

2016/17

**Bank Bag Info. 2 pgs.**

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.



