

Bank Deposit

Use the Excel spreadsheet to determine which checks need to be deposited by sorting by Date Deposit and Dues Due.

Make a New Worksheet and copy for the deposit.

Add any checks that were for additional members etc.

Verify checks against deposit slip.

Make 2 copies of deposit slip

Take to Bank and deposit

Mail to Treasurer

1. Copy of Dues Forms
2. Copy of Deposit Slip
3. Copy of Deposit Receipt

Keep for your records:

1. Copy of deposit slip
2. Copy of Deposit Receipt