

How to Complete a Bank Deposit:

Take deposit to any Bank of America. Account number is on the COHS Wolfpack Deposit Form. Take the completed deposit form with you when you go to the bank to help complete the bank deposit slip.

Once completed, the signed deposit form along with a copy of the bank deposit receipt, and any other documentation, must be emailed within 24 hours as a PDF to the COHS Booster Treasurer at treasury@cohsboosters.com.

Deposit Worksheet 1: Mandatory if you have checks to deposit.

Take a photo of all checks prior to deposit. You can take one picture of several checks at once.

If you have checks to deposit first select the 'Deposit Worksheet 1' tab and enter all checks. List name, check number, and amount. You can enter 60 checks on 'Deposit Worksheet 1'.

LINE #	NAME ON CHECK	CHECK #	AMOUNT
1	John Doe	1234	\$ 500.00
2			
3			

Deposit Form: Mandatory

Once all checks have been entered into the form, use the 'Deposit' tab and complete the following sections:

◀ ▶

Deposit

Deposit WorkSheet 1

Basic Info:

- Event (example: concert, banquet dinner, cookie dough fundraiser, etc.)
- Group (example: Band, Baseball, Football, etc.)
- Date the deposit was made
- Volunteer Contact (person who made the deposit)
- Staff Sponsor Name (teacher or coach in charge of booster group)

COHS Wolfpack Boosters Account DEPOSIT FORM			
B A S I C I N F O	*Event:		
	*Group:	Today's Date	
	*Volunteer Contact:		
	*Staff Sponsor Name:		
	* Required Fields		
Deposit all monies to Booster Bank Acct -- fill out deposit form -- stamp back of checks with endowment stamp -- Total Checks number & Value as below on deposit form only required -- Return Bank Receipt with this form			

Financial Accounting:

The number of checks and the amount of the checks will be automatically carried over from 'Deposit Worksheet 1'. You should not need to manually enter these amounts. Enter the 'Quantity', or number, of all bills and coins collected. The total bills and coins will be automatically calculated. This should match the amount on the bank deposit receipt.

CHECKS:		FIRST: Please enter checks under Tabs Titled "Deposit Worksheet"	
*No. Checks	1	*Total Value	\$ 500.00
Bills			
\$1.00 X	20	Total	\$20.00
\$2.00 X			\$0.00
\$5.00 X	14		\$70.00
\$10.00 X			\$0.00
\$20.00 X	12		\$240.00
\$50.00 X			\$0.00
\$100.00 X			\$0.00
		Total Bills	\$330.00
Coins			
\$0.01 X	11		\$0.11
\$0.05 X	3		\$0.15
\$0.10 X			\$0.00
\$0.25 X	12		\$3.00
\$0.50 X			\$0.00
\$1.00 X			\$0.00
		Total Coins	\$3.26
		Total Cash	\$333.26
		Total Cash/Check	\$833.26
ACCOUNTING INFORMATION: (Accounting Categories)			

Accounting Information:

The total of program income must match the deposit amount. Itemize amount for each category, the total from all categories must match the program income and amount of the deposit.

A C C O U N T I N G	It is important to enter for proper Accounting and end of year Filing to Government				
	Program Income	Donations	Fund Raising	Raffles	Confirmed Total Income
	\$833.26				\$0.00
	Total deposit of <u>Program income</u> must match amount entered into all categories				

Sign:

The deposit form must be signed and dated.

S I G N	Please Sign: Volunteer Signature	Phone Number	Date Signed:

Once form is complete, deposit funds at Bank of America

- If not already present, notate your group (i.e. Band, Football, etc.) in the memo section of each check.
- All checks should be made out to COHS Boosters (bank will endorse when you make deposit)
- Take to bank with deposit (account number is on deposit form)
- Get a copy of your deposit receipt, take a picture of deposit receipt
- **Once completed, the signed deposit form along with a copy of the bank deposit slip, and any other documentation, must be emailed within 24 hours as a PDF to the COHS Booster Treasurer at treasury@cohsboosters.com.**