

WoTRS DEPOSIT SHEET

Date _____

From _____ Phone _____

Committee _____

Total Deposit _____

**Note if deposit is to be credited to more than one Sisterhood account, e.g., Dues; Membership Luncheon*

- ★ All deposits must be counted and recorded on a deposit sheet, then given to the financial secretary. Place each deposit in a separate envelope. Keep a copy for your committee records.
- ★ All monies must be sorted by bill denomination and coin size. Coins must be rolled. Bills should all face the same way.

Cash: \$1 _____ \$5 _____ \$10 _____

 \$20 _____ \$50 _____ \$100 _____

Coins: Pennies _____ Nickels _____ Other \$ _____

 Dimes _____ Quarters _____ Cash total \$ _____

Checks: # of Cks. _____ Check total \$ _____ Grand total \$ _____

List checks below

Name:

Amount:

Date:

1.		
2.		
3.		
4.		
5.		
6.		

Balance:

WOTRS DEPOSIT SHEET

Continued from the other side

Name:	Amount:	Date:
Balance Forward:		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		
Ending Balance:		