

St. Mark's Church

Deposit Form

Date you are submitting this form: _____

ACTUAL DEPOSIT DATE: _____

PLEASE SEE REVERSE FOR COMPLETE DIRECTIONS
If you have questions, please call the Parish Administrator at 202-543-0053 ext.305.

Name & phone number of person filling out this form: _____

Please credit to Account: (number) _____ (name) _____
(see back of this form for list of accounts)

Origin of deposit: _____
(name of program or activity generating deposit -- or other reason for deposit)

List of Checks and Cash

Photocopies of checks are required as explained on reverse; if you cannot access a copier, please call the Parish Administrator.

Name of payor on check or name of person giving cash	DATE of check/cash payment	\$ amount CHECKS	\$ amount CASH	Amount for which no goods or services were given in exchange*
<i>Check and cash totals from <u>this</u> page:</i>		checks	cash	
<i>Check and cash totals from any <u>additional</u> pages:</i>		checks	cash	
<i>Check and cash totals from <u>all pages combined</u>:</i>		checks	cash	
Grand Total: Add together the check and cash totals from all pages combined and enter on this line.		Total of all checks and cash combined		

* See bullet #1-d on the back of this form for more information about this column and directions for use.

DIRECTIONS FOR COMPLETING THE DEPOSIT FORM:

1. PLEASE FILL OUT THE DEPOSIT FORM COMPLETELY:

- a) *All deposits must be accompanied by a completed Deposit Form.*
- b) This form must list the specific account to be credited. See the list of accounts below, ask the organizer of the activity for which the money was collected, or contact the Parish Administrator (202-543-0053 ext.305).
- c) If you run out of room when listing checks, use a Deposit Form Addendum (or an additional Deposit Form) and list the total(s) from the additional page(s) at the bottom of the *first* form, where it says “*Totals from any additional pages.*”
- d) The column labeled “Amount for which no goods or services were given in exchange” exists so that money given to St. Mark’s for which nothing was received in return can be distinguished from money that was given in exchange for goods or services. The former must be *included* in the annual contribution statements sent to donors; the latter must be *excluded*.
 - If (for example) someone gives your group a check for \$100 and asks for nothing in return, write \$100 in the column labeled “\$ amount CHECKS” *and also* in the column labeled “Amount for which no goods or services were given in exchange”.
 - If (for example) your group sells tickets that cost \$10 each and a ticket-purchaser pays for their ticket with a check for \$10, then enter \$10 in the “\$ amount CHECKS” column but leave blank the column labeled “Amount for which no goods or services were given in exchange”. However, if a ticket-purchaser gives your group a check for \$30 for one \$10 ticket, enter \$30 in the column labeled “\$ amount CHECKS” and \$20 in the column labeled “Amount for which no goods or services were given in exchange.”
 - If someone gives your group a check to purchase an item your group is auctioning or selling for no set price (unlike the example above with tickets selling for \$10 each), leave blank the column labeled “Amount for which no goods or services were given in exchange.”

2. PLEASE PHOTOCOPY THE COMPLETED DEPOSIT FORM & ALL CHECKS (in alpha-order, please) AND FORWARD TO PARISH ADMINISTRATOR & ACCOUNT TREASURER AS FOLLOWS:

- a) Please give the photocopy of the form & one set of check photocopies to the treasurer of the account to which the deposit is to be credited.
- b) Please give the original of the completed form, the checks and cash to be deposited & one set of check photocopies to the Parish Administrator, by placing in a sealed envelope addressed to “Parish Administrator”, and doing one of the following:
 - Most secure – for deposits containing checks and/or cash: Place it in the Sacristy drop-safe immediately after a Sunday service. **OR** Deliver it into the hands of the Parish Administrator at Baxter House during business hours – and, **if part of your deposit is cash,** please call the Parish Administrator ahead of time, at 202-543-0053 ext.305, so that she can receive the deposit in person and so that you can both re-count the cash and sign off on its delivery/receipt – **or** – if your deposit consists of **checks only,** and the Parish Administrator is not present when you deliver your deposit, please place it in her mailbox.
 - Less secure – for deposits containing checks only: Deliver it to Baxter House after business hours by placing it through the mail slot on the Baxter House front door or – if you are able to enter Baxter House – by leaving it in the “Clergy-Staff In-Box” on the second-floor landing at the top of the stairs. **OR** Send it to Baxter House via the USPS mail. And – since checks sent in the mail have been lost on more than one occasion, please contact the Parish Administrator (202-543-0053 ext.305 or susan.block@stmarks.net) to make sure she has received your deposit.
 - Not secure: Never leave checks or cash in the undercroft mailboxes.

LIST OF ACCOUNTS

WORSHIP

70503 Worship Fund
(Easter & Christmas Festival Fund donations, wedding candle fees, etc.)

MUSIC

70542 Music Fund
70576 Chancel Choir Fund
70578 Choir Robes Fund
70588 Concert Series Fund
75022 Music Studio **Satellite** Acct.

NURSERY & YOUTH

70537 Nursery Fund
70598 Youth Activities Fund

PARISH GROUPS & ACTIVITIES

70508 Honduras Fund
70540 Penniman Project Fund (Christian Ed)
70554 Third Agers Fund
70555 Woman to Woman Fund
70564 Outreach Fund
70565 Shrine Mont Fund
70566 Mardi Gras Fund
70580 Pub Fund
70581 Christian Education Fund
70583 Social Events Fund
(Crab Fest, parish dances, etc.)
70589 Arts Council Fund
70592 Book Club Fund

CLERGY DISCRETIONARY FUNDS

70534 Rector's Discretionary Fund
70562 Asst/Assoc Rector's Discretionary Fund

BUILDINGS AND GROUNDS

70509 Garden Fund
70516 Buildings and Grounds Fund
70517 Building Replacement Reserve
70556 Historic Preservation Fund
70582 Columbarium Fund
70584 Sign Fund
70593 Save the Nave Fund

ADMINISTRATION

70500 Parish Reserve
70502 Security Deposits
70504 Donations Holding Account
70522 Diocesan Assessment Reserve
70550 Endowment Transfers Fund

INCOME ACCOUNTS

40050 Special Offerings
(to honor special occasions & people or for special purposes)
40060 Miscellaneous Income
(Parish Directory purchases, Gospel subscriptions, etc.)
40080 Wedding Fees (for use of church & other services)
40100 The Pub (contribution to overhead)
40130 Players (contribution to overhead)
40140 Yoga Center (contribution to overhead)
40150 Music Studio (contribution to overhead)
40160 Dance Studio (contribution to overhead)
40260 Outside Counseling Services (space use fees)
40270 Use of Buildings - Other (space use fees)

St. Mark's Church

Deposit Form Addendum

Name of payor on check or name of person giving cash	DATE of check/cash payment	\$ amount CHECKS	\$ amount CASH	Amount for which no goods or services were given in exchange*
<i>Add up the checks and cash listed on this page only and enter the totals on this line in the boxes marked "checks" and "cash"</i>	Totals from this page:	checks	cash	

* See bullet #1-d on the back of this form for the purpose of this column and directions for use.