

MVHS Music Boosters Deposit Verification Form

Group/Event: _____

Date: _____

Manager: _____

(print)

Checks

of checks deposited _____

Total Received \$ _____

Cash Breakdown

| <u>Currency</u> | | <u>Coin</u> | |
|-----------------|--------------|--------------|----------------|
| <u>Qty</u> | <u>Total</u> | <u>Qty</u> | <u>Total</u> |
| \$100 _____ | 0 _____ | \$1 _____ | 0.00 _____ |
| \$50 _____ | 0 _____ | \$0.50 _____ | 0.00 _____ |
| \$20 _____ | 0 _____ | \$0.25 _____ | 0.00 _____ |
| \$10 _____ | 0 _____ | \$0.10 _____ | 0.00 _____ |
| \$5 _____ | 0 _____ | \$0.05 _____ | 0.00 _____ |
| \$1 _____ | 0 _____ | \$0.01 _____ | 0.00 _____ |
| | \$ <u>0</u> | | \$ <u>0.00</u> |

Cash

| | | |
|--------------|-------|------------|
| Currency | _____ | 0 |
| Coin | _____ | 0.00 |
| Total | | \$ _____ 0 |

TOTAL DEPOSIT \$ 0

I certify that this deposit is accurate and has been dual verified if it contains cash.

Manager Signature

For Treasurer Use:

Received Date _____ Deposit Date _____

Treasurer Signature

Please attach detail for Check and Cash amounts. Details must agree to Summary.

Copy of the Deposit Summary (with supporting Detail) must be provided to the Auditor.

MVHS Music Boosters Deposit Detail

Detail for (check one): Cash Checks

| | Name on Check | Student Name | Type <small>(Cash, Check, Money Order, etc)</small> | Receipt/ Check # | Amount | Description |
|----|---------------|--------------|--|---------------------|----------------|-------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| | TOTAL | | | | <u>\$ 0.00</u> | |

Deposit Verification (2 signatures required for cash)

| | | |
|-----------------------|--------------|--|
| Count Verification #1 | Signature | |
| | Printed Name | |
| Count Verification #2 | Signature | |
| | Printed Name | |

Must accompany ALL Deposit Summaries. Copies MUST be provided to the Auditor.