

## **Friends of Lanai Booster CASH & CHECKS Deposit Instructions**

*The below instructions are to be followed for ALL cash and check FOLB deposits.*

- 1) Count deposit, and then ACCURATELY and COMPLETELY, fill out the FOLB Money Verification Form (see attached example). Copies are available in the office and on the Lanai website.
- 2) Fill in the fundraising activity, date of the event, your name and phone number.  
  
**BE SPECIFIC.** Always indicate specific area of fundraiser covered by deposit. Make separate deposits for each category within a fundraiser (ie. Auction tickets deposited separately from Auction sponsorships) and accurately label each deposit.
- 3) Enter numbers for coins and currency and total. Roll coins if there are more than just a few. Re-check all calculations!
- 4) FOLB rules for accepting checks making deposits including checks...
  - Ask for a phone number.
  - Write the event name in the memo section of each check. (i.e., Spirit Wear, Laps 4 Lanai, Innisbrook, etc.
  - Use adding machine with tape (available in the office) to total checks. Clip or staple the adding machine tape to the checks.
  - Enter the total number of checks and the amount.
- 5) Total form.
- 6) Print and sign your name at the bottom of the form.
- 7) Have another person verify your cash count. The person who verifies your count also prints and signs their name at the bottom of the form. All deposits must be co-signed.
- 8) Make two copies of the completed verification form and put one in the Treasurer's box in the office and keep the other for yourself.
- 9) Put the original copy of the Money Verification Form in an envelope with the cash and checks and address to Alyssa Brophy. Use one envelope for each verification form. On the outside of the envelope, write the event name and the deposit amount.
- 10) Accurately and completely, enter the deposit in the deposit log located behind the front desk in the office. Ask a member of the office staff to put the deposit in the safe, and then watch to confirm that office person makes appropriate notation in log book, then places deposit in safe before leaving office.
- 11) Money is not to be taken home. All cash and checks are kept in the school safe, and counted and verified on campus. If extenuating circumstances apply, contact FOLB Treasurer.

## **Friends of Lanai Booster CREDIT CARD Deposit Instructions**

*The below instructions are to be followed for ALL credit card deposits.*

1. FOLB accepts Mastercard and Visa for specific, approved fundraisers (i.e. Spirit Wear).
2. Each year, credit card transactions are run by one designated person who is not the Treasurer (Laurie Bahar in 2009/2010).
3. When accepting credit cards, a separate FOLB Credit Card Authorization slip (see attached example) must be filled out accurately and completely for each credit card transaction.
4. Credit card deposits are handled separately from cash and check deposits.
5. Complete an FOLB Credit Card Verification form (see attached example) and attach all Credit Card Authorization slips.
6. Make copies of the top verification form for yourself and for FOLB Treasurer. Leave originals in Laurie Bahar's box in the office.