**JBC Deposit Instructions**

* Please complete all unshaded portions of the deposit form.
* Fill in the club or sport, please use Boy’s or Girls, if necessary.
* Fill in the deposit description (i.e., concessions sales, donations, fundraisers, team/club fees, etc. This will be entered in your financial report.
* Please use a second deposit form, if funds are for 2 or more different deposits. For example, concessions and camps, should not be entered on the same deposit form, since they will be different line items on your financial report.
* Enter counts and totals of all coins and currency. Subtotal coins and Currency.
* Enter check numbers and dollar amounts. Please list additional checks on the back of the form, if needed.
* Enter front total of checks.
* Enter back total of checks, if needed.
* Enter the total deposit of coins, currency and checks.
* Please verify the counts on this form, sign and date it.
* Hand deliver all funds to the Booster Club Treasurer. Deposits are required to be given to Treasurer within 3 days of receiving the funds.
  + Contact Information for Treasurer
    - treasurer@jaguarboosterclub.org
* Please contact Alicia Goff with any questions or to set up arrangements for deposit.
* When delivering deposit to Alicia Goff, a receipt will be given, which will be signed by Alicia and the person dropping off the deposit.
* Treasurer will sign and date the deposit form and enter the receipt # given.

Please ask for a financial report to be sent, if you would like one, after the deposit is made. If not, please verify the accuracy of the deposit each month at our General Booster Meeting. Please let Treasurer know right away if there is a discrepancy.

\*\*Exceptions-ongoing fundraisers will not have 15% of funds taken out, that go to JBC’s general funds, until fundraiser is complete. 15% is taken off of the total deposits from the fundraiser, minus expenses. 15% is only charged on the total fundraiser profits. Please make sure to note to Treasurer if the deposit is for an ongoing fundraiser.

**Thank you & GO JAGS,**

**Alicia Goff, CFO of Jaguar Booster Club**