

BICENTENNIAL COMMITTEE

REVENUE DEPOSIT FORM INSTRUCTIONS

1. A Revenue Deposit Form should be completed each time money is collected on behalf of the Bicentennial Committee.
2. All monies collected should be deposited with the City. At no time should a vendor be paid out of collected funds. All vendors will be paid through the Purchasing procedures.
3. All monies collected need to be turned in to the Finance Department at City Hall. As most of the events will be occurring on the weekends, a deposit form should be created and the monies turned in to either the Mayor, or a City Department Head. If either the Mayor or other City Department Head are not available to receive the funds, they may be turned in to City Hall on Monday. If you are uncomfortable holding the funds until Monday, they may be brought to the Police Department to be held until Monday.
4. Events with presale tickets will be handled through the City's recreation software. Individuals will be able to purchase tickets at either the Community Center or Human Services Center.
5. The City will accept cash, cashier's checks, or personal checks. All checks should be made out to the "City of Brecksville".
6. If there is an event where you believe receipts need to be given, receipt books can be supplied.
7. To minimize errors, please have one person prepare the revenue deposit form and another person verify the accuracy of both the revenue items and the deposit amount. The total deposit items should always match the total deposit amount.
8. If there is need to have change available for an event please let the Finance Department know at least a week before the event so that change can be provided.
9. Once the deposit form is submitted to the Finance Department, a tracking number will be assigned and a copy will be returned to the submitting committee.
10. Periodic status reports will be provided to the committees to advise of its total collections and expenditures.

**CITY OF BRECKSVILLE
BICENTENNIAL COMMITTEE**

Tracking Number _____

REVENUE DEPOSIT FORM

Date _____

Committee _____ Prepared By _____

Revenue Source:

Sales

Item: _____ Qty _____ x Price _____ = \$ _____

Item: _____ Qty _____ x Price _____ = \$ _____

Item: _____ Qty _____ x Price _____ = \$ _____

Item: _____ Qty _____ x Price _____ = \$ _____

Activity Fees

Activity: _____ Qty _____ x Price _____ = \$ _____

Activity: _____ Qty _____ x Price _____ = \$ _____

Activity: _____ Qty _____ x Price _____ = \$ _____

Advertising

Company/Description: _____ \$ _____

Company/Description: _____ \$ _____

Donations

Donor: _____ \$ _____

Donor: _____ \$ _____

Other

Description: _____ \$ _____

Description: _____ \$ _____

Deposit: Checks \$ _____ Total \$ _____

Coin \$ _____

Bills \$ _____

Total \$ _____

Deposit Verified By _____

