**JBC Counting of Cash Box Funds Deposit Instructions**

**Seasonal Cash Box**

* Please contact a Cash Management volunteer at least 3 business days before the cash box is needed, in order to set up a time to pick up the cash box. cashmanagement@jaguarboosterclub.org
* 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.
* Please verify the Cash Box, before leaving the Treasurer. All Boxes start with $150.00. If more cash is needed, please contact the Treasurer at least 2 business days before the cash box is needed.
* Concession cash boxes are stacked with roughly $20.00 in quarters, $65.00 in Ones and $65.00. If different currency is needed, please contact the Treasurer at least 2 business days prior to picking up the cash box/boxes.
* Enter counts and totals of all coins and currency. Subtotal coins and Currency.
* Enter the total coins and currency for all funds in the cash box.
* Enter the beginning balance of the cash box. Typically, $150.00. Should be the same as the beginning cash box amount, unless special arrangements are made with the Treasurer.
* Enter the total deposit amount to be deposited on behalf of your club.
* Please have 2 people verify the count of the cash box and deposit, before giving to the Treasurer. Sign and date.
* Hand deliver all funds to the Booster Club Treasurer. Deposits are required to be given to the Bookkeeper.
* sign and Date
* BOOKKEEPER
  + Verify cash box $150 amount.
  + Verify Deposit Amount.
  + Sign and date in Bookkeepers verification box.
  + Fill out white Banner Bank Deposit slip.
    - Date, coins, currency, check# and check amounts. Total deposit.
    - Add description on yellow copy of deposit book.
  + Make a deposit at **Banner Bank** **within 2 Business days** of the event. (Closed Saturday-Sunday)
  + **Scan** cash box deposit slip and Banner Bank Receipt.
  + **Email** to Treasurer [treasurer@jaguarboosterclub.org](mailto:treasurer@jaguarboosterclub.org) **within 24 hours of deposit**.

Please ask for a financial report to be sent at time of deposit, if you would like one, after the deposit is made. If not, please verify the accuracy of the deposit to your receipt given each month at our General Booster Meeting. Please let the 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 the 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 the Treasurer if the deposit is for an ongoing fundraiser.

\*\***Concessions calculations**-all money earned from JBC concessions will have 40% of deposit, taken out to pay for concessions food, drinks and supplies. Of the remaining 60% of deposit, 90% of the deposit will go to the club hosting concessions3

**Any questions, please contact Alicia Goff, Treasurer. Contact information above.**

**Thank you & GO JAGS,**

**Alicia Goff, Treasurer 425-231-8838**