



## Dallas County A&M University Mothers Club Funds Deposit Form 2016-2017

Date submitted: \_\_\_\_\_ Event \_\_\_\_\_  
 Date of deposit: \_\_\_\_\_

**CASH / CHECKS**

Coins:				\$ _____
Ones:	_____	x 1 =		\$ _____
Fives:	_____	x 5 =		\$ _____
Tens:	_____	x 10 =		\$ _____
Twenties:	_____	x 20 =		\$ _____
Other:	_____			\$ _____
Total Cash:				\$ _____
Checks:				\$ _____

Total bank deposit:			\$ _____
<b>Less sales tax collected (8.25%)</b>	-		\$ _____
<b>Total sales (income):</b>	=		\$ _____

Cash must be counted by two members. Please sign below:

1. \_\_\_\_\_ 2. \_\_\_\_\_

Budget categories: \_\_\_\_\_

-----This section to be completed by Treasurer-----

**CREDIT CARDS / SQUARE**

Match to bank statement			
Total charge			\$ _____
<b>Less Square fee (credit card expense)</b>		-	\$ _____
Net deposit		=	\$ _____
Post to QuickBooks			
Total charge			\$ _____
<b>Less sales tax collected (8.25%)</b>		-	\$ _____
<b>Total sales (income):</b>		=	\$ _____

Attach copy of spreadsheet with credit card transaction details.

Budget categories: \_\_\_\_\_

Additional notes: