

**NOTE: For faster processing:** Contact the Treasurer if you want to make deposits directly into the MASSB Foundation's account at M&T.

This would require your follow-up by sending MASSB Foundation a PDF of the deposit slip and a PDF of any expenses paid through reduction of the amount you deposit (such as fundraising expenses for an event that resulted in donations).

If you follow this approach, your transmittal email to [info@massbfoundation.org](mailto:info@massbfoundation.org) should include the PDFs and explain the total amounts shown in the receipts. For example:

"Attached is a deposit slip for \$\_\_\_\_. The total revenue from our fundraising event was \$\_\_\_\_, and we paid a total of \$\_\_\_\_ for related expenses (as shown in the attached PDF of receipts)."

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Deposit Transmittal Form: Dated \_\_\_\_\_, 20\_\_

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MASSB Foundation  
Attn: Foundation Treasurer  
103 Market Street  
Annapolis, MD 21401

Re: Deposit for MASSB Foundation

To whom it may concern:

Enclosed for deposit in the MASSB Foundation, in a sub-account for the \_\_\_\_\_ County Department of Social Services (DSS), are checks payable to the MASSB Foundation (and/or the \_\_\_\_\_) in the total amount of \$\_\_\_\_\_. Also enclosed (unless already on file with you) are our certified resolutions approving our sub-account. We understand that you will now –

\* invest the enclosed deposits in a short-term checking account, with our account not sharing earnings or banking expenses.

Note: we have checked here  in order to request information about establishing a long-term pooled endowment account under which our account would share in allocations of earnings and expenses;

\* (if not already done) establish an account within the MASSB Foundation, in the name of our county DSS; and

\* distribute funds from our sub-account only upon our written request in accordance with our board-approved resolutions, subject to our obligation to provide you with representations establishing a tax-exempt use for funds being requested.

Please send a receipt for this deposit to our Board using the following email addresses for all who should receive reports: \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_; \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_; and \_\_\_\_\_@\_\_\_\_\_.\_\_\_\_.

We understand the trustees of the MASSB Foundation will be sending us regular reports in which you set forth the value of our account, and all account activity.

Best regards,

Updated 12/5/2019

MASSB Foundation Resource: Deposit Transmittal

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_