GEORGIA
DEPARTMENT OF NATURAL RESOURCES

STATE PARKS & HISTORIC SITES

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Administrative Procedure # A - B - 2

Subject:　　　　　Bank Deposits and Processing Bank Deposits

Effective Date:　　July 1, 2014

Procedure Statement:

To provide direction for accurate and timely deposit of cash receipts and checks in the operating fund.

Definitions:

Station: referring to each individual Active computer system being used on site

Procedure:

1. In Active, go to the main menu in Field Management, Click on Financials

2. On the Financial Sessions tab, you will choose the Financial Session you want to close by clicking on the blue hyper-link for the financial session. Each "station" will have their own daily financial session to close.

3. Count cash/checks in drawer. Subtract the change fund. Return the change fund amount to the drawer.

4. Enter the total amount of "depositables" (cash, personal checks, traveler's checks, money orders and certified checks) on hand (less the change funds) and enter this amount into Total On Hand.

5. If the Total on Hand does not equal the Total Amount and there is a difference – the closer will need to type in a note in the Notes text box to explain the adjustment – either Over or Short with $$ amount. Please make sure to explain why you are over or short…or at least best guess why.

6. Then Click on Close Session. Once you close the session, it is final. You cannot go back to make any adjustment to the amount on hand.

7. Enter Pin # and then click Ok. The session is now closed.

8. On the Financial Session Summary sub-tab you will then click on PRINT SESSION SUMMARY REPORT. Print this report. You can also choose to PRINT SESSION DETAIL REPORT. This will provide you additional detailed information. Two signatures are required and should include the clerk and manager on duty.

9. From the data on the FINANCIAL SESSION SUMMARY REPORT, post the cash/check, credit card and gift card payment total to the PARK Weekly Collection/Wire Transfer Report.

10. Attach the FINANCIAL SESSION SUMMARY REPORT to your daily receipts and file at the park.

STEP 2 – CREATE A DEPOSIT IN ACTIVE

I.   If you have multiple locations – but only complete one bank deposit – then you would choose multiple financial sessions.   After the financial session(s) is closed:

1. On the main menu, Click on Financials

2. Click the Deposits tab

3. Click New Deposit. A list of closed financial sessions will display.

4. Click the check boxes for the closed financial sessions you want to include in this deposit and then click Include in Deposit. It will display the total amounts from the transactions and financial adjustments for all the closed financial sessions you have selected.

5. On the Deposit Details sub-tab, for each payment group, confirm the amount under TOTAL ON HAND equals the amount to be deposited into the bank. (If amounts do not equal, put the correct amount here - in the Total on Hand on the Deposit Detail Tab. You can NOT go back to the closed financial session.)   In the Deposit-Sub-Total row, the system displays the updated total-on-hand and the deposit adjustment.

6. Click Create Deposit. A box will prompt for a PIN to authorize this action.

7. Click OK. The system creates a new deposit with "Deposited" status and displays a confirmation message.

8. Print Deposit Summary Report. File along with your Financial Session Summary Report.

STEP 3 – PREPARE BANK DEPOSIT SLIP

1. Enter the currency amount on the bank deposit slip. (This amount should match the Cash-Total on Hand on your Deposit Summary Report.)

2. Enter the check(s) on the bank deposit slip. (This amount should match the Check – Total on Hand on your Deposit Summary Report.)

3. Total your deposit slip.

4. Verify the total checks and cash match the Deposit Summary Report.

STEP 4 – MAKE BANK DEPOSITS

II.   Deposits must be made the next business day after accumulated revenue exceeds $1,500.00 (Cash and Checks total). All deposits for the week must be made before the weekly wire transfer is completed.

1. Take the bank deposit slips, and deposit the cash and checks into your operating bank account.

2. Post Actual Cash/Check Deposit Totals to PARK Weekly Collection/Wire Transfer Report (Excel Spreadsheet).

3. Attach receipted copies of the deposit ticket(s) to a copy of the daily Financial Session Summary Report. File this report on site. Verify the total amounts match. File this report.

4. Post the deposit into your Operating Account Ledger. (Most sites use Quicken. Others use Cash Disbursement Journal, CDJ.)

Authority: (if applicable)

O.C.G.A. XXXXXXX
DNR RULES   XXXXXXXXX

Attachments:

Attachment 1 –