

<p>SOPP # DOF-TD-2020-01</p>	<p><u>Prepared By:</u> Financial Reporting & Accounting Operations</p>
<p><u>Effective Date:</u> August 2016</p>	<p><u>Approved By:</u> Commissioner of Finance</p>
<p>Title</p>	<p>Bank Deposits</p>
<p>Purpose</p>	<p>Bank Deposits, Preparing Bank Deposits, Frequency of Bank Deposits, Courier Service and Deposits</p> <p>The purpose of this policy is to strengthen cash controls by ensuring monies received by the Government are deposited in specified bank account (s) in a timely manner. Accounts pertaining to Government funds should also be accurately verified, properly posted, and deposits should be adequately guarded during the transportation to banking facility.</p> <p>** Historical practices shall not constitute justification for deviation from the following guidelines.</p>
<p>Policy</p>	<p>Bank Deposits</p> <p>Timely bank deposits strengthen control of cash, thereby providing for:</p> <ul style="list-style-type: none"> • safeguarding of Government funds • accuracy of the statement of cash • increased efficiencies in bank reconciliations <ul style="list-style-type: none"> • All fees or other money received on account of the Government shall be deposited to specified bank accounts within twenty-four hours of receipt of those funds. • All deposits not made daily must be held in a secured location such as a safe. • All deposits shall be made intact; departmental receipts must never be used to replenish petty cash or other funds. • Any person who fails to deposit Government money with DOF or the bank within the prescribed time established between the operating department and Finance shall be liable to the Government. • Exceptions must be approved by DOF.

