

### **DEPOSIT PROCEDURES**

The H.S.A. Vice Presidents and Officers will be aware of any H.S.A. events involving the collecting of funds. He or she will be responsible for overseeing the following deposit procedures.

1. The "deposit log" below must be completed listing the cash and checks collected from the event. This log must be signed by at least one Chairperson and one H.S.A. Officer verifying the amount. For events with large amounts of cash, a Deposit Long Form must accompany this Deposit Log.
2. All cash and checks should be given to the Treasurer **within five (5) business days** following the completion of the activity or event along with the signed Deposit Log.
3. Deposits made each month to the H.S.A. account will be listed in the monthly report. These reports will be reviewed by each school's VPs for verification of receipted amounts.
4. School VPs should keep receipts of all deposits during their term.

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### **DEPOSIT LOG**

School: \_\_\_\_\_ Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Date submitted: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Phone: \_\_\_\_\_

Cheddar Up:\$ \_\_\_\_\_ Date transferred: \_\_\_\_\_

Cash: \$ \_\_\_\_\_

Checks: # of \_\_\_\_\_ Total Checks: \$ \_\_\_\_\_

Combined Total: \$ \_\_\_\_\_

#### **Signatures of Approval**

Chairperson: \_\_\_\_\_ H.S.A. Officer: \_\_\_\_\_

Deposit Date: \_\_\_\_\_

Treasurer Initials: \_\_\_\_\_