

Instructions for ABBI Deposits

A new bank Deposit Detail form has been created to help ensure that all deposits received by the Treasurer match what is deposited into the bank by the Treasurer. Effective immediately, this form must be submitted with all deposits. The treasurer will verify the deposit received, deposit into the bank and return a completed copy of the Deposit Detail Form to the submitter. The form has been created in Excel and can be tailored to your deposits.

The following needs to be done when completing the form:

Cash: Enter in the number of bills received for each denomination, the amount of each and the total cash being deposited.

Checks: Enter the NAME on the check, the check NUMBER and the AMOUNT. List this information on the form as indicated. Also, total the number of checks being submitted. The spreadsheet will then do the remaining calculations. You can add as many lines as necessary onto the form.

Other information for checks: All checks must be made out to ABBI or Arlington Band Boosters Inc. Checks are not to be made out to Arlington High School. Please check the date on the check and most importantly make sure that the year is correct. The memo portion of the check must include the event or purchase: i.e. merchandise, NYSSMA solo, Bonerama tickets, MB fees, fundraising info etc.

Deposits that do not include this cover sheet will not be submitted to the bank and checks that must be written that are associated with these fees will not be issued without this paperwork.

Please address all questions to treasurer@arlingtonband.com