**cr boosters**

Columbia River High School, 800 NW 99th Street, Vancouver, WA 98665 (360-313-3900)

**DEPOSIT FORM**

**Always have two CR Boosters members count the funds per non-profit and insurance requirements.**

\*\*\*Drop deposit with form into CR Boosters safe in CRHS mailroom (checked weekly) or give directly to Treasurer.\*\*\*

**IMPORTANT: Only one DEPOSIT FORM per event/activity/service.**

*For example, DO NOT COMBINE Membership Deposit with Concessions Deposit or submit multiple deposits for one fundraiser.*

Date: Group/Club/Sport:

Event/Activity/Service and Details:

**CASHBOX INFO: (DO NOT DEPOSIT CASHBOX FUNDS)**

Cashbox *STARTING* Funds $\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_

Cashbox *CLOSING* Funds $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_

(These need to be the same amount, so the next group has starting funds!)

**SQUARE SALES INFO (for Treasurer use):**

+Square Sales (GROSS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

-Square Expenses \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL Square Sales (NET) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Concessions Commission (40%) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Min.$50)

|  |  |  |
| --- | --- | --- |
| **CHECKS** (list OR attach copies of checks) **PAYABLE TO CR BOOSTERS** |  | **CASH** (don’t forget to REMOVE cashbox starting funds) |
| **Item** | **Print Name on Check** | **Check #** | **Amount** |  | **Denomination** | **Quantity** | **Amount** |
| 1 |  |  |  |  |  |  | (# bills x $ value) |
| 2 |  |  |  |  | **BILLS** |
| 3 |  |  |  |  | $100 | x |  |
| 4 |  |  |  |  | $50 | x |  |
| 5 |  |  |  |  | $20 | x |  |
| 6 |  |  |  |  | $10 | x |  |
| 7 |  |  |  |  | $5 | x |  |
| 8 |  |  |  |  | $2 | x |  |
| 9 |  |  |  |  | $1 | x |  |
| 10 |  |  |  |  | **SUBTOTAL (Bills)** |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  | **COINS** | x |  |
| 13 |  |  |  |  | Dollar Coins ($1) | x |  |
| 14 |  |  |  |  | Half Dollars ($.50) | x |  |
| 15 |  |  |  |  | $.25 (Quarters) | x |  |
| 16 |  |  |  |  | $.10 (Dimes) | x |  |
| 17 |  |  |  |  | $.05 (Nickels) | x |  |
| 18 |  |  |  |  | $.01 (Pennies) | x |  |
| 19 |  |  |  |  | **SUBTOTAL (Coins)** |  |  |
| 20 |  |  |  |  |  |  |  |
| **CHECKS 1-20 (above) TOTAL** |  |  | **CASH TOTAL (Bills/Coins)** |  |  |
| **CHECKS 2nd page (attach) TOTAL - # of items\_\_\_** |  |  |  |  |  |

**TOTAL DEPOSIT (Checks & Cash) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FUNDS COLLECTED AND COUNTED BY:**

Print Name: Print Name:

Email: Email:

Phone: Phone:



**FOR CR BOOSTERS TREASURER USE ONLY:** 🞏 Entered into MoneyMinder Initials: \_\_\_\_\_\_\_ Date Deposited:\_\_\_\_\_\_\_\_\_