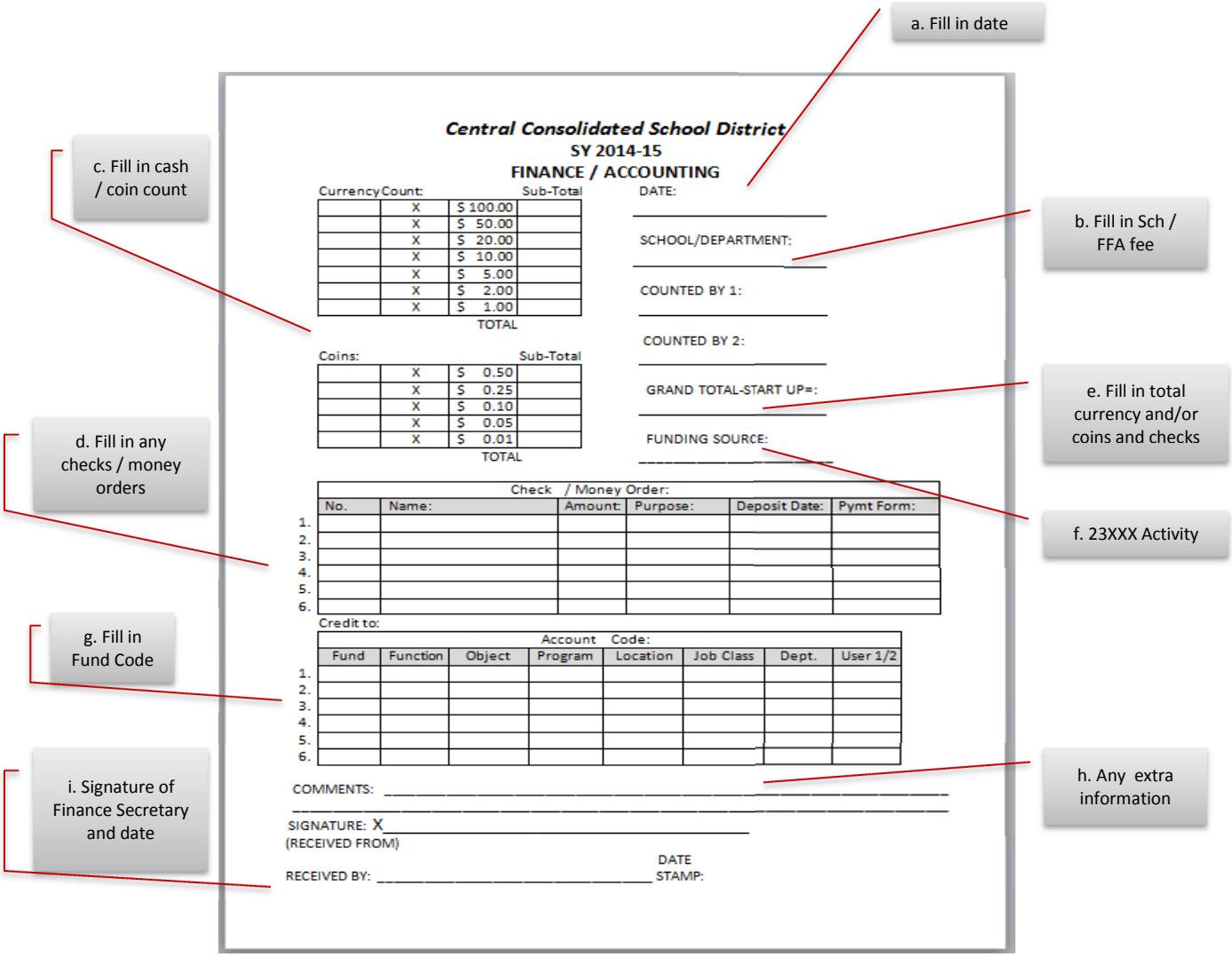
Central Consolidated School District

Deposit Procedures

Every time cash, money orders and/or a check are received from an individual making a payment or from a fund raiser, the funds must be deposited within 24 hours.

Financial Secretary:

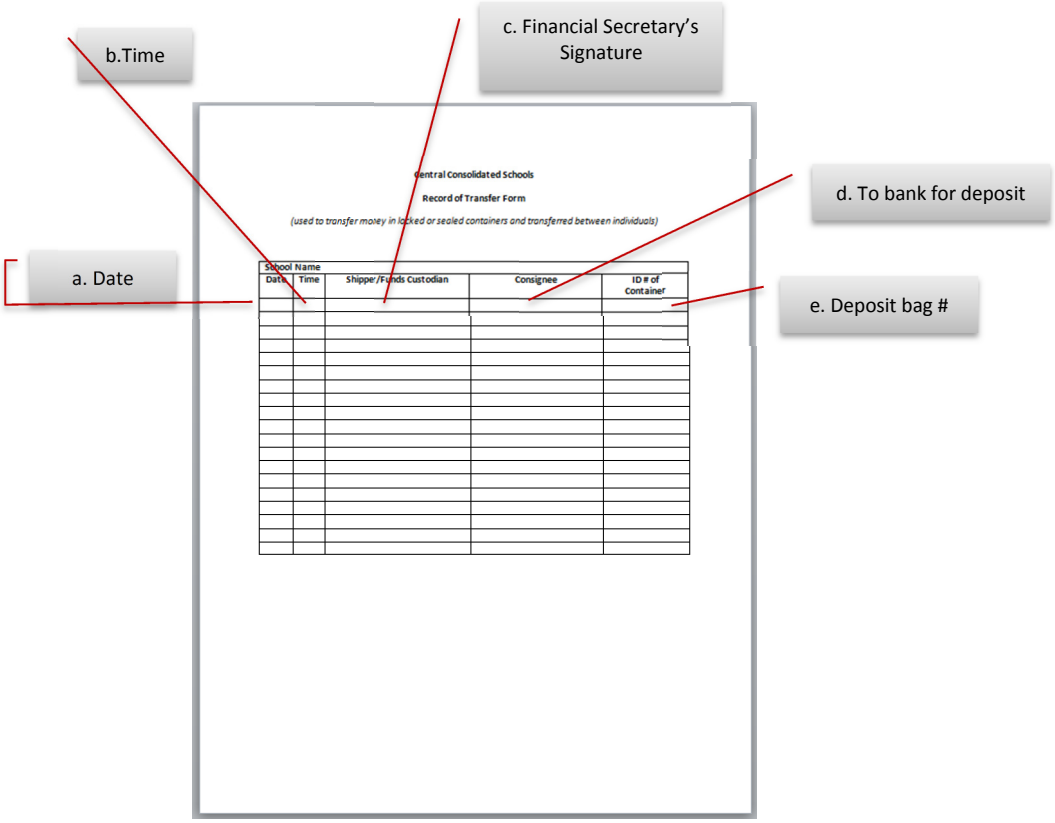
1. Receipt money received.
2. Fill out Finance / Accounting Form (Proof of Cash).



