

## RECEIPT/DEPOSIT PROCESS

The "OFFICIAL RECEIPT" printed from SFO must be attached to the "Cash Receipt Summary" or backup detail for the funds collected.

The "Deposit Analysis" must be printed and attached to all receipts which make that deposit. The "Deposit Analysis" will assign a Deposit ID number and show receipt numbers which make up that deposit. The Deposit Analysis will also display the deposit total and break down of total cash and total checks.

The Secretary will run an adding machine tape showing the coin, currency, and checks and attach to the "Deposit Analysis".

The Deposit ID and Receipts numbers from the "Deposit Analysis" must be written on the deposit slip before going to bank.

The Principal will review the packet to verify total coin, currency and checks agree with the deposit slip, adding machine tape and "Deposit Analysis". Once verified the Principal will initial the deposit slip.

When the bank deposit receipt is returned from bank, the Principal will initial the receipt, verifying the amount deposited. The bank deposit receipt will then be attached to the "Deposit Analysis".

# Example

## Deposit Analysis

TRA Training School

Deposit ID : 8

Receipts : 29819 thru 29823

Deposit Date : 7/24/2014

From : 7/24/2014 to 7/24/2014

Account Number	Description	Amount
200.002	Office Account	\$174.00
200.110	Discretionary Account	\$2,035.91
900.000	FIELD TRIPS	\$271.50

Deposit Total : \$2,481.41

Total Cash : \$34.03

Total Checks : \$2,447.38

Bookkeeper :

*M. Cauley*

Approved :

*Peggy Smith*

~~Principal~~

Adding  
Machine  
Tape

0.000

Dep ID 8

7-24-14

272.24 +  
79.91 +  
958.92 +  
102.09 +  
75.22 +  
79.91 +  
79.91 +  
34.06 +  
204.12 +  
115.50 +  
78.25 +  
193.25 +  
57.00 +  
117.00 +

0014

Checks 2 447.38 0

Cash 34.03 +

0015

Total 2 481.41 \*

0.000

Example

Deposit Slip

29819  
29820  
29821  
29822  
29823

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

⑆05700197⑆⑆

Dep ID  
8



CHARLES TOWN, WV 26414

JEFFERSON COUNTY BOARD OF  
EDUCATION  
GENERAL CURRENT EXPENSE FUND

DATE 24 July 14

	DOLLARS	CENTS
CURRENCY	34	
COINS		03
TOTAL CASH	34	03
CHECKS		
1 Cloud	272	24
2 Harrell	79	91
3 Basladi	958	92
4 Russler	102	09
5 Thompson	75	22
6 Chamblin	79	91
7 Brackett	79	91
8 Spurgas	34	06
9 Phillips	204	12
10		
11 WHS	115	50
12		
13 Percy	78	25
14		
15 Cheeis	193	25
16		
17 PotNet 4849	57	00
18 PotNet 4850	117	00
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	⑆048141⑆	

\$

248141

RE-ENTER GRAND TOTAL IN SCREENED BOXES

PAS Mach. Tape

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

DEPOSIT TICKET TOTAL ITEMS

68-197570 2

Bank Deposit Receipt

Jefferson Security Bank  
Charles Town Office

Drawer 2027 Trans # 20  
7/24/14 12:02 PM

Credit to Account

\*\*\*\*\*

2481.41

Cash Back

.00

Thank you for Banking  
With  
JSB

PAS

Online at [www.jeffersonsecuritybank.com](http://www.jeffersonsecuritybank.com)