

ACTIVITY FUND PROCEDURE MANUAL

SECTION 5 DEPOSIT OF FUNDS

5.1 GENERAL OPERATING PROCEDURES

A. Deposits must be made weekly or whenever cash collections exceed \$50. Undeposited receipts at the close of the school week (normally Friday except in the case of holidays) should be kept to a minimum.

B. It is recommended that all checks be endorsed as follows at the time they are receipted. Each campus office has an endorsement stamp that may be used.

Pay to the order of
[District Bank]
For Deposit Only
CISD Student Activity
[Bank Account Number]

C. All cash receipts supporting cash deposits shall be deposited in numerical sequence.

D. Re-deposits of returned checks must be deposited separate from other funds collected and will be handled by the business office. There will be a \$20.00 fee for each returned check.

E. All monies on hand at the end of the school year, including petty cash, should be deposited prior to closing the books for the year.

5.2 PROCEDURES FOR PREPARATION OF BANK DEPOSITS

A. A bank deposit slip shall be prepared in duplicate by the business office clerk and shall include the following:

1. The date and amount of the deposit
2. A listing of each check in the deposit. Deposit Breakdown (Form B) may be used for this purpose.

B. The original copy of the deposit slip is retained by the bank. The duplicate copy is validated by the bank and returned to the business office. The business office clerk should verify the validated amount.

C. The sum of the amounts of the supporting cash receipts must agree with the amount of the deposit slip.

D. For procedures on handling returned checks, redeposits and deposit corrections, see Section 6 of this manual.

5.4 CASHING OF CHECKS

- A. The practice of cashing personal checks is not allowed.