



NEW LIFE
COMMUNITY CHURCH

DEPOSIT FORM

DATE _____

NAME _____

CHART OF ACCOUNT _____

DESCRIPTION _____

AMOUNTS **COIN** _____

CASH _____

CHECKS _____

TOTAL _____

OF CHECKS: _____

**NEW LIFE COMMUNITY CHURCH
INSTRUCTIONS FOR DEPOSIT FORM**

#	FIELD	DESCRIPTION
1	DATE	Enter date of filling out this form (i.e. March 23, 2015)
2	NAME	Enter name of who is making the deposit (i.e. Pete Grose)
3	CHART OF ACCOUNT	Enter Chart of Account number from QuickBooks (entered by Finance Team) (i.e. 4000)
4	DESCRIPTION	Enter description of what is being deposited (i.e. Tithe Check)
5	COIN	Enter total amount for coins
6	CASH	Enter total amount for cash
7	CHECKS	Enter total amount for checks (i.e. \$100)
8	TOTAL	Enter total of coin, cash and checks (i.e. \$100)
9	#:	Enter number of checks (i.e. 1)

When done filling out the form, place money and form in a sealed envelope and put in "Office Mail Slot"
Envelopes can be found in the Admin Room
Mark "Deposit" on the envelope



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AMOUNTS	COIN	_____
	CASH	_____
	CHECKS	_____
	TOTAL	=====

OF CHECKS: _____

