

Cash Handling

Section B - Accountability/Reconciliation

01 Accountable Documents

Retention of records shall be for 4-5 years

Deposit Slip/Ticket Inventory

At close of business on October 31 each year, the District Superintendent or designee shall inventory all roll tickets, press-numbered receipts, and passes on hand in the District. The inventory is reported on a DPR 145, Accountable Documents Requisition and/or Inventory. One set is prepared for each type of accountable ticket or receipt. The forms also serve as requisitions for new supplies of receipts and tickets. The District Superintendent or designee must anticipate ticket requirements for the next calendar year. The original DPR 145 is sent to the Warehouse by November 12; the duplicate is retained in the District.

Delivery of receipts and tickets can normally be expected about April 1st, except for annual passes, which are shipped the preceding November. The District Superintendent or designee acknowledges receipt of shipment by signing and returning the original DPR 106, Receipt of Accountable Document, which is sent with the tickets. If receipts or tickets are needed before the scheduled delivery dates, make a note on the requisition, and a partial shipment will be made.

Use an accountable document inventory log to keep track of accountable documents such as ticket rolls or DPR 453's.

Supplemental Ticket Orders

Although proper planning should make a supplemental ticket order a rare occurrence, unforeseeable conditions may make it necessary. Supplemental ticket orders will normally be shipped from Sacramento on the same day the request is received, by the fastest means available, usually United Parcel Service. The warehouse will accept a fax order.

Acceptance of the order will be acknowledged by completing both copies of the DPR 106 enclosed with the order, returning the original to the Warehouse, and filing the copy.

State of California - The Resources Agency
CALIFORNIA STATE PARKS

RECEIPT OF ACCOUNTABLE DOCUMENTS

TO

DELIVERY ORDER NO.

DATE

FROM

SIGNATURE OF AUTHORIZED AGENT TRANSFERRING RECEIPTS SHOWN BELOW

QUANTITY	ITEM	ITEM	INCLUSIVE NUMBERS BEGINNING	INCLUSIVE NUMBERS ENDING	QUANTITY	ITEM	INCLUSIVE NUMBERS BEGINNING	INCLUSIVE NUMBERS ENDING
	ADULT TICKET	RED				DPR 40 -- SUBPURCHASE ORDER		
	ANGEL ISLAND FERRY - ADULT TICKET	BLUFF				DPR 176 -- CASH COLLECTION RECEIPT		
	ANGEL ISLAND FERRY - CHILD TICKET	RED				DPR 208E -- VIP STATEWIDE PASS		
	BOAT/DAY USE TICKET	BLUE				DPR 208F -- VIP DISTRICT PASS		
	BOAT UNDER 8 FT. TICKET	GREEN				DPR 285 -- AGREEMENT FOR SERVICES		
	BOAT USE TICKET	BROWN				DPR 300 -- ANNUAL DU PKG PASS		
	CHILD TICKET	GREEN				DPR 300A -- ANNUAL DU PKG PASS 2ND VEH		
	DAY USE PARKING TICKET (\$6.00)	ORANGE				DPR 301 -- ANNUAL BOAT/DU PKG PASS		
	DAY USE PARKING TICKET (\$5.00)	GREEN				DPR 301A -- ANNUAL BOAT/DU PKG PASS 2ND VEH		
	DAY USE PARKING TICKET (\$4.00)	RED				DPR 301B -- ANNUAL BOAT USE PASS		
	DAY USE PARKING TICKET (\$3.00)	MANILA				DPR 306 -- OHV ANNUAL DU PASS		
	DAY USE PARKING TICKET (\$2.00)	MAGENTA				DPR 318 -- NOTICE OF PARKING VIOLATION		
	DISABLED PERSON BOAT/DAY USE TICKET	LILAC				DPR 319 -- NOTICE TO APPEAR		
	DISABLED PERSON BOAT USE TICKET	SALMON				DPR 327 -- CASH REFUND RECEIPT		
	DISABLED PERSON DAY USE TICKET	PINK				DPR 420 -- WARNING OF VIOLATION		
	DOG TICKET	YELLOW				DPR 453 -- RECEIPT AND CAMP REGISTRATION		
	MONTEREY SHIP - ADULT TICKET	BLUE				DPR 534 -- NON-PEACE OFFICER ID CARD		
	MONTEREY SHIP - YOUTH TICKET	GREEN				DPR 680 -- GOLDEN BEAR PASS		
	MONTEREY SHIP - CHILD TICKET	MANILA				DPR 681 -- DISABLED VETERAN/POW PASS		
	PARK UR SELF TICKET					DPR 818 -- DISABLED DISCOUNT PASS		
	PASS RE-ENTRY	MANILA				DPR 847 -- LIMITED USE GOLDEN BEAR PASS		
	RESERVATION RE-ENTRY	RED				DPR 880 -- LOIAR ANNUAL DU PKG PASS		
	SENIOR CITIZEN DAY USE TICKET	GRAY				DPR 880A -- LOIAR ANNUAL DU PKG PASS 2ND VEH		
	SPECIAL USE TICKET	WHITE				DPR 881 -- LOIAR ANNUAL BOAT/DU PKG PASS		
						DPR 881A -- LOIAR ANNUAL BOAT PASS		
						DPR 881B -- LOIAR ANNUAL BOAT/DU PKG PASS 2ND VEH		
						DPR 882 -- RESTRICTED ANNUAL DU PKG PASS		
						DPR 887 -- ANNUAL MOTORCYCLE DU PKG PASS		
						DPR 903A -- COMPLIMENTARY DU PASS		
						DPR 903B -- COMPLIMENTARY DU & CAMPING PASS		
	OHV NON-RESIDENT USE PERMIT					DPR 904 -- OCEANO DUNES ANNUAL DU PASS		
	SNO-PARK DAY PERMIT							
	SNO-PARK SEASONAL PERMIT							

