

# **Deposit Guidelines for Dayton Women's Council of Realtors**

## **PROGRAM//DUES DEPOSITS**

Our Chapter needs all funds budgeted in a timely manner to operate and to keep track of attendance expectations. Officers, Chairs and Members are asked to turn in all monies collected to only our Treasurer for proper management.

**PAYMENT:** Officers, Chairs and Members who have committed Companies or individuals to Sponsor an event or program are asked to turn in a Deposit Form with any monies received for Sponsorship to the Treasurer. Be sure to write the General Ledger Number on the form.

**GETTING FORMS:** Interactive and PDF Deposit Forms and the General Ledger List can be obtained under "forms" at [www.wcrdayton.com](http://www.wcrdayton.com)

## **SPONSORS COMMITMENTS/DEPOSITS**

**COMMITMENT FORM FOR MONIES PROMISED:** Officers, Chairs and Members who have committed Companies or individuals to Sponsor an event or program are asked to turn in the Commitment Form to the Treasurer. The Treasurer will then generate an invoice and return it to you for your records, or to give to your Sponsor if requested. This invoice will flag our system for monies expected and help both you and the Treasurer can track payment. Be sure to write the General Ledger Number on the form.

**DEPOSITS FOR MONIES RECEIVED:** Officers, Chairs and Members who have committed Companies or individuals to Sponsor an event or program are asked to turn in a Deposit Form with any monies received for Sponsorship to the Treasurer. Be sure to write the General Ledger Number on the form.

**GETTING FORMS:** Commitment forms, Interactive and PDF Deposit Forms and the General Ledger List can be obtained under "forms" at [www.wcrdayton.com](http://www.wcrdayton.com)

## **PROCEDURE**

1. **GET FORMS:** Fill out completely.
2. **MAIL OR PRESENT TIMELY:** All Commitments and Deposits should be given to Treasurer immediately and no later than 30 from receipts.
3. The Treasurer will commitments and deposits anytime in person or by mail at:  
WCR Treasurer  
P.O. Box 111  
Dayton OH 45401-0111  
Phone: (937) 612-1110  
Email: [wcrdayton@gmail.com](mailto:wcrdayton@gmail.com)
4. **MAKE COMMITMENTS/DEPOSITS COMPLETE:** All submission must be accompanied by:
  - WCR Sponsor Commitment or WCR Deposit Form, completely filled out  
These are available under "Forms" at [www.wcrdayton.org](http://www.wcrdayton.org)
  - Be sure to include General Ledger Number  
The list can be obtained under "Forms" at [www.wcrdayton.org](http://www.wcrdayton.org)
  - Checks or Money Orders to Be Deposited
5. **PROCESSING:** The Treasurer will deposit all monies received within 3 days, and will invoice all WCR Sponsor Commitments within 30 days.