

# 2010 Scottish Games & Festival

## Caledonian Club of Sacramento

### Check Request or Deposit of Monies

Venue: \_\_\_\_\_ Your Name: \_\_\_\_\_

Check Payable To: (If different than Originator) \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

**Check Request**

**Deposit of Monies**

#### Check Request or Deposit of Monies Information:

(Please use separate forms for your Check Request and Deposit of Monies. See back side for codes.)

Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____
Code: _____	Amount \$ _____	Description _____

*Note: If you are depositing more than 8 checks, please include a spreadsheet with the following info: Name, check #, amount and total being deposited.*

Receipts Attached  (If no receipts, please explain) \_\_\_\_\_

**Total Check Request** \$ \_\_\_\_\_

#### Approvals:

**Total Deposit** \$ \_\_\_\_\_

Committee Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Games Manager: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Send this form to:**

Susan Wilson, Club Treasurer  
18 Spray Court, Sacramento, CA 95831  
E-mail: ~~subwilson~~ @aol.com

## Accounting Codes

### Administration

1E	Accommodations
1F	Callie Tent
1B	Finance (Insurance, Treasurer)
1C	Games Manager
1D	Games Secretary
1G	Hospitality
1N	Licenses
1M	Taxes

### Competition

2A	Athletics
2B	Drum Majors
2C	Highland Dance
2D	Piping & Drumming
2G	Sheep Dogs
2F	Tug of War

### Events

3A	Animals
3J	Artesian
3U	Beverage Sales
3B	British Cars
3I	Ceilidh
3C	Ceremonies
3D	Clans
3S	Concert
3T	Country Dance
3G	Entertainers
3H	Fiddlers
1L	Genealogy
3E	Harps
3L	Kirkin
3M	Lads & Lassies
3N	Lectures
3O	Plants & Flowers
3Q	Vendors - Food
3P	Vendors - Goods
3R	Walk Thru History
3S	Whisky Tasting
3T	Bonnie Knees

### Marketing

4A	Advanced Ticket Sales
4K	Advertising
4H	Logos/Design
4I	Patrons
4G	Photography
1J	Product Sales
4B	Program Production
1H	Program Sales
4C	Promotions
4E	Public Relations
4D	Publicity
4J	Sponsors & Underwriters
4F	Ticket Production

### Operations

5A1	Bleachers
5A2	Castle Gate
5B	Communications
5O	Contract Labor
5A	Equipment
1A	Fairgrounds –OPR
5C	First Aid
5K	Gate & Ticket Sales
5D	Golf Carts
5GA	Grounds
5E	Ice
1K	Information – OPR
5M	Logistics
5A4C	Miscellaneous
5F	Parking
5GB	Restrooms
5G	Sanitation
5H	Security
5A3	Signage
5J	Sound
5A4	Stages
5N	Transportation
1I	Volunteers