DEPOSITS

All cash and checks collected at a campus and/or department are to be worked up on a daily basis and sent to the administration at least once a week. Contact officer if deposits have not been picked up each week. Complete a deposit transmittal, deposit slip, deposit tamper resistant bag for each deposit and keep a list of all deposits/bags on a Deposit pickup log.

<u>DEPOSIT TRANSMITTAL</u> –Exhibit D1 (Please use template I sent for your campus)

- 1. Bank Account Number Activity account # is 6195425027 (each campus has a different location code number) (Completed on the template)
- 2. Campus -- name of campus/organization (Completed on the template)
- 3. Date -- current date
- 4. Budget # -- funds are to be credited
- 5. List of Checks Section from each of the individual checks list name (last then first), check # & amount of the check in this section. If more than 34 checks, place them in a separate deposit. Deposits should not contain more than 34 checks. Be sure to endorse all checks.
- 6. **Detailed Description of how funds were acquired** Enter Receipt #'s from campus receipt book for checks being deposited. Please enter a brief description on how the funds were collected in the "Description Section" along with the bag # used to send the deposit to the bank. This information is needed for audit purposes.
- 7. **Currency Section** -- # of bills for each denomination *formula is set to calculate the amount for each denomination* (No need to total a formula is set to total it)
- **8.** Coin Section -- # of each denomination of coins *formula is set to calculate the amount for each denomination*. (No need to total-formula set)
- Deposit Slip Information Section Do not need to enter any informationformulas are set-up to pull data from other sections. [Use this section to complete bank deposit slip.]
- 10. SAVE AS: Save the file each time by going to File, <u>Save As</u>, (use a file name such as campus name plus date of deposit. Ex. Admin 05-10-17). <u>Do Not</u> click on the disk icon to save -- this will write over the blank form/template.
- 11. **Print** out copies for the bank (place one in currency/coin section and one in the checks/deposit slip). Keep one for campus records as part of backup for the deposit in case ever audited.
- 12. Email the file to me at jringleben@tcisd.org the day the deposit is worked up. Do Not Wait. Waiting causes delay in posting deposits. Delays the budget being credited and causes delay in spending the funds. Allows me to verify deposit was received at the bank in a timely manner and not lost by courier(s). I need everyone to email this to me; don't send interoffice. This assists me in creating a spreadsheet of all checks deposited. When a bad check is returned from the bank it will be quicker to research and find where the check was deposited and to what budget it was credited. The return check is debited out of the budget quicker and this helps to avoid taking future bad checks.

DEPOSIT SLIP –Exhibit D2

Using the Deposit Transmittal "Deposit Slip Information Section"

- 1. Enter Date
- 2. Enter Currency Total Amount
- 3. Enter Coin Total Amount
- 4. Enter Check Total Amount (If sending a copy of the completed transmittal with the deposit to the bank, no need to list the checks on the deposit slip. In the check section of the deposit slip write "See enclosed list." In this case include a copy of the transmittal in both sections of the security deposit bag.
- 5. Enter Deposit Total This is entered in two sections on the deposit slip.
- 6. Enter the number of checks in the Total Items Box of the deposit slip.
- 7. Note Tamper Resistant BAG # on the deposit slip.
- 8. Copy all checks and deposit slip to keep with campus receipts/backup.
- 9. Have another employee verify cash / deposit slip is correct in your presence.

TAMPER RESISTANT BAG – Exhibit D 3 & Exhibit D 4

Use one bag for each deposit. Do not put multiple deposits in one bag.

- 1. Fill out deposit bag information before inserting items.
 - a) Customer Name Texas City I. S. D.-Campus name
 - **b)** Account Number Bank number from deposit transmittal or deposit slip plus campus location code #
 - c) Date current date
 - d) Cash Total currency amount
 - e) Coin Total of coin amount
 - f) Checks Total of checks
 - g) Total Deposit total
 - h) Number of One Hundred Bills leave blank
 - i) Signature your signature and person who verified the cash
 - j) To (Para): Wells Fargo Bank
 - k) Special instructions if needed
- 2. Tear off top tab showing bag number and retain with copies of deposit items for campus records.
- 3. Insert checks, copy of deposit transmittal and deposit slip in the Left Side.
- 4. Insert the currency, coin and a copy of your deposit transmittal in the right side pouch.
- 5. Once everything is in the bag, peel off strip to expose adhesive. Press down firmly from center to edges.
- **6.** DO NOT ATTEMPT TO REOPEN—if the tamper resistant strip shows any signs of tampering the bank will not accept the deposit bag.

DEPOST PICKUP LOG – Exhibit D 5

Write Cafeteria bag and all campus activity deposits on the Security officer's deposit pickup log. – DAILY. Enter date, campus, deposit total and bag/seal #.

After officer signs "Receipted By" section keep copy for campus records and officer takes original with deposits to the administration vault. Brinks picks up and takes to Wells Fargo Bank. It takes several days before bank credit's the TCISD's account.

