

# HOW TO CREATE A DEPOSIT

1. Fill out a Deposit sheet. Complete all fields at the top.

- Date
- Name
- Account Name
- Account Number
- Deposit Description (player fees, t-shirts, fundraiser, gate fees, concessions, etc.)

2. In the Checks box complete all fields

- Check Number
- Name on check
- Amount

3. List all cash and Cash Total

4. List all coins and Coin Total.

5. List subtotals and Total Deposit.

6. Please deliver deposit directly to the Business Office.

7. All deposits must be made WEEKLY. Do not hold onto deposits.

8. Once the deposit has been taken to the bank, your internal account will be updated to include the new deposit.

**\*\*Please Note: Large deposits should have cash wrapped in currency straps and coins should be rolled. Please contact the Business Office if you need these supplies.**