	<p>Frequency of Bank Deposits</p> <ul style="list-style-type: none">• Deposits will be made daily or within 24 hours of receipt of funds. <p>Courier Service and Deposits</p> <ul style="list-style-type: none">• Cashiers and/or supervisors will be accompanied to the bank by security personnel or deposits may be delivered to the bank by armed courier service. <p>Preparing Bank Deposits</p> <ul style="list-style-type: none">• All fees or other money received on account of the Government shall be deposited to specified bank accounts within twenty-four hours of receipts of those funds.• All deposits not made daily shall be held in a secured location such as a safe or vault.• All deposits will be verified as accurate.• Segregation of duties will be maintained in the processing of deposits.• All deposits must be made intact and departmental receipts shall never be used to replenish petty cash or other funds. Government cash funds must not be used to cash personal checks. No personnel shall be exempt from this policy.• Cash counts are to be performed out of public view.• Any person who fails to deposit Government money with the bank or Department of Finance within the prescribed time established between the operating department and Finance shall be liable to the Government.• Exceptions must be approved by the Department of Finance.
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Responsibilities	<p>Departments and Agencies are responsible for:</p> <p><u>Bank Deposits</u></p> <ul style="list-style-type: none">✓ Separation of duties when preparing and making deposits✓ Training supervisors in procedures for daily deposits✓ Making daily deposits. <p><u>Frequency of Bank Deposits</u></p> <ul style="list-style-type: none">✓ Making every effort to deposit cash in the bank daily.✓ Reviewing the policy with cashiers.✓ Enforcing this policy. <p><u>Courier Service and Deposits</u></p> <ul style="list-style-type: none">✓ The arrangement of armed security services.✓ Reviewing policy and procedures for reporting theft with their staff. <p><u>Preparing Bank Deposits</u></p> <ul style="list-style-type: none">✓ Segregation of duties related to preparing and making deposits.✓ Training employees in procedures for daily deposits.✓ Making daily deposits.✓ Transporting funds to the Department of Finance for deposit processing (with the Department of Finance's approval). <p><u>Department of Finance is responsible for:</u></p> <ul style="list-style-type: none">✓ Reconciling deposits against bank reports and ERP batches and/or journal entries.✓ Ensuring that departments follow daily deposit schedule.
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<p>Procedures</p>	<p><u>Bank Deposits:</u></p> <p>At the end of the day, cashiers will:</p> <ul style="list-style-type: none">• Reconcile ERP to cash• Prepare deposit ticket (s)• Place monies into sealed bag to be delivered to courier or taken to bank <p><u>Preparing Bank Deposits:</u></p> <p>Preparing bank deposits is the third of four steps for the daily deposit process. Balancing is the first step and is followed by verification of collection activity; funds are then prepared for deposit. The final step is posting ERP batches of reconciled cash collected and deposited. (For steps 1, 2, and 4, refer to SOPPs titled "Daily Balancing", "Verification of Cash Collected", and "Posting ERP Batches to the General Ledger".)</p> <p>Deposit Preparation:</p> <p>The deposit clerk, independent of authorization and record keeping duties, is to prepare the deposit slip(s) and deposit all receipted revenue funds daily:</p> <ul style="list-style-type: none">• Prepare calculator tapes of all checks to be deposited. (Scan and store in a network folder and include original with deposit to the bank.)• Count currency, coins and checks and enter the amounts on the deposit slip(s).• Verify the accuracy of the deposit slip by recalculating the total.• Compare the Daily Balance Sheet(s) totals to the total deposit per the deposit slip. The amounts should agree. Any discrepancies that the deposit clerk may discover between the revenue funds turned in for deposit and the revenue receipts are to be brought to the cashier and/or accounting clerk's attention.• Initial the actual deposit tickets.• Deliver the deposit to the bank, Department of Finance, or turn funds over to courier.
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	<ul style="list-style-type: none">• After the deposit is made, the deposit clerk compares the deposit records (Daily Balance Sheet, check logs/ lists ERP Batch Proof Report, etc.) with the validated Revenue and Cash Collections Policies & Procedures Department of Finance deposit slip. If the amounts agree, the deposit clerk then scans the validation deposit slip in a network folder.• If the amounts do not agree, discrepancies are to be brought to the supervisor of cashiers and/or accounting clerk's attention. <p>Submitting Funds to be Secured Until Deposit Preparation</p> <ul style="list-style-type: none">• The funds must be secured in a safe until the deposit is delivered to the bank.• Immediately upon completion of the verification count, the cashier clerk transfers custody of the funds to the verifier/deposit clerk, including the cash change fund.• If the verifier is not the deposit clerk, the verifier secures the funds and restricts access until custody of the funds are transferred to the deposit clerk.• When the transfer of funds occurs, a second cash count is completed and noted on the Daily Balance Sheet (date and initials of both clerks).• The clerk transferring custody of the fund's scans the original Daily Balance Sheet and stores it in a network folder in PDF format.• A hard copy of the Daily Balance Sheet may remain with the funds for review by the deposit clerk.
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	<p><u>Frequency of Bank Deposits:</u></p> <p>Timely bank deposits strengthen control of cash, thereby providing for:</p> <ul style="list-style-type: none">• safeguarding of Government funds• accuracy of the statement of cash• increased efficiencies in bank reconciliations <p>Collection centers will prepare deposits daily so that monies can be deposited in the bank on the same day as collected.</p> <p>Regardless of the volume of collections, all departments will comply with daily deposits.</p> <p>With Department of Finance approval, departments may transport funds daily to the Department of Finance for deposit processing.</p> <p>Monies held over night If a deposit is not prepared within the prescribed schedule, department supervisors will maintain a log of undeposited funds.</p> <p>Held monies must be secured in an in-house locked vault. If no vault is on site, monies may be taken to bank to be held, but not deposited and picked up the following morning. This is an exception. The preference is for an in-house, secured vault.</p> <p>A temporary Cash Balance Sheet to record these monies being held at the bank will be retained at the department and a copy within the bank deposit bag.</p> <p>Held monies must be balanced and deposited as soon as possible the following morning and will not be held (included) in the next day batch.</p> <p>In the case of cashier being absent the next day, monies will not be held more than 48 hours. Department supervisor and a witness will balance and make the deposit.</p>
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Courier Service and Bank Deposits:

Daily bank deposits will be made by the appropriate department staff. If the staff delivers the deposit to the bank, they will be accompanied to the bank by armed security. Departments may also engage courier service for bank deposits.

Revenue Collections and Cash Collections Policies & Procedures Department of Finance

Revision #	Date	Description of changes	Requested By
0	8/08/2011	Initial Release	LP
1	8/08/2011	Review	MF
2	10/04/2011	Review and Update Procedures	VC, AED
3	10/12/2011	Final Review	VC, AED
4	5/7/2020	Consolidation of SOPP's #114, #115, #119 and #120 (DOF-TD-2020-01)	KC
5	5/7/2020	Review, Update, Release of new SOPP# (DOF-TD-2020-01)	KC