

ABATE OF OHIO, INC.
REGION DEPOSIT REPORT

Characteristics:

1. Category: Finance.
2. Established by: Request of State Treasurer.
3. Purpose: To document the source(s) of deposit(s) to regional checking account.
4. Audience: Anyone involved in region finance.
5. Required? Yes.
6. PDF Format: [Click Here to Download](#).
Excel Format: [Click Here to Download](#).

Directions:

1. Region – indicate region number.
2. Deposit Date – date of deposit in mm/dd/yy format.
3. Day of Event – amount of money collected on the day of the event.
4. (Event Name) – name of event for Day of Event amount.
5. Pre/Post Event – amount of money collected before or after the event. Money collected before an event is usually donations to help with expenses. Money collected after an event is usually late coming income. Make sure to include these in the Event Report.
6. (Event Name) – name of event for Pre/Post Event amount.
7. Membership – amount of money collected with membership applications.

8. Product Sales – amount of money collected for non-event specific product.
9. Donations – amount of money collected as a donation to ABATE.
10. Special Draw – amount of proceeds from a special drawing.
11. Pass the Hat – amount of money collected by passing the hat.
12. Raffle – amount of proceeds from a raffle.
13. Other Income:
 - a. List the description in the left hand column.
 - b. Amount of money collected from the above source.
14. Total Deposit – total of all the monies listed in the same column.

Special Cases:

None.

Handling:

1. One column must be filled out for every deposit. It is recommended that a separate deposit be made for each activity.
2. Send to: Region Treasurer.
3. Deadline: Must be submitted with Monthly Region Report.