Student Activity Deposit Procedures
May 7, 2024

SUMMARY OF CHANGE:

Effective immediately, student activity/booster group deposits will no longer be remitted to Central Office. All deposits need to be taken directly to Chase Bank for immediate deposit.

REQUIREMENTS:

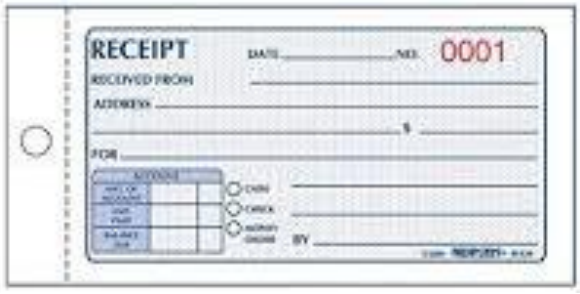
The same requirements are still in place in regards for the deposit itself. Please follow the instructions on the **Account Deposit Slip** as you always have. The main change will be the location of where you are taking the funds. The procedures below outline the steps that need to be followed.

PROCEDURES:

1. The custodian in charge of the monies must complete the revised **Account Deposit Slip** form. Please follow the instructions on the form. Check copies need to be provided with the form.

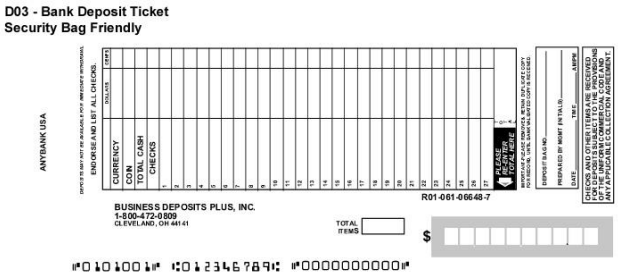
2. All deposits need to be counted/verified by two members. **For student activity/school** organizations, those individuals should be the person collecting the funds and the building secretary. For **booster groups**, those individuals should be two members of the booster's organization.

   If submitting your deposit to a building secretary, fill out a **Receipt** ticket and your **Account Deposit Slip** form prior to dropping off your funds. Both items are located at your corresponding Principal's office. The white copy of the Receipt ticket is for you to keep as acknowledgement funds were remitted to the office for handling by the building secretary.



Continue to Page 2 if you are depositing the funds to the bank. If not, you are finished.

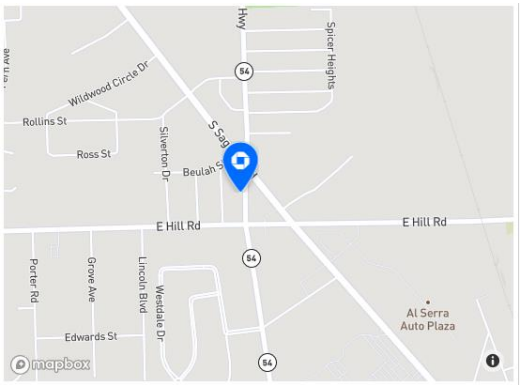
3. Complete the bank **Deposit Ticket**. All fields need to be completed and need to match the **Account Deposit Slip** form. *(Remember - Checks need to be endorsed on the back)*. The white copy is to be remitted with your deposit to the bank. See #5 for yellow copy instructions.



4. Funds need to be taken to one of two Chase Bank locations for immediate deposit.

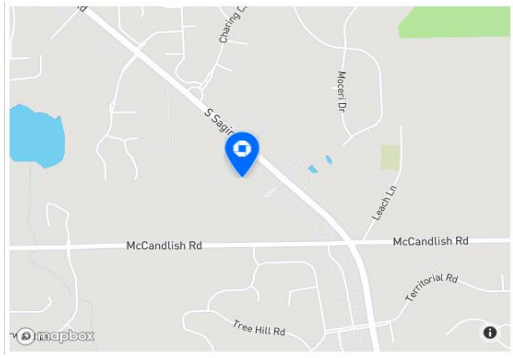
Grand Blanc Point

G-5668 S Saginaw St
Flint, MI 48507
Phone: (810) 695-6270



Grand Blanc South

8238 S Saginaw St
Grand Blanc, MI 48439
Phone: (810) 603-9880



5. The bank will provide you a deposit receipt (see below) with a transaction number. This deposit receipt, along with the **Account Deposit Slip** form (with check copies) and the yellow copy of the bank **Deposit Ticket** need to be sent to Central Office for receipting into the finance system.

