MICHIGAN GARDEN CLUBS, INC.

DEPOSIT LOG

NAME: _____ DISTRICT: _____ EMAIL: _____ PHONE: _____

TYPE OF DEPOSIT: _____ DATE OF DEPOSIT: _____

Dues, Event, School, Sales, Committee, etc.

Please record the following information for each check before making a deposit. Up to 20 deposits can be entered on this log and there is an auto "Sum" feature at the bottom.

Instructions for making deposits to the MGC Corporate Checking Account

1. Endorse the checks "For Deposit Only" using the stamp provided
2. Record each check to be deposited onto this worksheet - one sheet per deposit date
3. Save a copy of this completed Log
4. Deposit checks using the pre-printed MGC deposit slip at any 5/3rd bank and get a deposit receipt
5. Scan the deposit receipt and email with this Log to Jennifer Heinrich jheinrich@sebertans.com 269-441-8981
6. Keep copies for your files.

MGC Account #: See list below	Club, Person or Vendor Name / Deposit Description	Check #	Amount
Total Checks			$ 0.00

EVENTS, SCHOOLS, DISTRICT MGC ACCOUNTS

400.000 Dues, Membership
433.001 Registration Fees
433.002 Exams & Fees
433.003 Vendor Fees
433.005 Donations
433.006 Event Merchandise Sales
433.007 Silent Auction Proceeds
433.008 Awards
433.010 Other

OFFICER, COMMITTEE CHAIR MGC ACCOUNTS

400.040 Awards
403.000 MGC Merchandise
410.012 Scholarship
410.030 Loda Lake
410.040 President's Mission Fund
410.060 Life Membership
420.526 Insurance Endorsements