

**Extra Classroom Activity Funds**  
**Instructions for Use of New Forms**

**Deposit Form** (Only need to fill out the yellow boxes)

1. Enter information at the top of page- Date, Club, and Activity used to raise funds.
2. On the second page of the form, enter the amount of currency, coins, and checks. These amounts will transfer to the front of the form and give you the total amount collected. If you have more checks than space allows, please use a second deposit form.
3. Enter the Nontaxable and Taxable Sales. These amounts must add up to the total amount collected. Examples of nontaxable sales: food sold cold, unprepared, or prepackaged; donations. Examples of taxable sales: dance tickets; clothing sales. Please see Student Activities treasurer with questions about taxable and nontaxable sales. Documentation must be kept at the club level to justify these amounts to an auditor.
4. The spreadsheet will calculate the rest for you. Taxable Sales is divided by 1.08 to obtain the taxable amount. The taxable amount is multiplied by 0.08 to obtain the tax. The tax will be deposited into the Sales tax account at the time of deposit. The total deposit amount is the total amount collected minus tax.
5. Once the form is complete, print and sign (both treasurer and advisor) and turn into the Student Activities Treasurer with the funds (all correctly counted, pointing in the same direction, increasing denominations, etc.).

**Check Request**

This form has not changed but is now available to type out and then print and sign.

**Transfer Request**

This form has been designed by clubs to use when donations are made from one club to another, or when tax is computed quarterly. It is also available to type out and then print and sign.