The following three items are to be remitted to the Business Office after depositing your funds to the bank. Please staple all of these items together.

(1)

PRINT Reset Form

GRAND BLANC COMMUNITY SCHOOLS
ACCOUNT DEPOSIT SLIP

Receipt Number

Date:

Deposit Type: Activity General Funds

Account Number:

Account Name:

Purpose:

Name of Depositor:

Signature of Counters: (1) (2)

Currency	
$100.00	
$50.00	
$20.00	
$10.00	
$5.00	
$2.00	
$1.00	
** TOTAL:	$ 0.00

Cash Instructions
* All bills MUST face the same direction
* All bills go through a currency counter - *no torn or folded bills*
* Sort all bill by denomination, stack them facing the same direction

Coins	
$1.00	
$0.50	
$0.25	
$0.10	
$0.05	
$0.01	
** TOTAL:	$ 0.00
Currency + Coins ** TOTAL CASH:	$ 0.00
TOTAL CHECKS:	
Total Cash + Checks ** TOTAL DEPOSIT:	$ 0.00

Coin Instructions
* When possible, coins MUST be rolled - no partial rolls
* All coins MUST be counted and accounted for on the appropriate coin value line

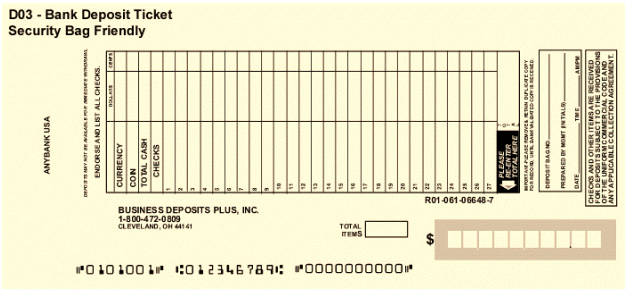
Check Instructions
* All checks MUST face the same direction
* Must write account # on EVERY check in the Memo area
* Make copies of ALL checks, WITH account # on each one and turn in with this Deposit Slip
* ACTIVITY Groups MUST stamp the back of every check in the endorsement area ONLY

Updated: 01/01/2020

Attach Bank Deposit Slip and Submit to Anita Clark in the Business Office

Fillable

(2)



(3)

IMPORTANT ITEMS TO NOTE:

If you have taken the responsibility of collecting funds, proper procedures must be followed to protect the district as well as yourself. Cash handling is not to be taken lightly and the procedures noted above must be adhered to. Central Office Administration appreciates the help and support we receive from your efforts to collect funds responsibly. Your activities reflect upon the reputation of Grand Blanc Community Schools.

GUIDELINES:

- Two adults should count cash from fundraisers immediately after an event. Don't put you or your members in a position where your integrity may be questioned.

- Deposit slips should identify each check separately as this makes the task of tracking back payments easier. All checks collected must be made out to Grand Blanc Community Schools and have the student activities account number (#xxx) noted in the Memo line.

- No money should be left overnight in desks, lockers or other such equipment.

- If applicable, all funds should be promptly deposited by giving funds to your building secretary. Do not wait until the fundraiser is over.

- Funds from different fundraisers should not be commingled on one deposit slip. Use a separate deposit slip for each fundraiser or source of revenue. This will assist you in determining the profitability of a specific fundraiser.

- Deposits should be made daily when receipts exceed $500. Collections of amounts under $500 should be deposited at least weekly. Don't let funds sit idle. Invest them and keep them safe!

- No individual should realize personal gain from funds raised to benefit students.

- If the appropriate documentation is not remitted to the Business Office in a timely manner, the funds will be dispersed at our discretion. We will not follow up to see who did not submit their appropriate documentation. It is your responsibility to ensure the appropriate information is provided to the Business Office for the timely and accurate recording of your deposit.

CONTACTS:

Anita Gould Benefits/Student Activities Accountant agould@gbcs.org 810-591-6013	Janet Smith General Ledger Accountant jsmith@gbcs.org 810-591-6010	Michelle Maya Director of Business mmaya@gbcs.org 810-591-6008