

# MKESA Deposit Form

**Use this form...** to deposit cash / checks on behalf of MKESA.

**Date:** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Event/Project:** \_\_\_\_\_

**Cash Amount** (See Cash Count Record): \$ \_\_\_\_\_

**Check Amount:** \$ \_\_\_\_\_

**Total amount to be deposited:** \$ \_\_\_\_\_

**Total Number of Checks:** \_\_\_\_\_

**IF YOU ALREADY HAVE A LIST WITH THE FOLLOWING INFORMATION, YOU CAN ATTACH IT TO THIS FORM**

- |     |                    |               |          |
|-----|--------------------|---------------|----------|
| #1  | Check Number _____ | Check amount: | \$ _____ |
| #2  | Check Number _____ | Check amount: | \$ _____ |
| #3  | Check Number _____ | Check amount: | \$ _____ |
| #4  | Check Number _____ | Check amount: | \$ _____ |
| #5  | Check Number _____ | Check amount: | \$ _____ |
| #6  | Check Number _____ | Check amount: | \$ _____ |
| #7  | Check Number _____ | Check amount: | \$ _____ |
| #8  | Check Number _____ | Check amount: | \$ _____ |
| #9  | Check Number _____ | Check amount: | \$ _____ |
| #10 | Check Number _____ | Check amount: | \$ _____ |
| #11 | Check Number _____ | Check amount: | \$ _____ |
| #12 | Check Number _____ | Check amount: | \$ _____ |

*Add additional pages as necessary or separate spreadsheet / list.*

*Signature of Depositor evidencing review:*

\_\_\_\_\_/\_\_\_\_\_  
Signed / Date

*Instructions: Complete form, print & sign. Include completed form with cash/checks for deposit. Please make arrangements with the MKESA Depositor to ensure timely deposit:*

**2019-20 Contact Info:**  
**Mike McGuirk**  
[mikemcguirk@gmail.com](mailto:mikemcguirk@gmail.com)  
**(718) 788-1605**

## Cash Count Record

Thank you for leading your event! Please read this form completely before counting.

To count cash:

1. Separate the bills into 1's, 5's, 10's, 20's, 50's, and 100's.
2. Record the number of **bills** (not dollar amount) of each type below.
3. Calculate the dollar amount of each bill type and record below.
4. Calculate the total dollar amount and record below.
5. Sign on Event Coordinator's line.
6. When finished, keep bills separated by bill type (rubber band, envelope, etc.), transfer "Total Dollar Amount" below to the "Cash Amount" line on the "MKESA Deposit Form", and submit cash to Depositor for count verification. Depositor should count cash in the presence of the Event Coordinator\*.

1's) \_\_\_\_\_ X 1 = \$ \_\_\_\_\_

5's) \_\_\_\_\_ X 5 = \$ \_\_\_\_\_

10's) \_\_\_\_\_ X 10 = \$ \_\_\_\_\_

20's) \_\_\_\_\_ X 20 = \$ \_\_\_\_\_

50's) \_\_\_\_\_ X 50 = \$ \_\_\_\_\_

100's) \_\_\_\_\_ X 100 = \$ \_\_\_\_\_

Total Dollar Amount: \$ \_\_\_\_\_

Event Coordinator's Signature:

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Depositor's Signature (verifying agreement of count):

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\*If Depositor's and Event Coordinator's totals do not agree, each repeats count procedures until totals agree. Depositor only signs after all totals agree and Event Coordinator has noted, corrected and initialed any errors.