

Forest Avenue SCA Deposit Form

Submit all fundraising monies received within 5 days of the event's end date. If there are extenuating circumstances, please contact the Treasurer. **DO NOT “payback” yourself or other committee members for advanced purchases with monies from the event.** If you made advanced purchases for the event, please follow the procedure for reimbursement by submitting a reimbursement request form.

1. Fill out this form in its entirety.
2. Include cash and checks in an envelope with this completed form. Please be sure all cash is counted and bundled neatly and large amounts of coins are rolled. Checks should be bundled separately.
3. Please complete the **Ledger of Checks/Cash** on page 2.
4. Submit to SCA Treasurer, Melissa Kandylas, via the Treasurer's Mailbox in the main office of the school or at her home (address found in our school directory).

Today's Date: _____

Forest Ave SCA Committee Name: _____

Event or Reason for Deposit: _____

Person completing this form: _____

Phone Number/Email Address: _____

LINE A: Cashbox information

- ☐ Yes, I received cash in advance i.e. a cash box for selling tickets at the door or food at the event, etc.

Starting amount from cashbox \$ _____

- ☐ No, I did not receive cash in advance

TOTAL FROM LINE A: _____

LINE B: Event monies. If \$0 dollars on either line, please indicate

- Total Amount earned in CASH \$ _____
- Total Amount earned in CHECKS \$ _____

TOTAL FROM LINE B: \$ _____

GRAND TOTAL from Lines A & B: \$ _____

I verify the above stated amounts are accurate and that all monies earned from this event/project are being given to the Forest Ave SCA.

Signed

Date

Forest Avenue SCA CHECK/CASH LEDGER

Activity/Event: _____

Submitted by: _____

[illegible]

Total Amount of Checks and Cash \$ _____