



## **DG-R - BANKING SERVICES**

(And Deposit of Funds)

Cash and checks received at the Johannsen Support Services Center are logged in and then put in a safe by accounting department personnel.

At least once a week, the accounting technicians process a deposit. Periodically, the accountant responsible for bank reconciliations compares the bank deposit date and amount on the bank statement to the cash receipts log.

### **INDIVIDUAL SCHOOLS**

Schools make deposits on differing schedules according to volume and need. Each school has a schedule of cash pickup by a security company which takes these cash deposits to the bank for overnight processing. This process facilitates depositing funds from daily lunch sales and student activity proceeds. A minimum pick-up schedule is once a week.

The bank sends a copy of the deposit slip to the Accounting Department located in the Johannsen Support Services Center.

School deposits for student activities are matched to deposit detail sheets or reports generated by the schools. These sheets or reports indicate to what codes the deposit should be posted.

The food services deposits are posted daily by the food services department and a summary is given to the cash manager.

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#### **NOTE:**

For further details, see "Poudre School District Cash Management and Investment Policies and Procedures," as revised June 2004, on file in the central administrative offices.