School Secretaries:

We need to be consistent (for the bank) concerning what they receive from school bank bags. Attached are deposit directions that are sent to the schools at the start of each new year.

When you have different account numbers but same fund – only separate them on your cash receipt slip. You have five description lines to do this on and additional pages as per attached. Then combine all money for one total on one deposit slip.

We must receive: One Original Deposit Slip

One Carbon Copy of the Deposit Slip Your Cash Receipt (white & gold slips) Two (separate) Calculator Tapes (only two)

Please Use Change Envelopes

When listing checks – the bank only needs check numbers (or last name) and totals or one total as per tape that list all checks. (copy attached) Not Required – but if you want a copy for your paperwork, it must be a "Xerox" copy. The Business Office will always have the carbon copy on file.

If you need additional information and/or students names per checks, make a list to stay with your pink cash receipt that remains in the book.

This consistency is a must when the bank calls the Business Office with questions on a deposit. This notice is going out to all schools because we are receiving so many different deposit procedures.

Thank you for your time and have a great year.

Bescelia Lanehart Secretary/Business Office.



Tape

0.00

Western Commerce Bank

FOR

of this banks collection agreements.

	(School Name)			
DATE	8/15/2016			
Checks and other items are received for				
deposits	subject to the terms and conditions			

Activity

Date 8/16	Dollars	Cents
Currency	134	00
Coin	41	73
Checks as Follows	114	00
see attached tape		
Total Deposit	289	73

Send Two Bank Deposit Slips List as shown above. One Original & One Carbon Copy Do Not make more than one carbon

Western Commerce Bank

FOR

С

Activity

(School Name)

50.00	+	u	DATE 8/15/2016				
40.00	+	r	Checks and other items are received for				
20.00	+	r	deposits subject to the terms and conditions				
15.00	+	е	of this banks collection agreements.				
9.00	+	n					
134.00	*	С	Date 8/16	Dollars	Cents		
		У	Currency	134	00		
0.00	*		Coin	41	73		
30.75	+	С	Checks as Follows				
5.30	+	0	1411	15	00		
4.55	+	i	3063	15	00		
1.13	+	n	7104	7	00		
41.73	*		1306	42	00		
			1717	35	00		
0.00	*						
15.00	+	С					
15.00	+	h					
7.00	+	е					
42.00	+	С					
35.00	+	k					
114.00	*	S					
0.00	*	T					
134.00	+	0					
41.73	+	t					
114.00	+	а	Total Deposit	289	73		
289.73	*	I					

Send Two Original Calculator Tapes Begin with Currency (High to Low) 100 - 50 - 20 - 10 - 5 - 1's Second: Coins 25 - 10 - 5 - 1¢

Third: Checks Last: Show Totals

Checks Collected - Pay To: Your School Name - Stamp backs of checks, coin wrappers & straps with your activity account stamp.

Always send White & Gold cash receipts with your deposits. The Pink copy always remains in deposit book. (If voided, keep all three in book). Begin your school year with the unfinished book from last year before requesting a new book. When requesting cash receipt books, please do so towards the end of usage of your current book. Thank you and have a wonderful beginning!