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**BANKING FOR STUDENT ACTIVITY (ACC-W001)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction describes how to process deposits, returned checks and bank adjustments.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technician II

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Accounting Services Supervisor

**4.0 DEFINITIONS:**

- 4.1 Collection and Deposit Report Form (ACC-F012) – a form stating which account to post the deposit, a description of the deposit, and the amount(s). This form must be reviewed and signed by the principal.
- 4.2 Blue Bear SchoolBooks software – Student Activities database
- 4.3 Unorganized student activity – Unorganized student activities are allowed in elementary and high schools in which the student body is not organized. Student Activity fundraisers teaches students about real life business activities and provide money to fund student extra-curricular activities.

**5.0 WORK INSTRUCTION:**

**5.1 Deposit**

- 5.1.1 Receive Collection & Deposits with bank receipt attached.
- 5.1.2 Verify form lists school site, which account to post and description.
- 5.1.3 Verify form is signed by principal
- 5.1.4 Open Blue Bear SchoolBooks software program
- 5.1.5 Go to File, change school, select school
- 5.1.6 Highlight school
- 5.1.7 Hit Select
- 5.1.8 Go to entry, click bank deposit entry
- 5.1.9 Click # for new deposit number – Do a bank entry for each bank receipt.
- 5.1.10 Type date of deposit. See bank receipt
- 5.1.11 Type amount of deposit
- 5.1.12 Enter
- 5.1.13 Type "STUDENT BODY" (*using Caps*)
- 5.1.14 Hit Tab

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- 5.1.15 Type in description i.e. Candy Fundraiser
- 5.1.16 Tab to Amount
- 5.1.17 Enter amount
- 5.1.18 Tab to GL Account
- 5.1.19 Enter Category if used
- 5.1.20 Enter GL Account number
- 5.1.21 Hit OK
- 5.1.22 Repeat steps 5.1.1 – 5.1.21 until all deposits for the site are posted (Balance must equal zero.)
- 5.1.23 Hit Accept
- 5.1.24 Exit Bank Entry
- 5.1.25 The screen will ask if you want to print Bank Deposit Journal
- 5.1.26 Click Yes
- 5.1.27 Click Print
- 5.1.28 The screen will ask if the bank deposit journal print ok and if data is correct.
- 5.1.29 Verify data is correct; if not, go back to correct data
- 5.1.30 If data is correct, click Yes
- 5.1.31 The screen will ask if you want to update the bank deposit journal
- 5.1.32 Click yes
- 5.1.33 The screen will show updated complete
- 5.1.34 Click OK
- 5.1.35 Write today's date on the top right corner of the Collection and Deposit Report form
- 5.1.36 Write the deposit number off of the bank deposit journal. The number is about 5 digits.
- 5.1.37 File the bank deposit journal in the journal binder.
- 5.1.38 File the Collection and Deposit Report form in the school file.

## **5.2 Bank Deposit Adjustment**

- 5.2.1 Receive bank deposit adjustment from Bank of America

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- 5.2.2 Verify which site it belongs to by looking at the bank deposit log filed under Check Deposits file and pulling Collections and Deposit Report form the school file.
- 5.2.3 Open Blue Bear SchoolBooks software program
- 5.2.4 Go to file, change schools, select school
- 5.2.5 Go to entry, click adjustment entry
- 5.2.6 Click # for adjustment number
- 5.2.7 Type date of the adjustment from the bank notice
- 5.2.8 Hit enter
- 5.2.9 Type in positive or negative amount of adjustment
- 5.2.10 Hit enter
- 5.2.11 Select account number to debit or credit
- 5.2.12 Hit enter
- 5.2.13 Type in 1010 for cash account
- 5.2.14 Enter
- 5.2.15 For purpose: Type in ADJ BK DEP. \$AMOUNT & DATE OF ADJ. i.e. ADJ BK DEP. \$1153.25 6/30/04
- 5.2.16 Authorized by: Type in your initials
- 5.2.17 Hit Accept
- 5.2.18 Exit Adjustment Entry
- 5.2.19 The screen will ask if you want to print the adjustment entry journal?
- 5.2.20 Click yes
- 5.2.21 Click Print
- 5.2.22 The screen will ask if Adjustment Journal printed ok and if the data is correct
- 5.2.23 Verify data is correct; if not, go back to correct
- 5.2.24 If data is correct, click Yes
- 5.2.25 The screen will ask if you want to update the Adjustment Journal
- 5.2.26 Click yes
- 5.2.27 The screen will show updated complete
- 5.2.28 Click ok
- 5.2.29 Write today's date on the top right corner of the Collection and Deposit Form

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- 5.2.30 Write the journal number off of the bank adjustment journal
- 5.2.31 Repeat steps 5.2.1 – 5.2.29 if there are anymore adjustments
- 5.2.32 Exit out of SchoolBooks
- 5.2.33 Open Word
- 5.2.34 Open Deposit Adjustment Memo template
  - 5.2.34.1 Go to File, New
  - 5.2.34.2 Go to New from template, Select Choose General Templates
  - 5.2.34.3 Click on Templates, Click on DepAdjMemo.dot
- 5.2.35 Type Advisor's name
- 5.2.36 Type School name
- 5.2.37 Print the memo
  - 5.2.37.1 **DO NOT SAVE** the edited template
- 5.2.38 Initial Memo
- 5.2.39 Make a copy of the memo and a copy of the bank adjustment
- 5.2.40 Send memo and copy of bank adjustment to site
- 5.2.41 Attach bank adjustment and memo to collection & deposits form
- 5.2.42 File in school file.