RETURN SIGNED ORIGINAL TO:

DEPARTMENT OF PARKS AND RECREATION
DEPARTMENTAL WAREHOUSE
P.O. Box 942896
Sacramento, CA 94296-0001

SIGNATURE OF AUTHORIZED AGENT RECEIVING ABOVE RECEIPTS

DATE RECEIPTS RECEIVED

DPR 106 (Rev. 5/98) (Esca, Rev. 5/15/98)

Original - Initiator Duplicate - Receiver Triplicate - Pending Copy

Transferring Park Tickets Between Districts

If tickets are needed before delivery of a Supplemental Ticket Order, they can be transferred between Districts on an emergency basis. If a transfer is necessary, the sending District completes an original and three copies of DPR 106 Receipt of Accountable Documents, and forwards original and two copies with tickets to the receiving District. The receiving District signs all copies of the DPR 106, assuming accountability for tickets, and sends original to the sending District, and retains a copy. The District Superintendent or designee is accountable for all tickets and receipts issued to the District. A log should be maintained indicating where all tickets and receipts, by type and serial number, are assigned. No documents need to be sent to Headquarters when tickets are transferred within Districts.

Procedures for Reporting Lost, Stolen or Missing Tickets

<u>Responsibility</u>	<u>Action</u>
Employee's Supervisor	<ol style="list-style-type: none">1. Prepares memo (original and four copies) to the Audits Office, with approval lines for the District Superintendent and the Audits Office, with details of missing tickets, actions taken to verify the disappearance, and a listing of the tickets by type and serial number.2. Sends original and three copies to District; retains pending copy.
District Superintendent	<ol style="list-style-type: none">3. If acceptable, signs and forwards original and two copies to the Audits Office; retains pending copy.4. If unacceptable, returns entire set to Supervisor with appropriate comments.
Audits Office	<ol style="list-style-type: none">5. If acceptable, signs appropriate approval line and returns original and one copy to the District; retains copy.6. If unacceptable, returns entire set to District Superintendent with appropriate comments.
District Superintendent	<ol style="list-style-type: none">7. On receipt of approved memo from the Audits Office, forwards original to Supervisor; retains an approved copy.

REV. 12/99

8. On receipt of disapproved memo from the Audits Office, reviews and makes appropriate comments and returns entire set to Supervisor.
- Employee Supervisor 9. On receipt of approved memo, review comments from District Supervisor and/or the Audits Office and takes appropriate action.

