



South Dakota Music Education Association Deposit and Voucher Guidelines

Deposit forms must be filled out anytime money is collected or received. This includes ticket sales, registration and audition fees, magazine advertising, etc. The form can be found on the SDMEA website under the “forms” link.

Begin by filling out your event name here. If the money was from a specific purpose, like t-shirt sales, you can include that. Most events do not require you to split income into separate classes. If you have a question about it, please let me know.



SDMEA Deposit Form

Event: _____

CASH

Please sort cash into types of bills first. Fill out the top section of the form with cash information only. For example, if you had 15 \$5 bills, write “15” in the first column and then the cash value, in this case “\$75” in the Total column. Add all rows together in the bottom right corner to have a TOTAL CASH amount.

Two people **MUST** sign off on any forms where cash is involved.

DO NOT MAIL CASH. If you can not hand deliver cash to the treasurer, please take the cash to your local bank and ask for a cashier’s check instead.



Cash

# of Dollars	@	Cash Amount	Total
	@	Coins	
	@	\$1	
	@	\$5	
	@	\$10	
	@	\$20	
	@	\$50	
	@	\$100	
		TOTAL CASH	

CHECKS

Please sort checks by amount beginning with the lowest dollar amount and ending with the highest. Then, fill in the rows accordingly.

Example: 9 checks @ \$18 = \$162

All checks must be stamped on the back with a "Deposit Only" stamp. If you do not have one, please contact the treasurer.

If checks come to you with a printed "tag", please detach that leaving only the check portion to mail.

Then add all of the rows to come up with one TOTAL CHECKS amount.

Checks			
# of Checks	@	Check Amount	Total
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
	@		
		TOTAL CHECKS	

Finally, add together the Total Cash and Total Checks to come up with the Deposit Total. Sign on the signature line, and be sure to include two signatures if cash is involved. The treasurer will fill in the bottom portion of the form.

Deposit Total

CASH TOTAL	+	CHECK TOTAL	=	TOTAL DEPOSIT

Signature of Tabulator(s): _____

-----For Office Use-----

Deposit to Account No.: _____ Deposit Made On Date: _____

Mail completed forms along with the checks (Do NOT mail cash) to:

Laura Schenk
PO Box 363
Brandon, SD 57005