VSPA
The Village School Parent Association

Deposit Form

VSPA Program/Event: _____

(e.g., Marquee Birthday Greetings, Fall Festival, Gala)

Received from:	Budget Category:	Check	
		Amount	#
TOTAL			

Prepared by: _____ on _____

(Name) (MM/DD/YYYY)

Instructions:

- Depositor completes spreadsheet, prints a copy, and gives deposit spreadsheet along with cash and/or checks to School Accountant PERSONALLY. If deposit does NOT include cash, deposit can be left in School Accountant's mailbox (outside her door in Administration Building);
- Depositor emails confirmation to School Accountant, copying VSPA Treasurer, and attaching spreadsheet. Per Generally Accepted Accounting Principles and Separation of Duties, VSPA Treasurer should not prepare (and reconcile) deposits;
- School Accountant deposits funds to specified Budget Category; and,
- VSPA Treasurer reconciles deposit spreadsheets with bank statement each month.