

### **Deposit Procedures – Club & Class**

All clubs and classes will now be required to do their own deposit. Following is the procedure:

1. Count all money and enter on Cash Collection Report (Wrap coin, if necessary)
2. Add all checks and enter on Cash Collection Report
3. Copy of all checks
4. Endorse all checks
5. Complete Reconciliation to Items Sold Box (if not completed, deposit will be returned)
6. Sign and Date Cash Collection Report
7. Get second verification (teacher, para, student)
8. Enter Security Bag number on Cash Collection Report
9. Copy of completed Security Bag
10. Enter cash and checks on deposit slip (PAPER CLIP CHECKS TO DEPOSIT SLIP)
11. Put cash and checks and original deposit slip (white & yellow) in security bag and seal (Keep tag for your records)
12. Cash Collection Report stapled to outside of security bag
13. Deliver to District Office