



SUBJECT: COLLECTION OF MONIES - DEPARTMENTS ONLY

GENERAL

Funds are collected at departments throughout the District. The main goal of this bulletin is to ensure that deposits are safeguarded during transit to the Treasurer's Office.

I. Responsibilities

A. District Departments – Responsible staff will forward to the Treasurer's Office all receipts of funds as described below.


1. Funds (i.e., cash, checks, money orders) collected on any given day **should not** be held in the District department's office and should be transmitted same day or next business day to the Treasurer's Office.
2. ALL deposits (i.e., funds collected) sent to the Treasurer's Office shall be completed in the following manner:

- a. There are two (2) **types** of deposits:
 - 1) Cash (i.e., coins, currency)
 - 2) Checks and/or Money Orders

Each **type** of deposit listed above shall have a separate fully completed Remittance Transmittal form, including all appropriate signatures. (See Exhibit A.)

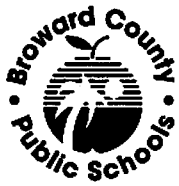
Refer to Business Practice Bulletin A-430 on the Treasurer's Office website for instructions on completing this form at: <http://www.broward.k12.fl.us/Comptroller/pdfs/Treasury/Internal%20Accounts%20SPB/A-430.pdf>.

- b. The deposit, along with the fully completed Remittance Transmittal form, shall be sent to the Treasurer's Office inside a pre-numbered tamper resistant deposit bag for added security. (Tamper resistant deposit bags will be provided by the Treasurer's Office.)



I. Benjamin Leong, Chief Financial Officer

APPROVED BY

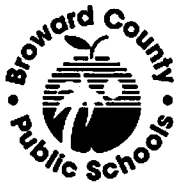


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I. Responsibilities (continued)

A. District Departments (continued)

- c. Follow the instructions on the outside of the tamper resistant deposit bag. Anywhere "Deposit Ticket" is mentioned, read as "Remittance Transmittal" instead. Note: the front of the tamper resistant deposit bag must be filled out completely with BALL POINT PEN. (See Exhibit B.)
- d. Multiple deposits may be transmitted in one tamper resistant deposit bag. If so, ensure that the details and total on front of tamper resistant deposit bag reflects accurate information.
- e. Once the tamper resistant deposit bag is prepared and sealed, place it inside an inter-office pony envelope.
- f. Address the inter-office pony envelope to the Treasurer's Office, 2nd Floor, KCW Building.
- g. Create an email to: "Deposits_in_Transit" CAB Conference. Be sure to type the number from the tamper resistant deposit bag in the "Subject" Line of the email.
- h. In the body of the email, include:
 - Your name
 - Department name
 - Location number
 - Type of deposit (i.e., Cash, Checks, Money Orders, etc.)
 - Date being sent
 - Method of delivery (see "j" and "k" below).



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I. Responsibilities (continued)

A. District Departments (continued)

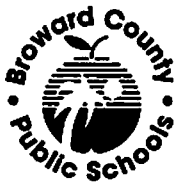
- i. Send the email.
- j. **All CASH deposits must be hand delivered to the Treasurer's Office by a staff member from the District department or Administrative Sites' Mail Service Truck Driver designated as the "District's internal courier".**
- k. Check/money order deposits may be sent through the inter-office pony system (or hand delivered, if desired).
- l. Maintain a log of transmitted deposits for tracking purposes.

B. Treasurer's Office - The Treasurer's Office shall ensure that all deposits are transmitted expeditiously into the District's depository account, as well as, posting said deposits to the general ledger accounts as indicated on the Remittance Transmittal.

The Treasurer's Office will proceed in the following manner:

- 1. Once the District's internal courier, District department staff member or inter-office pony system has delivered the deposit to the Treasurer's Office, staff will verify that the tamper resistant deposit bag has not been breached.
- 2. **NOTE:** If the Treasurer's Office staff determines/suspects the tamper resistant deposit bag was breached or if the deposit has not arrived within 3-5 business days (from the date of the District department's email sent to the "Deposits_in_Transit" CAB conference), the Broward Schools Police Department will be notified for a formal investigation.

New	10/12/15	Issued By: Treasurer's Office
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I. Responsibilities (continued)

B. Treasurer's Office (continued)

3. Verify the deposit includes the signed and approved Remittance Transmittal form.
4. Verify the deposit total (enclosed cash or checks/money orders) agrees to the total indicated on the Remittance Transmittal form and the amount written on the outside of the tamper resistant deposit bag.
5. Notify the District department via response to their email originally sent to the "Deposits_in_Transit" CAB Conference (as described in A.2.g/A.2.h above) of one of the following:
 - a. The deposit arrived intact.
 - b. There are discrepancies/issues with the deposit (specifying the issue/concern).
 - c. The tamper resistant deposit bag was breached and Broward Schools Police Department is being notified.
6. Process the correct, complete deposit and Remittance Transmittal form.

Issues

For any issues regarding this process, please contact the Treasurer's Office at 754-321-1980 or via email to "Deposits_in_Transit" CAB Conference.

New	10/12/15	Issued By: Treasurer's Office
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IF THE RED SECURITY SEAL CLOSURE IS TORN, DISTORTED OR DISPLAYS ANY OF THE FOLLOWING:
• "VOID" MESSAGE • DARK BLUE DOTS IN CLEAR CIRCLES • SMEARED OR REDDISH STAINS
DO NOT OPEN - NOTIFY SENDER IMMEDIATELY

EXHIBIT B

0026743216

INSTRUCTIONS:

- 1) Work on flat surface.
- 2) Complete ALL information below in BALL POINT PEN.
- 3) Write Bag Serial Number on Deposit Ticket.
- 4) Place Deposit Ticket in sleeve inside bag.
- 5) Ensure that front of Deposit Ticket can be read through back (unprinted) side of bag.
- 6) Place Deposit Contents in bag; Remove trapped air.
- 7) Peel off numbered release liner over sealing strip and retain for your records.
- 8) Press down firmly from center to edges.
- 9) Only ONE Deposit per bag is allowed.

DEPOSIT TYPE (Check ONE):

\$ Currency/Coin ONLY

\$ Mixed Deposit (Cash \$ Checks)

Un-Encoded Checks ONLY*

Pre-Encoded Checks ONLY*

*Travelers checks & money orders must be included with checks

FROM: Customer Name _____

Store/Location # _____

Date _____

TO:

Bank of America 
Merrill Lynch

DEPOSIT SAID TO CONTAIN:

Currency \$ _____

Coin (\$25 Limit) \$ _____

Checks \$ _____

TOTAL \$ _____

FRAUDSTOPPER™
IF YOU CUT HERE TO OPEN - FRAUDSTOPPER™ - DO NOT CUT HERE TO OPEN



Bag Reorder #: BAUB17

TO REMOVE CONTENTS - CUT ALONG THIS DOTTED LINE



DO NOT CUT HERE TO OPEN - FRAUDSTOPPER™ - DO NOT CUT HERE TO OPEN - FRAUDSTOPPER™ - DO NOT CUT HERE TO OPEN