TCISD Cash # (Business Office)



Texas City Independent School District Deposit transmittal of funds

Wells Fargo Bank Account # 6195425027 - 000750

Campus	Administration Activity	Date	05/10/17
Budget #	461 Q 00 349	$0\ 00\ 750\ 0\ 00\ 018$	

LIST OF CHECKS			
Name	Check #	Amount	
1 Howard, Julie-Ann	102	20.00	
2 Lee, Margaret	201	20.00	
3			
4			
5			
6			
7			
8		CONTRACTOR OF THE PROPERTY OF	
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
Total chec	ks	\$40.00	

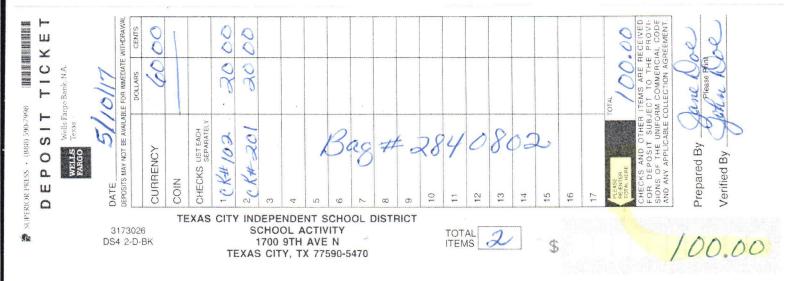
Detailed Description of how funds were acquired: Ex.(fundraiser, car wash) List of Receipt #'s making up deposit			
Receipt #'s 046601 thru 046607			
Reimbursement for shirts purchased			
BAG# 2840802			

CURRENCY			
Currency	Number of bills	Amount	
\$100.00		\$0.00	
\$50.00		\$0.00	
\$20.00	2	\$40.00	
\$10.00	2	\$20.00	
\$5.00		\$0.00	
\$2.00		\$0.00	
\$1.00		\$0.00	
Total Currency		\$60.00	

COINS			
Coin	Number of Coins	Amount	
\$1.00		\$0.00	
\$0.50		\$0.00	
\$0.25		\$0.00	
\$0.10		\$0.00	
\$0.05		\$0.00	
\$0.01		\$0.00	
Total Coins		\$0.00	

Deposit Slip Information		
Currency Total	\$60.00	
Coin Total	\$0.00	
Check Total	\$40.00	
Deposit Total	\$100.00	

DEPOSIT SLIP EXAMPLE



#000750# #580800393#

619542502711

Exhibit D3

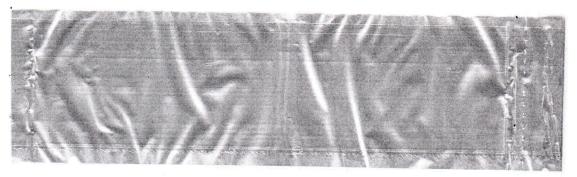
LEFT SIDE

DATE (FECHA):

Checks (Cheques): Total Deposit (Depósito Total):

TEAR OFF RECEIPT

CK2840802



INSERT CHECKS AND DOCUMENTATION INTO THIS POUCH

Deposipac"



FROM (DE):

Customer Name (Nombre del Cliente):

TEXAS CITY ISD - ADMIN

Account Number (Número de Cuenta): 6195425027 - 000750

No Corte Por Aqui Para Abrir

Do not cut here to open



INSERT CASH ONLY INTO THIS POUCH

WARNING

ATTEMPTS TO OPEN THIS BAG WILL ACTIVATE THE HIGHLY TAMPER EVIDENT VOID TAPE. IF ACTIVATED. DO NOT OPEN. NOTIFY SENDER IMMEDIATELY.

ACTIVARA LA CINTA ADHESIVA ALTAMENTE SENSITIVA A ALTERACIONES, SI LA CINTA HA SIDO ACTIVADA, NO ABRA LA BOLSA, NOTIFIQUE AL REMITENTE INMEDIATAMENTE.

EVIDENCE OF TAMPERING MAY INCLUDE: ✓ APPEARANCE OF THE WORD VOID IN THE TAPE.



FROM (DE): Customer Name (Nombre del Cliente): Texas City ISD - Admin			
Account Number (Número de Cuenta): 6195425027 - 000750			
Date (Fecha): Current date			
DEPOSIT SAID TO CONTAIN (VALOR DEL CONTENIDO): Cash (Efectivo): Total of currency			
Coin-limit \$10.00 (Moneda-Limite) \$10.00:			
Total Deposit (Depósito Total): Deposit total Number of One Hundred Bills (Cantidad de Billetes de Cien Dólares): N/A			
Signature (Firma): You sign & Verified by signature			
TO (PARA): Wells Fargo Bank			
SPECIAL INSTRUCTIONS (INSTRUCCIONES ESPECIALES):			
If you need (only) otherwise leave blank			

Do not cut here to open

No Corte Por Aqui Para Abrii

Exhibit D 5

TEXAS CITY ISD DEPOSIT PICKUP

Ch. A. 1911	The state of the s					
DATE	CAMPUS	SAII	D TO CONTAIN	BAG/SEAL#	NO. ITEMS	RECEIPTED BY
5/10/17	Admin - Activity	\$	100.00	2840802	N/A	Officer signs
5/10/17	Admin - Cafeteria	\$	120.00	2840803	N/A	Officer signs
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Retain copy for your records.

Officer takes original with bags on assigned day(s)