



MONEY COLLECTION / BANK DEPOSIT REPORT

A) Today's date: _____

Money collected and counted by: _____

Amount collected: \$ _____.

Reason for collection: (Lunch, Fieldtrip, Locks, etc.) _____
(If not a "standard" deposit, also forward a copy of check and/or any back-up documentation)

Building:

_____ MES

_____ MPC

_____ JH

_____ WT

_____ AUX

_____ MIS

_____ JNS

_____ D.O.

_____ OTHER (Please Specify)

B) DEPOSIT DETAIL

Currency \$ _____

Coin \$ _____

Checks \$ _____

Total deposit amount: \$ _____

Forward this form along with a copy of the deposit slip to the Business Office.

Deposit date: _____

Deposit amount verified and made by: _____

C) FOR BUSINESS OFFICE USE ONLY

ACCOUNT NUMBER

AMOUNT

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

_____ \$ _____.

MONEY COLLECTION / BANK DEPOSIT REPORT

February 7, 2006 (Date Procedure Established)

The following is a new procedure created to separate duties in order to strengthen internal controls and operating efficiency for Minooka School District #201.

The attached Bank Deposit Report is to be used for any/all money collected at the building level (i.e. collections for fieldtrips, lunches, locks, gym suits, lost books, pay to play, etc.). A separate Bank Deposit Report should be completed for each type of collection (i.e. money collected for lunches should not be combined with money collected for field trips, etc.)

It is extremely important that each step of this process be completed in the timeliest manner possible. Each Section should take no longer than three business days, and all deposits should be made no later than Friday of the week it is collected. Check with building Principals for procedures on securing any cash/checks prior to bank deposit.

Section A:

To be completed by the person who collected the money.

Make sure all areas of information requested are complete, and forward to the appropriate person responsible for Section B.

Section B:

To be completed by the person who makes the deposit at the bank.

Fill in the deposit detail area. Verify that the total deposit amount matches the amount collected specified in section A. After the bank deposit slip is completed, make a copy, staple the copy to the back of the bank deposit report and forward to the Business Office. Make sure all areas of information requested are complete. The bank deposit receipt should be kept at the building with your back-up documentation.

Section C:

To be completed by the person responsible for posting receipts in the accounting system at the Business office.

The dollar amounts from sections A and B will be verified. The appropriate expense/revenue accounts will be determined, and the cash receipts will be recorded in the accounting system. The reports will then be used to reconcile the bank statements.