

Date this form submitted: _____

ACTUAL DEPOSIT DATE: _____

PLEASE FOLLOW DIRECTIONS ON REVERSE

Origin of deposit: _____
(Activity/event generating deposit or other reason for deposit)

Please credit to Account number _____ Account Name _____

List of checks and cash to be deposited

Name of payor on check or name of person giving cash	DATE check/cash received	\$ amount CHECKS	\$ amount CASH	Amount for which no goods or services were given in exchange – SEE DIRECTIONS
<i>Check & cash totals from <u>this</u> page (initial cash totals):</i>		checks	cash	
<i>Check & cash totals from any <u>additional</u> pages (initial cash totals):</i>		checks	cash	
<i>Check & cash totals from <u>ALL</u> pages combined:</i>		checks	cash	
Grand Total: Add together the check and cash totals from all pages combined and enter on this line.		<i>Total of all checks and cash combined</i>		

Sign to confirm cash & check totals
 Printed name & signature of collector #1: _____

Printed name & signature of collector #2: _____

MONEY COUNTER CONFIRMING DEPOSIT: _____

DIRECTIONS for COLLECTING, COUNTING, & DEPOSITING MONEY given to St. Mark's at church activities/events or in the course of a fundraiser:

It is the responsibility of those who organize church activities and events – including fundraisers – to collect and deposit all money associated with those events. When doing so, please observe the following:

- 1) **Collect the money at church services prior to the event or activity, or at the event or activity itself by doing the following:**
 - a) Please ask that all checks be made payable to St. Mark's.
 - b) Please ask parishioners to give checks and cash directly to you (or another volunteer). Please include this request in all event publicity materials as well as in all written and oral Sunday service announcements made at the time of collection.
 - c) Please do NOT ask parishioners to put money for your event/activity in the Sunday collection plate.
 - d) In some very limited circumstances – and upon special approval only – you may ask parishioners to mail or deliver money to the church office. Please contact the Parish Administrator for Finance & Membership to learn more.
 - e) Checks intended for parish groups, activities or fundraisers placed in the plate or mailed or delivered to the church office will be held at the church office for the parish group or fundraiser treasurer to pick up and count.
- 2) **Count all money immediately upon collection.** When cash is collected, it is best that two people count whenever possible.
- 3) **ALL MONEY COLLECTED (INCLUDING ALL CASH) MUST BE DEPOSITED INTO A ST. MARK'S BANK ACCOUNT. Please forward funds to the church office for deposit as soon as possible after collection, as follows:**
 - a) **Complete and sign a St. Mark's Deposit Form:**
 - i) To determine the account to be credited, ask the Parish Treasurer or the Parish Administrator for Finance & Membership.
 - ii) If you run out of room when listing checks, use a Deposit Form Addendum and list the total(s) from the additional page(s) at the bottom of the *first* form, where it says "*Totals from any additional pages.*"
 - iii) **MAKE SURE TO COMPLETE THE COLUMN LABELED "Amount for which no goods or services were given in exchange."** This column exists so that donors can be given documentation for their personal income tax purposes.
 - (1) If (for example) someone gives your group a check for \$100 and asks for nothing in return, write \$100 in the column labeled "\$ amount CHECKS" *and also* in the column labeled "Amount for which no goods or services were given in exchange".
 - (2) If (for example) your group sells tickets that cost \$10 each and a ticket-purchaser pays for their ticket with a check for \$10, then enter \$10 in the "\$ amount CHECKS" column but leave blank the column labeled "Amount for which no goods or services were given in exchange". However, if a ticket-purchaser gives your group a check for \$30 for one \$10 ticket, enter \$30 in the column labeled "\$ amount CHECKS" and \$20 in the column labeled "Amount for which no goods or services were given in exchange."
 - iv) SIGN THE FORM to confirm the count and other data on the form.
 - b) **Photocopy all checks:**
 - i) The undercroft photocopier (located in the closet near the undercroft mailboxes) is available for use every Sunday morning. If you need access to the photocopier at other times, ask the Sexton for a key to the closet when you ask for other keys for your activity or event. You are also welcome to use the photocopier at the church office during office hours. If neither of these options works, call the Parish Administrator for Finance & Membership.
 - ii) Please arrange checks in alphabetical order, by payors' last names, before photocopying.
 - c) **Place cash/checks, one set of check photocopies, and the completed Deposit Form in a sealed envelope and forward to the church offices for deposit.**
 - i) Most secure ways to forward deposits:
 - (1) Hand-deliver to the church offices during business hours. *This is the best procedure to follow whenever cash is included in the deposit.*
 - (2) Place sealed envelope in the secure clergy/staff drop box.
 - ii) Less secure way to forward deposits:
 - (1) Mail to "St. Mark's Church, 301 A St. SE, Washington, DC 20003" – *but only if no cash is included.*
 - d) **Keep one copy of the Deposit Form (and one set of check photocopies) for your records.**

Questions? Contact the Parish Administrator for Finance & Membership at 202-543-0053 x 305 or susan.block@stmarks.net

St. Mark's Church

Deposit Form Addendum

Name of payor on check or name of person giving cash	DATE check/cash received	\$ amount CHECKS	\$ amount CASH	Amount for which no goods or services were given in exchange - SEE DIRECTIONS
<i>Add up the checks and cash listed <u>on this page only</u> and enter the totals on this line in the boxes marked "checks" and "cash"</i>	Totals from this page:	checks	cash	