

Hueneme Elementary School District

Cash Deposit Procedures

Cash should be counted by two people, pre-numbered receipts should be issued, and the deposit brought or sent to the District Office. If unable to count immediately, money should be kept in a safe until the time that two people can count it together. No money should be accepted without getting or issuing a receipt other than ice cream or snack bar sales. Triplicate receipt books are available from the District Office for your use. Re-deposits for NSF (non-sufficient funds) checks should not be combined with other deposits. The total on the Deposit Form should balance with the paperwork that is submitted to you or the receipts issued.

Please count currency and bundle so that the president's picture is up and facing the same direction. Once correct bundle amount is reached for each denomination it should be clipped or banded. All other currency should be loose with the highest values on top. Do not mix denominations within a bundle. Please use the following values for bundles:

<u>Denomination</u>	<u>Bundle</u>	<u>Denomination</u>	<u>Bundle</u>
\$ 1.00 x 25	\$ 25.00	\$10.00 x 20	\$200.00
\$ 5.00 x 20	\$100.00	\$20.00 x 25	\$500.00

Coin is to be submitted loose, no rolled coin. Put each denomination (penny, nickel, dime, quarter, etc.) in a separate plastic sealable bag (no paper envelopes).

Checks should have an adding machine tape attached. The students name should be noted on the memo line of the check.

Once the deposit is verified by the District Office, a receipt will be issued to the school and the money deposited in the appropriate account. If there are discrepancies on the deposit, it will be noted on the Deposit Form.