

Making Deposits from Recreation Centers, Administration, Athletics or Aquatic Facilities Overview

Pursuant to City Ordinance, deposits must be made whenever there is \$50.00 or more received into the department or the last day of the month.

The following are the steps to complete a deposit:

1. A receipt is written whenever money is received. A separate receipt is made for EACH transaction.
2. A Deposit Summary is created for each deposit to let the Office Assistant know how to charge each revenue source of the deposit.
3. Deposit Slip Complete before the money is deposited into the bank. (Please make one deposit slip per day as every deposit must be processed separately).

Please use the following pages for instructions on how to complete each form listed above.

Deposit Procedure

When money is received into the department, a receipt is written for each transaction. If you receive a check, stamp the back with the City deposit stamp.

Pursuant to City Ordinance, a deposit must be made by the end of the day if there is **\$50.00 or more** in the department or if it is the last day of the month. The remittance reports must be in accounting within one day of the deposit (Office Assistant writes entries for Accounting) Deposits must be given to Office Assistant the same day deposit is made.

Payments received from Admin, Recreation Centers, or Athletics (see attached sample)

1. **Deposit Summary** All deposit information is to be typed. Each income source is to be listed separately with the following information:
 - a) Name of the division submitting deposit money
 - b) Deposit
 - c) List each source of income (i.e.: After School Program, Ceramics, etc.) separately and Include Account number for each income source of the deposit separately. (refer to the P & R Activity Codes & Revenue Accounts sheet for proper codes to be credited)

Sample Account Number: 1111- XXXX – XXXXX – 745 – XXX

Division	Revenue	Activity
Code	Code	Code

Division Codes:
6050: Recreation Centers, Aquatics & Athletics
6030: Parks & Grounds
 - d) List total amount of cash & checks then add together indicate total amount of both.
 - e) Give a breakdown of the following:
 - a. Name, Income Description, Receipt number, Check Number, Cash, Dollar Amount.
 - b. At end of listing, add all in each account and indicate a total of each income source. (This total must agree with 1d).
 - f) Sign deposit sheet (if more than one staff member makes a deposit, and the signature is not legible, please type the name of the staff member.
 - g) At bottom of summary, add all separate sources of income and indicate a grand total at bottom of page. This dollar figure must agree with total amount of deposit.

Writing a Deposit Slip (See attached sample)

Note: Place protector between all four deposit slips, as they are carbonless.

1. All paperwork MUST BE LEGIBLE.
2. Date the deposit slip
2. Indicate the amount of cash being deposited
3. Indicate the amount of coin (**coins must be wrapped if we have enough coins for a specific denomination**)
4. Under Checks, indicate the **last name** on the check and dollar amount of each check. Include money orders under checks. Indicate name of person on front of money order.
5. Add currency, coin and checks and write the total in the **Total box**

6. Count the number of checks in the deposit and indicate that number in "Item Total" box. (If no checks, indicate "0".
7. On the side of the deposit ticket, indicate the amount of the total deposit.
8. At the top of the slip, write the facility name and put your initials.
9. Send white, yellow and pink & blue slips to bank with deposit.
10. Make a copy of the deposit slip & checks that are being deposited. On the copy, stamp All checks & deposit slip "COPY" (refer to sample). Make deposit at bank and give the deposit summary, original deposit slips processed by the bank (yellow, pink & blue) and copies of the checks & deposit ticket to the Office Assistant to process deposit further.

Making a Night Deposit – Recreation Centers, Athletics, & Aquatics Deposit

Follow above procedure then:

1. Put the original 4-part deposit slip, cash and checks in the bank bag
2. Put a copy of your deposit ticket with copies of checks (if any), along with deposit summary or Aquatic Tally sheet in the bank bag
3. Mark these items "Leave in Bag"
4. Drop bank bag in the night deposit at the bank
5. Pick up deposit the next day and give to Office Assistant for further processing.