Deposit Instructions

DEPOSIT TICKET: The Deposit ticket allows you to record the total amount of funds that are being deposited.

Ticket Preparation

1. Date
2. List Cash Amount
3. List Coin Amount
4. Checks/Money Orders - List every tenant's last name and the amount. Regardless of who paid the rent/cable, record the tenants name.
5. Confirm that the deposit total matches the total amount of CASH AND/OR CHECKS you have in your possession before entering the total. You can either use an adding machine or the Batch Summary from FHA.
6. List total on TOTAL line

Bank Preparation

1. Scan the deposit slip, a copy of all the checks in that deposit, and confirmation of deposit match. Save this for later use.
2. Place the white deposit slip, cash and checks in the bank bag clipped together.

Bank Trip

1. Make sure you have everything!
2. Remember to get a receipt for the deposit when you do the transaction with the cashier. The receipt is a required document for the Finance Department.

Reporting (no later than the 7th of each month)

1. Scan a copy of the deposit receipt with the Batch Summary
2. Send the following documents via email to the Finance Department (assigned Bookkeeper):
   a. Scan of deposit slip
   b. Scan of deposit receipt and Batch Summary

DEPOSIT DROP BOX

Use of a Night Deposit or drop box is NOT an acceptable means of depositing any money that HRDE is responsible for. All transactions are to be made during your BANK'S hours of operation and verified by a banking associate.