90</u>
Car Wash	<u>                    </u>
Auction Sale	<u>                    </u>
Taxable Ticket Sale(Lunch, Dinner)	<u>                    </u>
Plant Sale	<u>                    </u>
Other	<u>\$18.00</u>
<b>Description:</b>	<u>Hats</u>

Example Example Example Example Example Example Example Example

### Money Count

Bills	\$ Amount	Coin	\$ Amount
\$100	<u>\$100.00</u>	\$1.00	<u>                    </u>
\$50	<u>                    </u>	\$0.50	<u>                    </u>
\$20	<u>\$160.00</u>	\$0.25	<u>\$3.75</u>
\$10	<u>\$40.00</u>	\$0.10	<u>\$0.60</u>
\$5	<u>\$15.00</u>	\$0.05	<u>\$0.35</u>
\$2	<u>                    </u>	\$0.01	<u>\$0.18</u>
\$1	<u>\$13.00</u>		

A	Total of Cash and Coin	<u>\$334.88</u>
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### Checks

B	Total Value of Checks Received	<u>\$75.00</u>
(Attach a Calculator Tape totaling all checks )		

### Cash Box

C	Starting Amount in Cash Box	<u>\$50.00</u>
(if there was no cash box used enter 0)		

Total of Categories Above	<u>\$359.88</u>
(Category Total must equal Total Event Revenue)	

A	Total of Cash and Coin	<u>\$334.88</u>
B	Total Value of Checks Received	<u>\$75.00</u>
C	Starting Amount in Cash Box	<u>\$50.00</u>
A + B	Total Deposit	<u>\$409.88</u>
A+B-C	Total Revenue	<u>\$359.88</u>
(Use the right side of this form to identify how the Total Revenue was received)		

### Signatures:

ASMJC President (Designee)/Club Officer	<u>                                    </u>
ASMJC/Club Advisor	<u>                                    </u>