DEPOSIT FORM

Chart of Accounts
Guild - 95

4410 Contributions - Individual
4413 Contributions -TF Guild
4430 Designated Projects
Individual and Major Sponsors
4432 Designated Projects -
Individual and Patron Awards
5491 Fees - Artist Fees - HAF Guild
4500 Foundations
4610 Contributions - Corporation
4630 Designated Projects
Corporations and Major Sponsors
4720 Fundraisers and Special Events
Festival of Trees Code - **518**
Golf Tournament - **501**
Artful Interludes - **509**
Guild luncheons
4750 Museum Guild Educational Trips
4780 Museum Guild Meetings
& Raffle Donations
5080 Museum Guild Membership Dues
5505 Educational Trips-Guild
5510 MOAS Educational Tours
5831 Guild Musing Advertising Revenue
5880 Museum Store
Nontaxable - Inter Dept
5884 Museum Guild Sales - Nontaxable
5890 Misc Revenue -
5896 Beverage Sales - Taxable

Directions
Use one form per event.

Write your name at the top next to Guild Representative. Your title, if any, is below your name. Fill in the date you are making the deposit. Under **Full Name**, write the name of he person, business or organization giving the money. Under " **Chart"** match from the above Chart of Accounts the 4 digit code of the deposit. Under Project Code, enter the 3 digit code (ie, FOT & Golf) if known. Otherwise the MOAS staff will enter. In Under Check # enter the check #. Under check amount, enter the check amount. If you are depositing cash, enter under Total Excel data processing program, the formulas are in place to calculate the totals automatically. At the bottom of the form under **Total Checks**, enter the sum of all check $ and the sum of all **Cash**. Under **Grand Total**, enter the sum **Total Checks** and **Total Cash.**

The Museum Rep. receiving the deposit will sign & date. Appropritate copies must be given to Treasurer(s), President, VPs , Museum bookkeeper.

Guild Representative Name

Guild Representative Title Date

Full name	**Chart of Accounts**	**Project Code**	**Check # Number**	**Check Amount**	**Total**
			Total Checks		
			Total Cash		
			Grand Total		

Received - Museum Representative	**Title**	**Date**

Note: Treasurer must be sent signed copy of form.

REV July 2011