

Georgia Department of Public Safety

Policy Manual

SUBJECT DEPOSITS AND BANK RECONCILIATIONS	POLICY NUMBER 7.18
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 6/20/2011

7.18.1 Purpose

To establish guidelines to streamline post and region deposits and bank reconciliations.

7.18.2 Policy

It is the policy of the Georgia Department of Public Safety 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). Two months' deposits cannot be combined.
2. A Post NCO shall prepare the deposit slips and take the deposit to the bank. Internal control regulations dictate an employee, other than the person who originally receipted the funds, prepare the deposit slips and take the deposit to the bank.
3. Deposits may be made several times during the month, but the last deposit must be made on or before the 25th of the month. If the 25th falls on Saturday or Sunday, the deposit should be made the following Monday.
 - a. The only exception is for the month of June, when the deposit must be made on or before June 30th.
 - b. If any reports are sold after the last deposit is made, those reports will be logged on the next month's report.
4. Sales Receipt Logs, along with deposit slips, scanned and e-mailed to crashsales@gsp.net.
5. If there are no deposits for the month, report this information 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 the Department, 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 an employee, other than the person who originally receipted the funds, 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 carrier at the time of impound.
4. Deposit slips should be scanned and e-mailed to owcu@gsp.net before the close of business the following day.