

# STUDENT ACTIVITY DEPOSIT FORM

Organization Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Submitted By: \_\_\_\_\_

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

Complete one form for each deposit

**Subject to NYS Sales Tax?      Yes                  No                  (Circle One)**

| Date of Sale       | Description | # Sold | Price Per Item | Total Sales | Deposit Detail       |  |
|--------------------|-------------|--------|----------------|-------------|----------------------|--|
|                    |             |        |                |             |                      |  |
|                    |             |        |                |             | Currency             |  |
|                    |             |        |                |             | Coins                |  |
|                    |             |        |                |             | Checks               |  |
|                    |             |        |                |             | Subtotal             |  |
|                    |             |        |                |             | Canadian \$          |  |
| <b>Total Sales</b> |             |        |                |             | <b>Total Deposit</b> |  |

Faculty Adviser: \_\_\_\_\_  
Signature Date

Activity Treasurer: \_\_\_\_\_  
Signature Date

Central Treasurer: \_\_\_\_\_  
Signature Date

**Do NOT fill in for  
District Office Use ONLY**

**SA 599**  
**SA 960**  
**SA 9900000** \_\_\_\_\_

**JE #** \_\_\_\_\_

## Student Activity Deposit Form Instructions

This form must be filled out completely with sales and deposit information for every deposit made to the Central Treasurer.

Please indicate whether the event was subject to NYS Sales Tax. Student Activities are ***NOT*** exempt from NYS Sales Tax and are required to collect Sales tax on all fundraisers that are considered taxable. List any sales tax collected on the left hand side of the form separately from sales collected. For a full list of taxable and non taxable activities please refer to the Cash Collection section of the Student Activity Handbook.

Provide detailed amounts of receipts collected and a breakdown of the deposit. These two amounts must total. Example:

The student council held a fundraiser selling candles. They collected \$1200 in checks, \$200 in cash and \$10 in currency for a total deposit of \$1410. They sold 94 candles at a price of \$15.00 each (sales tax included). The form should be filled out as follows:

| Date of Sale | Description | # Sold | Price Per Item | Total Sales        | Deposit Detail     |                      |           |
|--------------|-------------|--------|----------------|--------------------|--------------------|----------------------|-----------|
|              |             |        |                |                    |                    |                      |           |
| 4/2/08       | Candles     | 94     | \$14.02        | \$1317.20          | <b>Currency</b>    | \$ 200.00            |           |
| 4/2/08       | Sales Tax   | 94     | \$ .98         | \$ 92.80           | <b>Coins</b>       | \$ 10.00             |           |
|              |             |        |                |                    | <b>Checks</b>      | \$1200.00            |           |
|              |             |        |                |                    | <b>Subtotal</b>    | \$1410.00            |           |
|              |             |        |                |                    | <b>Canadian \$</b> | \$0                  |           |
|              |             |        |                | <b>Total Sales</b> | \$1410.00          | <b>Total Deposit</b> | \$1410.00 |

All checks must be listed in either an Excel spreadsheet with check number and dollar amount or totaled with a calculator tape. Cash and coin collected must be wrapped as follows:

|          |       |
|----------|-------|
| Ones     | \$50  |
| Quarters | \$10  |
| Dimes    | \$5   |
| Nickels  | \$2   |
| Pennies  | \$.50 |

All cash and coin should be counted in duplicate and must be sealed in a plastic money bag provided by the Central Treasurer. Do ***NOT*** place checks or deposit form in the money bag.

Deposits must be made to the Central Treasurer within 2 days of collection. The Central Treasurer will issue a pre-numbered receipt for each deposit made. Deposit should be recorded immediately in the Student Activity Ledger Book.