



LAKE TAHOE COMMUNITY COLLEGE DISTRICT

Student Club Deposit Report



Name of Club: _____

Deposit prepared by: _____ Date: _____
(Print Name)

Source of Funds (Event): _____

FISCAL SERVICES USE ONLY
*** Club Deposit Check List***

- Complete one form per deposit
- For Ticket Sales**, a "Ticket Recap" form is attached
- \$25.00 change was returned (if applicable)
- Cash box was returned
- Student Activities Cash Box Log (binder) was signed
- Checks are payable to **LTCC Student Activities**
- Cash verified by Fiscal Services _____

(Print name)

(Date)

To be prepared by the authorized club member:

CASH REPORT

\$ 1.00 bills	x		=		Pennies	x		=	
\$ 5.00 bills	x		=		Nickels	x		=	
\$ 10.00 bills	x		=		Dimes	x		=	
\$ 20.00 bills	x		=		Quarters	x		=	
\$ 50.00 bills	x		=		Dollar coins	x		=	
\$100.00 bills	x		=		TOTAL CASH				
TOTAL CHECKS									
Exclude \$25.00 change from deposit if received.					TOTAL DEPOSIT				

FUNDRAISING ACTIVITY REPORT

Fundraised Item	Donation per Item	Number of Items	Total
Total Deposit			

Itemized List Prepared By: _____
Signature / Print Name

Questions? Call Fiscal Services x271