



Deposit Summary

Region _____	Agency _____
Deposit Date _____	Deposit Amount _____

Please copy any check over \$250, and any corporate check over \$75, and attach the copies to this sheet. We are required by the IRS to send a written acknowledgement for all contributions of \$250 or more. If you submit copies of checks for less than \$250 they will also be received as appropriate.

Note for Golf Tournaments or other events where value is exchanged: please send in summary of event listing what the person gets for their payment so that we can issue partial tax receipts as appropriate. The IRS threshold when value is exchanged is that any gift in excess of \$75 must receive a written disclosure of the value exchanged. Make sure you send copies of all checks for more than \$75.

T-shirt & Hat Sales:

Event where t-shirts & hats were sold: _____	
Sum of cash	\$ _____
Sum of checks	\$ _____
# T-shirts sold	_____
# Hats sold	_____
# T-shirts given away	_____
# Hats given away	_____

Event income:

Event Date: _____

(for example: entrance fees received, donations, vendor space fees, etc.):

What event was the money raised for (circle one)?

- Plunge (which one? _____) Plane Pull Golf Tournament Food Sales Truck Pull
 Tip A Cop Truck Convoy Cover the Cruiser Sponsorship Other (specify) _____

Sum of cash	\$ _____
Sum of checks	\$ _____

Tax-deductible donations (no tangible goods exchanged):

These donors will receive a thank you from SOVA if their contribution is over \$250.

List each donor individually:	Amount:	Credit to event? What event?
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Printed name of volunteer who raised the money: _____

Contact phone number: _____

Contact email: _____

Signature of volunteer who raised the money: _____

Second name & signature verifying deposit (required if over \$100): _____
 (print & sign name)