

Deposit Notice Cash/Checks



Instructions:

1. Complete form with all requested information.
2. Complete a separate cash/check count sheet for each income account included in deposit. All count sheets must have two verification signatures.
3. For income deposits complete Section I, for miscellaneous deposits complete Section II. Miscellaneous deposits include refunds, discounts, or other funds received that are not income.
4. Reconcile total to deposit slip in Section III.
5. Submit completed form, all count sheets, deposit slip, and deposit receipt to CSB@CSBAP.org.

GROUP NAME:

Deposit Date:

Section I: Income Deposits

Income Acct: Class: Add'l Info: Cash: Checks: Total: _____	Income Acct: Class: Add'l Info: Cash: Checks: Total: _____	Income Acct: Class: Add'l Info: Cash: Checks: Total: _____
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Section II: Miscellaneous Deposits

Othr Inc/Exp Acct: Class: Add'l Info: Cash: Checks: Total: _____	Othr Inc/Exp Acct: Class: Add'l Info: Cash: Checks: Total: _____	Othr Inc/Exp Acct: Class: Add'l Info: Cash: Checks: Total: _____
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Section III: Total Deposit

Total Cash:
Total Checks:

TOTAL DEPOSIT:

Name:
Signature:

Name:
Signature:

CSB Use Only. Do not mark below this line.