



Saddleback Activities

Deposit Worksheet

Box #:

A deposit worksheet must be filled out and accompany all deposits!!!

Club/Organization: _____

How money was raised: _____

Advisor: _____ Account #: _____

Currency

_____ X 100 = \$ _____

_____ X 50 = \$ _____

_____ X 20 = \$ _____

_____ X 10 = \$ _____

_____ X 5 = \$ _____

_____ X 2 = \$ _____

_____ X 1 = \$ _____

Total Currency: \$ _____

Coins

_____ X 1.00 = \$ _____

_____ X 0.50 = \$ _____

_____ X 0.25 = \$ _____

_____ X 0.10 = \$ _____

_____ X 0.05 = \$ _____

_____ X 0.01 = \$ _____

Total Coins: \$ _____

Checks

of Checks _____ Check Total: \$ _____

Total Currency \$ _____

Total Coin \$ _____

Total Checks \$ _____

Total Deposit \$ _____ - \$ _____ = \$ _____

Change given

Total Deposited

Student Counted: _____ Date: _____

Adviser Verified: _____ Date: _____

ASB Clerk Verified: _____ Date: _____

Check Your Work

Total Deposit \$ _____

Total Receipts \$ _____

Difference? \$ _____

If difference, please explain:

Actual Deposit

(Fill out below if you received change from ASB Office)

Total Receipts \$ _____

Change Provided \$ _____

Grand Total \$ _____

Actual Cash Count \$ _____

Receipt # _____