



VSAA ARTS BOOSTER CLUB

Vancouver School of Arts and Academics
3101 Main St. Vancouver, WA 98663

Deposit Form

Always have two VSAA Booster members count the funds per non-profit and insurance requirements.

Drop deposit with form into Booster locked box in the Gallery office or give directly to the Treasurer.

IMPORTANT: Fill out a SEPARATE Deposit Form for each event/activity.

(For example, DO NOT COMBINE Membership Deposits with a Concessions Deposit.)

DATE: _____ Collected for Art Form(name) or General Fund: _____

Event/Activity/Service Details: _____

CASHBOX STARTING FUNDS : (money for making change)

Cashbox STARTING Funds: \$ _____ Initial _____

Cashbox CLOSING Funds: \$ _____ Initial _____

(there should be the same amount at the end of an event, so the next event has some starting funds for making change)

Two Booster parent volunteers trained in Square **YES NO**
-parents return this form to locked box for treasurer

SQUARE SALES INFOR (For Treasurer use only):

+Square Sales (GROSS) _____

-Square Expenses _____

TOTAL Square Sales (NET) _____

CHECKS (list or attach copies of checks) PAYABLE TO VSAA ARTS BOOSTER

Item	Print Name on Check	Check #	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
14			
15			
16			
17			
18			
19			
20			

CHECKS 1-20 (above) TOTAL

CHECKS 2nd page (attach) TOTAL- # of items _____

CASH (don't forget to REMOVE cashbox starting funds)

Denomination	Quantity	Amount
		(# bills x \$ value)

BILLS

\$100	x	
\$50	x	
\$20	x	
\$10	x	
\$5	x	
\$2	x	
\$1	x	

SUBTOTAL (Bills)

COINS

Dollar Coins (\$1)	x	
Half Dollars (\$.50)	x	
\$.25 (Quarters)	x	
\$.10 (Dimes)	x	
\$.05 (Nickels)	x	
\$.01 (Pennies)	x	

SUBTOTAL (Coins)

CASH TOTAL (Bills/Coins)

TOTAL DEPOSIT (Checks & Cash) \$ _____

FUNDS COLLECTED AND COUNTED BY: (including Square volunteers)

Print Name: _____ Print Name: _____

Email: _____ Email: _____

Phone: _____ Phone: _____

FOR BOOSTER TREASURER USE ONLY: Entered into MoneyMinder Initials: _____ Date Deposited _____