

Georgia Department of Public Safety Policy Manual

SUBJECT DEPOSITS AND BANK RECONCILIATIONS	POLICY NUMBER 7.18
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 11/20/2023
	POLICY REVIEWED 11/20/2023

7.18.1 Purpose

To establish guidelines to streamline GSP Post and MCCD Region deposits and bank reconciliations.

7.18.2 Policy

It is the policy of the Georgia Department of Public Safety (DPS) to properly receipt, deposit, and report State funds in a timely manner.

7.18.3 Procedures

A. Post Deposits

1. All Posts shall make at least one monthly deposit (even if the deposit is a very small amount). Deposits shall not combine two or more months.
2. A Post NCO shall prepare the deposit slips and take the deposit to the bank. Internal control regulations dictate that a member other than the person who originally receipted the funds must prepare the deposit slips and take the deposit to the bank.
3. Deposits may be made several times per month; however, the last monthly deposit shall be made no later than the 25th, except for the month of June when the last deposit shall be made no later than June 30th.
 - a. Should the 25th of each month or June 30th fall on a Saturday, Sunday, or a State Holiday, any such last deposits shall be made no later than the next State of Georgia business day.
 - b. If reimbursement fees are collected for production of crash reports, incident reports, or citations after the last deposit is made, those reimbursement fees shall be logged on the next month's report.
4. Sales Receipt Logs, and deposit slips for reimbursement fees arising from document production shall be scanned and e-mailed to crashsales@gsp.net.

5. Even if there are no deposits for a given month, a report of this information shall be timely provided by email to crashsales@gsp.net.
6. Any handwritten receipts shall be entered on the automated system.

B. MCCD Citation Deposits

1. All MCCD citation impound collections shall be deposited at a financial institution approved by DPS, by close of business of the next banking day.
2. An MCCD SFC or Lieutenant shall prepare the deposit slips and take the deposit to the bank. Internal control regulations dictate that a member other than the person who originally receipted the funds, must prepare the deposit slips and take the deposit to the bank.
3. Each impound collection shall include a copy of the receipt provided to the payor at the time of impound.
4. Deposit slips should be scanned and e-mailed to owcu@gsp.net no later than the next State of Georgia business day.