



LAKOTA EAST UPBEAT CLUB Deposit Form

Date: _____

ACTIVITY: _____

SIGNATURE: _____
(Committee chair or responsible party)

(For large number of payers)

RECEIPT: _____
(Lakota East Upbeat treasurer)

	NAME OF PAYER	CHECK AMOUNT	CHECK NUMBER	CASH AMOUNT
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				

TOTALS: CHECKS: \$ _____ CASH: \$ _____ TOTAL: \$ _____



Lakota East Bands

LAKOTA EAST UPBEAT CLUB PROCEDURES FOR DEPOSITING FUNDS:

1. Fill out one or more of the LEUC deposit forms.
2. Add up the check total and cash total from the deposit forms for the entire deposit.
3. Count the cash and calculate the check total from the actual checks.
4. If the totals from 2 and 3 do not match, you have one or more errors to correct. Correct your error until they match.
5. Once your totals match, sign the form and promptly turn the money over to the treasurer for deposit.
6. If you are using an Excel or other type of spreadsheet to keep track of your deposits, you may just give the treasurer a copy of your spreadsheet along with your deposit.