

**Crosby Independent School District**  
**Activity Funds Manual**  
**Section 3**  
**Deposits**

DEPOSIT PROCEDURES

Rules –

All deposits must be made into the District's depository bank. No campus or department may open any account (banking, credit, retail account, investment, etc.).

All checks received must be endorsed with the campus / department endorsement stamp as soon as possible. **The appropriate budgetary charge Code # must be written on the memo line of ALL checks.**

The District has only one activity fund bank account. Only activity fund transactions may be directed through the activity fund accounts. Transactions controlled by outside organizations (e.g. PTAs, Booster Clubs, etc.) must be conducted through the organization's bank account.

Questions or problems with the District's depository bank should be directed to the Business Office.

Procedures –

Cash and checks may be deposited on one deposit slip.

Place only one deposit slip per sealed deposit bag. However, multiple receipts may be included on one deposit slip.

Date the deposit slip with the current date.

Fill in total currency and coin, if applicable.

List each check on the deposit slip. If this is not practical due to the number of checks collected for deposit, using a calculator tape to list the amounts of the checks is permitted.

RETURNED CHECKS

Rules –

Returned checks are checks that were previously deposited which the bank returns unpaid due to insufficient funds, a closed account, stop payment, etc. The District's depository bank will send a check through only once. The Accounting Department will post returns on a monthly basis during the bank reconciliation process.

## BANK STATEMENT RECONCILIATION

The District has only one activity fund bank account, which is in the District's depository bank. The bank statement will be reconciled monthly by the Accounting & Financial Reporting Department.

A check is considered a stale dated check when it has remained outstanding (not cashed) for more than 90 days. Information on outstanding checks may be obtained from the Accounts Payable Department.

As part of the year end closing process, outstanding checks that are older than one year will be VOIDED and the funds will be reclassified to an Unclaimed Property Liability Account by the Accounting Department.