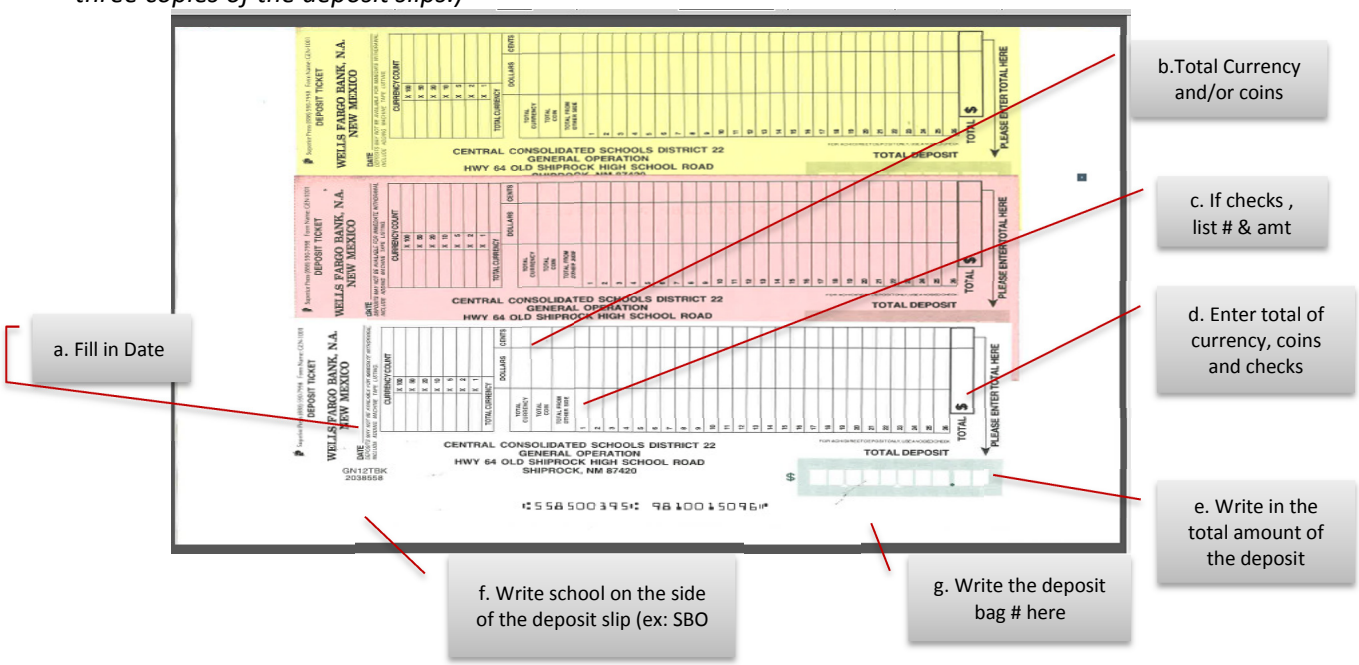
Central Consolidated School District

Deposit Procedures

3. Fill out a Transmittal Form. (*Any time money is transferred from one person to another (money changes hands).*



4. Fill out the deposit slip. Make sure the correct deposit slip is filled out (Operating or Activity). Wells Fargo has Operating and Activity Accounts and Bank of the Southwest has Operating and Activity Accounts. *(Please press down hard when writing so the information will show on all three copies of the deposit slips.)*



Central Consolidated School District

Deposit Procedures

5. Insert the cash, coins, and/or check and money orders along with the deposit slips into the deposit bag. Fill out information needed on the deposit bag. Tear of the top strip and attach it to the school's copy of the documentation. SEAL THE BAG BEFORE TAKING DEPOS

6. Take the Deposit Bag to the Bank for deposit. The teller will count the money and return the pink and yellow copies of the deposit slips along with a Deposit Receipt.

7. Make copies of the deposit documentation. Attach the deposit receipt, yellow copy of deposit slip and the yellow copy of receipts to the original documentation. The receipts should be in consecutive order and add up to the amount of the deposit. Send all the original documentation to the Finance Office.

8. Attach the pink copy of the deposit slip and pink copy of receipts to the school's copy of the deposit documentation and file.