### 5.3 Returned Checks

- 5.3.1 Received returned check and advice
- 5.3.2 Verify which site it belongs to by looking at the bank deposit log file under Check Deposits file and pulling the Collections and Deposit Report Form in the school file.
- 5.3.3 Open Blue Bear SchoolBooks blue bear software program
- 5.3.4 Go to entry, click adjustment entry
- 5.3.5 Click # for adjustment number
- 5.3.6 Type date of the adjustment
- 5.3.7 Hit enter
- 5.3.8 Type in negative amount of returned check
- 5.3.9 Hit enter

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- 5.3.10 Select account number to debit from Collections and Deposit Report Form
- 5.3.11 Hit enter
- 5.3.12 Type in 1010 for cash account
- 5.3.13 Enter
- 5.3.14 For purpose: Type in RET'D CHK/NAME OF PERSON ON CHECK
- 5.3.15 Authorized by: Type in RET'D CHK
- 5.3.16 Hit Accept
- 5.3.17 Click # for new adjustment number
- 5.3.18 Type date of the adjustment
- 5.3.19 Hit enter
- 5.3.20 Type in negative \$25.00
- 5.3.21 Hit enter
- 5.3.22 Select account number to debit
- 5.3.23 Hit enter
- 5.3.24 Type in 1010 for cash account
- 5.3.25 Enter
- 5.3.26 Click Expense
- 5.3.27 For purpose: RET'D CHK CHRG
- 5.3.28 Authorized by: RET'D CHK CHRG
- 5.3.29 Hit Accept
- 5.3.30 Repeat steps 5.3.1 – 5.3.29 if any more returned checks for this site
- 5.3.31 When all adjustments are completed, exit Adjustment entry
- 5.3.32 The screen will ask if you want to print the adjustment entry journal
- 5.3.33 Click yes
- 5.3.34 Click Print
- 5.3.35 The screen will ask if Adjustment Journal printed ok and if the data is correct
- 5.3.36 Verify data is correct; if not, go back to correct
- 5.3.37 If data is correct, click Yes
- 5.3.38 The screen will ask if you want to update the Adjustment Journal

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- 5.3.39 Click yes
- 5.3.40 The screen will show updated complete
- 5.3.41 Click ok
- 5.3.42 Write today's date on the top right corner of the bank advice
- 5.3.43 Write the adjustment number off of the bank adjustment journal
- 5.3.44 Write D (for District) underneath it
- 5.3.45 Go to file, change schools, select District
- 5.3.46 Go to entry, click adjustment entry
- 5.3.47 Click # for adjustment number
- 5.3.48 Type date of the adjustment
- 5.3.49 Enter
- 5.3.50 Type in \$25.00
- 5.3.51 Enter
- 5.3.52 Type in 2605
- 5.3.53 Enter
- 5.3.54 Type in 1010
- 5.3.55 Type in Site Name and RET'D CHK CHRG i.e. Kit Carson RET'D CHK CHRG
- 5.3.56 Enter
- 5.3.57 Type in RET'D CHK CHRG
- 5.3.58 Hit accept
- 5.3.59 Exit Adjustment Entry
- 5.3.60 The screen will ask if you want to print the adjustment entry journal
- 5.3.61 Click yes
- 5.3.62 Click Print
- 5.3.63 The screen will ask if Adjustment Journal printed ok and if the data is correct
- 5.3.64 Verify data is correct; if not, go back to correct
- 5.3.65 If data is correct, click Yes
- 5.3.66 The screen will ask if you want to update the Adjustment Journal
- 5.3.67 Click yes

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- 5.3.68 The screen will show update complete
- 5.3.69 Click ok
- 5.3.70 Write the adjustment number off of the bank adjustment journal next to D
- 5.3.71 Exit Blue Bear SchoolBooks software program
- 5.3.72 Open Word
- 5.3.73 Open Click File, new
- 5.3.74 Click New Open Returned Check Memo template
  - 5.3.74.1 Go to File, New
  - 5.3.74.2 Go to New from template, Select General Templates
  - 5.3.74.3 Click on Templates, Click on Returned Check Memo.dot
- 5.3.75 Type in advisor's name
- 5.3.76 Type in school name
- 5.3.77 Type in Account name i.e. General Student Body, Sly Park
- 5.3.78 Print the memo
  - 5.3.78.1 **DO NOT SAVE** the edited template
- 5.3.79 Initial the memo
- 5.3.80 Make a copy of the memo and returned check
- 5.3.81 Send memo and the original returned check to school – Attn: Advisor
- 5.3.82 Staple copy of check, bank advice and copy of memo
- 5.3.83 File in school file

**6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Monthly detailed report & data from Blue Bear Software
- 6.2 Bank advice

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Bank Deposit, Bank Deposit Adjustment, Bank Returned Check advice & supporting documents	File Cabinets in G/A	4 years	Discard as desired	Secured area

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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/17/04	A	Initial Release
4/1/08	B	Additions of 5.1.6 and 5.1.19; Revisions of 5.1.22, 5.1.34, 5.1.35, 5.2.7, 5.2.30, 5.2.34, 5.3.20, 5.3.50; Deletion of 6.2; misc spelling and grammar corrections; changed record retention from 2 years to 4 years.

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