RECORD OF FUNDS - DEPOSIT FORM

FOR ACCOUNTING USE ONLY	
Internal Deposit #:	
Date Deposted to Bank:	
Deposit Total per Receipt:	
Processed By:	

INSTRUCTIONS

- Complete one form for each budget area (budget area options below).
- Within 7 days of receipt, submit deposit form and funds to the FCBB Treasurers.
  2016/2017 Treasurers:
  Treasurer: Laura Hart 281.744.7400 LHartHome@gmail.com
  2nd Treasurer: Cheryln Nattier 713.397.9797
- Cash collected must be counted by two individuals at the event or time collected.

RECORD OF INDIVIDUAL PAYMENTS				SUMMARY OF FUNDS COLLECTED				
Payor	Cash $	Check $	Check #	Cash	X	#	=	Amount
				$ 100.00	X		=	$
				$ 50.00	X		=	$
				$ 20.00	X		=	$
				$ 10.00	X		=	$
				$ 5.00	X		=	$
				$ 1.00	X		=	$
				$ 0.50	X		=	$
				$ 0.25	X		=	$
				$ 0.10	X		=	$
				$ 0.05	X		=	$
				$ 0.01	X		=	$
						Total Cash		$
						Total Checks		$
TOTAL	$	$				**TOTAL DEPOSIT**		$

BUDGET AREA:	
Band/Guard Fees & Dues	Fundraising
Contributions/Gifts/Grants	Scholarship
Other	Annual Trip

Deposit Submitted By: _____ Submitted Date: _____

Second Counter: _____ Date: _____