

KENTRIDGE PTSA
July, 2008

DEPOSIT VOUCHERS

The Deposit Voucher (yellow) is completed when a deposit (cash, coin, check) needs to be made. Two KR PTSA members must count all monies that are to be deposited. A deposit voucher is never given directly to the treasurer. After it is completed, it is given to one of the cashiers.

Please complete the top, including your name, phone, date, and the committee that the money should be deposited into; for example, Football, Girls' Soccer, Cheer, etc. Please note that each of the three separate music groups has its own account within PTSA. Therefore, please do not write just "Music" on the line identifying the Committee. You could write Music: Band, or Music: Choir, or Music: Orchestra. Please break it down by specific music discipline.

If this deposit reflects fundraised monies, then check Yes; if not, check No. Please indicate which fundraiser this deposit represents. For example, poinsettia sales or gold card sales, etc.

Typically, the Student Deposits answer will be No. It is only Yes if the money that is being deposited will be taken back out to pay for items such as sweatshirts, shorts, etc. when that invoice is received.

Record the money using the breakdown noted on the deposit voucher. Add all totals. Please attach a tape for checks if the total number of checks exceeds five (5). Complete through the TOTAL DEPOSIT line. PLEASE MAKE SURE THAT ALL CHECKS ARE MADE OUT TO KR PTSA. (Write this in on the "pay to" line if necessary. Also, make sure that the name of the committee where the check is to be deposited is legibly written on the memo line of the check.

Provide signature and phone number where indicated for money counter. Obtain the signature and phone number of second counter. **BOTH COUNTERS MUST BE PTSA MEMBERS!**

Call a cashier and make arrangements to deliver the deposit or meet with them on a timely basis. Please do not hold money and checks any longer that absolutely necessary. The cashier will either issue you a receipt for your deposit at that time or mail it to you.

The cashier is responsible for recounting the money, getting it deposited, and notifying the treasurer or the deposit.

