

# Cash & Check Deposit Form

## 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.

**Who should checks be made payable to?** Commodore Sloat School PCO or CSS PCO.

**Why do you need my e-mail address or phone number?** If we have any questions about the form or the enclosed fund, we may need to contact you for clarification. We will not share this information.

**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: \_\_\_\_\_

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)

- |   |  |
|---|--|
| <input type="checkbox"/> Cash Appeal Campaign                                       | <input type="checkbox"/> Scholastic Book Fair            |
| <input type="checkbox"/> Holiday Catalog Sale                                       | <input type="checkbox"/> Art Cards                       |
| <input type="checkbox"/> T-shirt & sweatshirt sales                                 | <input type="checkbox"/> After-school enrichment classes |
| <input type="checkbox"/> Sloat Stride pledge money                                  | <input type="checkbox"/> Silent Auction                  |
| <input type="checkbox"/> Food sales - event: _____                                  |  |
| <input type="checkbox"/> Rainbow-A-Fair: ___Food ___Raffle ___Tickets ___Wristbands |  |
| <input type="checkbox"/> Other - describe: _____                                    |  |