STUDENT ACTIVITIES

BANK DEPOSITS

Mesa Public Schools
ELEMENTARY SCHOOLS
At Least Once a Week . . .

Elementary Schools must EOP and make a deposit.
Elementary Schools have 2 Student Activities Bank Accounts . . .

Fund 8500 and Fund 525
Fund **850** is the Student Activities General Account.

This will be: **Account Codes Beginning with a “7”**

Grade Level Accounts

Student Government

Class Accounts - Choir & Band Clubs

- **7107**
- **7101**
- **7144**
- **7122**
- **7107**
- **7187**
- **7186**
Fund 525 is the Auxiliary Operations Account.
This will be: **Account Codes Beginning with a “3”**

The **Media Center #3506** is the only account the Elementary Schools will use in Fund 525.

(Usually the **Media Center Specialist** handles these Deposits.)
To Start Your Deposit . . .

First Determine which Fund the Deposit will be made into:

850
or
525
Remember . . .

Most Elementary School Deposits will be in

**Fund 850 – Student Activities General Fund**

So, we’ll use Fund 850 in this Tutorial.
Locate the **Fund 850** . . .

Bank Book / Deposit Slips & Endorsement Stamp
When Depositing Currency, please do not use...

- Paperclips
- Straps
When Depositing Coin, please do not use...

- Plastic Bags
- Paper Rolls
- Containers
Large amounts of coin can break open the deposit bags. The gray deposit bags should hold up to $40 of coin. However, if you are still worried about a potential bag breakage, then . . .
Be Sure to Double Bag!

If you Double Bag, make sure the Bag # used on your EOP is the bag showing on the outside. The inside Bag # is not needed on any of your reports, as Loomis will only scan and report on the outside bag number.
When Depositing Checks...

- Use the Endorsement Stamp on Back
- Use an Adding Machine to Total
If There are More Than 10 Checks to Deposit...

You’ll Need to Create 3 Identical Adding Machine Tapes
When You Have Totaled Your:

~ Currency
~ Coin
~ Checks

You are Ready to Fill-out Your Deposit Slip.
A Deposit Slip consists of 3 Copies:

- **White Copy** – Goes to Student Activities
- **Yellow Copy** – Goes to the Bank
- **Pink Copy** – Stays at Your School
Filling Out a Deposit Slip . . .

1. Write Today’s Date

DATE _11-18-13_
Filling Out a Deposit Slip...

2. Record Total Currency

| CURRENCY | 325.00 |
Filling Out a Deposit Slip . . .

3. Record Total Coin

![Deposit Slip Example]

DATE: 11-18-13

<table>
<thead>
<tr>
<th>CURRENCY</th>
<th>325.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>COIN</td>
<td>16.43</td>
</tr>
</tbody>
</table>

Total: 6.73
Filling Out a Deposit Slip . . .

4. Record Checks

If there are **10 or Fewer** Checks, Itemize them on the Deposit Ticket using the Check Number and Check Amount.
4. **Record Checks**

If there are **more than 10 Checks**, Record the Check Total and Write “See Tape” Below Total.
5. Add Currency, Coin, and Checks. Enter the Total in Both Boxes.
Filling Out a Deposit Slip...


[Deposit Slip Image]
Filling Out a Deposit Slip . . .

7. Enter the Bag # Under the Date.
   Write Down all Numbers After the Zeroes.
   If double-bagging, use only the Top Bag # on Deposit Ticket.
Filling Out a Deposit Slip . . .

8. Do not write any other information on the deposit slip.
Preparing the Gray Bag:

Write your School Name and School Number on the Gray Bag.
Circle the Bank Account that you are Depositing the Funds into.

**Fund 850**
Student Activities General Fund

Deposited into Bank Account: **Student Activities 074**
VERY IMPORTANT:

** DOUBLE CHECK **

Make Sure the Bank Accounts Numbers are the Same on Both the Gray Bag and the Deposit Slip.
Filling the Gray Bag:

**STEP 1:**
Place Loose Coin on the Bottom of the Bag
Filling the Gray Bag:

**STEP 2:**
Stack the Currency in one Bundle.
Filling the Gray Bag:

**STEP 3:**

Stack the Checks on top of the Currency.
Filling the Gray Bag:

**STEP 4:**
Place One of the Adding Machine Tapes on Top of the Checks.
Filling the Gray Bag:

STEP 5:
Secure the Entire Bundle with a Rubber Band at Each End.
(If your bundle is small, rubber bands are not needed.)
Filling the Gray Bag:

**STEP 6:**
Place the bundle of Checks & Currency on top of the Coin in the Bag.
Filling the Gray Bag:

**STEP 7:**
Place only the **Yellow Copy** of the Deposit Slip in the Bag.
Filling the Gray Bag:

STEP 8:

Do NOT place any Copies of Reports in the Bag.
STEP 9: Tear off the Extra Flap on Top of Gray Bag
Filling the Gray Bag:

STEP 10:

Complete the Top Portion of the Gray Bag for Your School’s Records.

(Keeping this Gray Tab is Optional. If you opt not to, you must make sure the Gray Bag Number is Correctly notated on the EOP and in the Bank Deposit Book!)
Filling the Gray Bag:

STEP 12:

Carefully Peel away the Clear Film from the Blue Adhesive Strip at the top of the Gray Bag.
Filling the Gray Bag:

STEP 13:
Press the Blue Adhesive Strip over Bag Opening to Seal. When Sealed Correctly, the Bag cannot be opened, and it will indicate if it has been Tampered with.
Take your Deposit Bags to the Cafeteria.

Sign the Bags over to the Cafeteria Manager.
An Armored Car Service then Transports the Bags to the Bank for Processing.

The Cafeteria Driver will Deliver the Bags to Food & Nutrition.
Send to Student Activities:

White Deposit Ticket with Check Tape
1 Copy of the Revenue Summary by Account
1 Copy of the Tender Report
Retain at Your School:

- Pink Deposit Ticket with Check Tape
- Copy of the Revenue Summary by Account
- Reconciled Receipt
- Copy of the Tender Report
- Receipt from Top of Gray Bag (optional)

**Revenue Summary by Account**

<table>
<thead>
<tr>
<th>Fund</th>
<th>Account Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>852.613-7101-17</td>
</tr>
</tbody>
</table>

**Tender Report**

<table>
<thead>
<tr>
<th>Item</th>
<th>Student Activity</th>
<th>Credit</th>
<th>Account</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-18-13</td>
<td></td>
<td>$935.59</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$935.59</td>
</tr>
</tbody>
</table>

**End of Period Summary Report**

- DEPOSIT REFERENCE: 103361 11/21/13 T:1
- CASH: $235.36
- CHECK: $0.00
- DEBIT/CREDITS: $0.00
Any Questions?

Please Call Your:
Student Activities
Accounting Specialist

We’d Be Glad to Help!