

Making a Deposit for Christian Home-Educators of the Bluegrass

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1. All deposits for Christian Home-Educators of the Bluegrass are to be made by a Board member of the organization. Although the money may be collected at various levels within the organization – only Board Representatives are covered by the D&O Liability Insurance Policy to make deposits. At NO time should the Treasurer ever make a deposit for the organization. The Treasurer is to match and pay invoices, write checks for the organization, reconcile the Bank Statement and do the data entry work for the computer program. This process allows for Independent verification, which is an internal control.
2. The individual in charge of membership, a particular Field Trip, Learning Zone, Bees, Testing, or a Hospitality event should download the Tally & Deposit Sheets on to their computer. These are located on the website under Documents. It is advisable to use the Excel Version of this document from the website. The formulas are already provided in this document. If you do not have Excel please load the free Excel reader onto your computer. If you have Lotus or some other spreadsheet program look at the forms and feel free to create your own using the program you own. Please do not print these sheets off and fill them in by hand. It is more efficient to download them and do the data entry work; then you are able to print and/or email your data. Make your life easy, writing things out by hand can be labor intensive especially if you must write several copies.
3. Once the deadline has passed and/or the data entry work is complete, place your checks in order, print off four (4) copies of the Deposit Sheet and three (3) copies of the Tally Sheet.
4. One copy of the Deposit Sheet is to act as the receipt for the individual who collected money for the organization. Once the Board Representative has audited the deposit, checked names, check numbers, and check amounts, the Board Representative should sign the deposit sheet and give it to that individual for their records. Job well done, thank you, here is your receipt.
5. One copy of the Deposit Sheet goes to the bank with the bank routing ticket. (This is actually the three-part bank deposit ticket, which has our bank account number, to keep it clear we will refer to it as the routing ticket). The Board Representative should write on the bank routing ticket “See Attached List”, include the cash, and write the total of the deposit at the bottom of the ticket. Endorse the back of all of the checks “CHB.” Hand the Deposit Sheet, the bank routing ticket (bank deposit ticket) and the checks to the Bank Teller. The teller will hand you a yellow copy, and a pink copy of the routing ticket (bank deposit ticket); plus, a computer printout that lists any cash that might accompany the deposit with a total of the check amount and the total amount of the deposit. The teller may ask you if they have to keep the list. Respond politely, “Yes, the list needs to be attached, as it is not itemized out on the deposit ticket.” I have already trained the tellers at the Boston Road Kroger Branch of National City, if this is a convenient location for you; I recommend you use this branch.
6. The third copy of the Deposit Sheet is to be kept by the Board Representative. This is your receipt. Staple the pink copy of the routing ticket (bank deposit ticket) along with the computer print out to your copy and keep it in your records. Keep a copy of the Tally Sheet also, so you have record of who is using the organization and how.
7. The fourth copy of the Deposit Sheet, along with the yellow copy of the routing ticket (bank deposit ticket), is to be mailed or hand delivered to the Treasurer within 48 hours. Please sign it, this allows the Treasurer to know who made the Deposit, just in case there is a question. Please try to get the deposit made within 48 hours of receipt; this will hopefully prevent things from getting lost or misplaced. The Treasurer should also receive a copy of the Tally Sheet: so that all financial and related material is in one location, just in case an audit comes our way.