

August 28, 2009

To: Committee Chairpersons  
Re: Deposit Procedures

This year we are implementing **new deposit procedures**. These new procedures are set forth to protect the Treasurer and Assistant Treasurer but also you, the committee chairperson. Please follow these guidelines and if you have any questions please contact the Assistant Treasurer.

Thank you.

**To Make Deposits:**

- Obtain an endorsement stamp, bank deposit slip and a BFA bank deposit form from the BFA Box located in the Schools office. If none are available, contact the Assistant Treasurer.
- If you have checks, run a tape (multiple tapes for large quantities). This can be either from an adding machine or a printed page from a computer worksheet program such as Excel.
- Endorse the backs of the checks.
- Count your cash twice. Fill in the amount on the deposit form.
- Complete a BFA deposit record sheet. You have a copy in your packet. Extra copies are in the BFA box and on-line.
- Take your deposit to the bank include your check tapes. The bank will confirm your cash total but not the checks until later processing. We bank with Libertyville Bank & Trust. You may use any of their locations.
- Attach your bank deposit receipt to the BFA deposit record sheet. **THIS IS THE ONLY RECORD THE TREASURER WILL HAVE OF YOUR TRANSACTION SO PLEASE leave this in the BFA box in the school office.** Either email or call the Asst. Treasurer and let them know you made a deposit.
- Please return the endorsement stamp.

Thank you.