

Depositing Funds Raised for GoodLife Kids Foundation



Don't make your deposit at TD Canada Trust using a GoodLife deposit slip	→	Deposits for GoodLife Kids Foundation (GLKF) should be done at RBC using a GLKF deposit slip
Don't just make the deposit and send the slip to GLKF	→	Email events@goodlifekids.com to notify of the deposit, your name, club name/number and date of deposit
Never shred any documents for GoodLife Kids Foundation	→	Send all documents (deposit slips, completed pledge forms etc.) for GoodLife Kids Foundation to Home Office using the <u>free</u> GLKF envelopes available on WorkFlow
Don't take debit and credit card donations using Moneris	→	Collect donor information on a Pledge Form or Credit Card Donation Form or assist the member in making an online donation at spin4kids.com or goodlifekids.com
If you've taken a payment via Moneris or made the deposit to TD Canada Trust	→	Do not attempt to create an entry in EXERP. Immediately email iburrows@goodlifekids.com AND accounting@goodlifefitness.com
Don't enter anything into EXERP Your register won't balance and you can't enter the information	→	Keep all GLKF cash separate from EXERP payments

If you run out of deposit slips, the **ROYAL BANK** can prepare one for you when you provide the following information:

Payable to the account of GoodLife Kids Foundation
Bank Number 003
Bank Transit 02722
Bank Account 109-386-3

Additional deposit slips can be requested from tmcguire@goodlifekids.com

Income Tax Receipting

Income tax receipts may only be issued from GoodLife Kids Foundation. For cash and cheque donations, this will occur after your event, once the funds and completed pledge forms are received and processed. Please allow 8 weeks from your fund submission for income tax receipts to be issued.

PLEASE SEND COMPLETED PLEDGE FORMS WITHIN 2 WEEKS AFTER YOUR EVENT.

What We Can Receipt:

- Cash/Cheque donations of \$20.00 or more – complete name & address of the donor are required

What We Cannot Receipt:

- Donations of prizes, auction items, services, food, beverages
- For the purchase of an auction or draw item, personal trainer services as result of a draw or auction as the donor has received something in exchange for their donation.
- Sponsorship contributions in which the sponsor receives a benefit such as recognition of their support.

How to Fill out Your Deposit Slip

1. Date of the deposit will reflect today's date.
2. Initials will reflect the initials of the person making the deposit
3. If there are any cheques to deposit, list them by name on cheque (i.e. B. Smith or GoodLife) and the cheque #
 - a. Use this space for the dollar amount listed on the cheque (i.e. \$20 or \$167)
 - b. Use this space for the cent amount listed on the cheque (i.e. \$0.50)
 - c. Enter the total number of cheques in the deposit
4. Total the amount of all your cheques and enter it here. If any cheques are in US funds, use the US Cheques line.
5. Insert the details of the cash and cheques that will be deposited in this area.

Example in bold:

- COIN is the loose coins added up (quarters, nickels, dimes)
 - CHEQUES is the amount of all cheques being deposited
 - # of CHEQUES is the total cheques deposited (3c)
 - SUB TOTAL includes cash, coin and cheques
 - RATE is the exchange rate for any US cash/cheques. This will be added by the bank.
 - TOTAL of all cash, coins and cheques
6. Deposit the money at the nearest RBC bank
 7. Scan the white copy the bank will give you, then send the copy to GoodLife Kids Foundation

3 X \$5	\$15	00
2 X \$10	\$20	00
0 X \$20	-	-
1 X \$50	\$50	00
0 X \$100	-	-
COIN	\$0	85
CDN CASH TOTAL	\$85	85
CHEQUES TOTAL	\$40	-
SUB TOTAL	\$125	85
RATE		
TOTAL	\$125	85