

BOOSTER EVENT RECONCILIATION WORK SHEET DEPOSIT

ref#

1 *Event: _____ *Date: _____

2 *Group: _____

3 *Volunteer Contact: _____

4 *Volunteer Phone No.: _____

5 *Teacher/Coach's Name: _____

***Data Entry Fields**

7	CHECKS: Please enter checks under Tab Titled "Check Information"				
	*No. Checks	<input type="text"/>	*Total Value	<input type="text"/>	
8	CASH:				
		*Quantity	=	Total	
9	\$100.00	X <input type="text"/>	=	\$0.00	
10	\$50.00	X <input type="text"/>	=	\$0.00	
11	\$20.00	X <input type="text"/>	=	\$0.00	
12	\$10.00	X <input type="text"/>	=	\$0.00	
13	\$5.00	X <input type="text"/>	=	\$0.00	
14	\$1.00	X <input type="text"/>	=	\$0.00	
	Coins	*Total Coins	<input type="text"/>		
15	Total Value Cash and Checks			<input type="text"/>	Add Line 7-14
16	Start-Up Cash			<input type="text"/>	Enter Value
17	Total Event Cash and Checks			<input type="text"/>	+ Line 15
CREDIT CARD RECEIPTS AND PROCESSING FEES					
18	*No. Cards	<input type="text"/>	X \$0.01	<input type="text"/>	< Per Card Fee
19	*Date Processed	<input type="text"/>	X 3.9%	<input type="text"/>	< Fee of Approved
20	Total Declined	<input type="text"/>	<input type="text"/>	<input type="text"/>	< Total Fees
21	Total Value Charge Cards			<input type="text"/>	+Line 19

22	SUB TOTAL DEPOSIT FOR THIS EVENT [total line 17 + 21]	<input type="text"/>
23	(Total of "card fee" and "fee of Approved") Credit Card Fee Deducted from Deposit: Goes to Bosoter General Fund for Payment to Credit Card Company.	<input type="text"/>
24	ADJUSTED TOTAL DEPOSIT FOR GROUP [Total line 22 minus line 23]	<input type="text"/>

25

Signature of Volunteer Contact

Date Signed:

	Account Name	Enter Total Amt or % of split
S		
P		
L		
I		
T		
N		
O		
T		
E		

PLEASE BE SURE TO SUBMIT THE CHECK & CREDIT CARD INFORMATION WORK SHEETS WITH THIS FORM.

CHECK LISTING FOR THIS DEPOSIT

LINE #	NAME ON CHECK	CHECK #	AMOUNT	COMMENTS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Count: 0

Total: \$ -

Total Check Count and Total Amount automatically entered in "Data Entry Work Sheet".

FHS BOOSTER CLUB CREDIT CARD TRANSACTIONS

CREDIT CARD AUTHORIZATION RECORD FOR THIS DEPOSIT

LINE #	LAST 4 Numbers of Credit Card	Exp Date	AMT of Sale	Billing Zip Code	CVV	Authorization Code	Authorized Amount	Card Holder Name
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
Count: 0			TOTAL: <u>\$0.00</u>				<u>\$0.00</u>	

NOTE: Use This worksheet to list all credit card transactions. The highlighted totals will automatically be added to the "Data Entry Work Sheet".

- 1) LIST ONLY THE LAST FOUR DIGITS OF THE CREDIT CARD ON THIS SHEET.
- 2) The full credit card number should be ledgible on the credit card receipt, which should be included with this form.
- 3) In addition to the card number, the minimum information required to process a credit card transaction includes:
 - A) The expiration date,
 - B) The Billing Zip Code and CV V make processing easier, but are not required.