02 Shortages and Overages

Funds collected are recorded on a DPR 156/156CR. If a shortage of \$1.00 to \$9.99 is found during preparation of the DPR 156/156CR, a brief explanation is needed and the District Superintendent's signature (or designate) is required. If the shortage is \$10.00 or more, a concise memorandum shall be attached to the DPR156/156CR explaining the reason for the shortage and the action being taken to prevent such occurrences in the future. All DPR 156/156CR's with shortages for \$10.00 or more, must be attached to the ROC and submitted in duplicate with the appropriate signature to the Cashiering Unit. Shortages under \$10.00 do not need to be sent to Cashiering. Overages are to be recorded on the DPR 156/156CR and reviewed by a Supervisor before paperwork is filed.

RECEIPT ACCOUNTABILITY WORK SHEET

DPR 156 (Rev. 4/96)(Excel 3/16/1999)
(Excluding Cash Purchase and Change Funds)

Return to Department Accounting Section only
when there is a shortage. A letter of explanation
must be attached if shortage is over \$10.

Park Name _____ Park No. _____ Location _____
Employee's Name _____ Shift _____ Date _____

ISSUED FOR	FROM	NUMBERED INCLUDING	NO. ISSUED	AMOUNT
Overnight Facilities	DPR 453'S (Dollar Amount Only) -----			_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
			Subtotal	_____
Refund -----	DPR 327			_____
	_____	_____	_____	_____
			Less Refund	(_____)
			Subtotal	_____
Day Use -----	Tickets			_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	Ann. Passes _____	_____	_____	_____
	Type _____	_____	_____	_____
	Type _____	_____	_____	_____
	DPR 453'S (Dollar Amount Only) -----			_____
	DPR 175, Misc. Sales (buses, group day use, horses, etc.)			_____
Boating -----	Tickets			_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	Ann. Passes _____	_____	_____	_____
	Type _____	_____	_____	_____
	DPR 453's (Dollar Amount Only) -----			_____
Fuel	_____	_____	_____	_____
Publications (Total from Reverse) -----				_____
Concessions	_____	_____	_____	_____
Other	_____	_____	_____	_____

Split Amounts For combination
Tickets and Passes Between
DAY USE and BOATING

DPR 453 Serial Nos. _____ to _____ (incl.) TOTAL ACCOUNTABILITY _____
(All DPR 453's issued during shift, including camping, day use, boating, etc.)

ACTUAL FUNDS COLLECTED _____
 Over
 Short

Prepared by _____ Signature _____ Date _____
Approved by _____ Signature _____ Date _____
(over)

ACTUAL FUNDS DEPOSITED _____

DPR 156

03 Approved Depositories

Generally, a unit may deposit its collections in the Bank of America, Sanwa Bank, Union Bank, U.S. Bank of California, or West America Bank. If one of these banks is not within a reasonable distance, see SAM 8031 for other authorized banks that may be used.

A unit must send a memo to the Accounting Section Cashiering Unit requesting permission to use a bank other than an approved depository of the Central Treasury System, or to change bank branches. Do not begin depositing with any new bank until approval is received from the Cashiering Unit.

If no authorized bank is within a reasonable distance, the unit will have to purchase a money order or cashier's check and send it with the DPR 197 Report of Collection to the Cashiering Unit (See DAM 0600).

04 Deposit Slip Preparation

STO B/A, B/A ZBA, Sanwa, Union, U.S. Bank of California, and West America Bank Report of Deposit (Deposit Slip)

These forms are deposit slips and serve as receipts for money deposited in the bank.

- STO B/A (ZBA) Zero Balance Account is used for deposits at any Bank of America branch;
- STO Sanwa is used for deposits at any Sanwa Bank;
- STO Union is used for deposits at any Union Bank;
- STO U.S. Bank of California and STO West America Bank are used for deposits at any U.S. Bank of California



PARK UNIT
DEPOSIT SLIP

9151000601

BANK OF AMERICA, N.A.
GOVERNMENT SERVICES 1436
555 CAPITOL MALL, SUITE 1555
SACRAMENTO, CA 95814

FOR CREDIT TO THE STATE TREASURER'S
BANK ACCOUNT

DISTRICT NAME		NORTHERN BUTTES		PARK UNIT #		151	
PARK NAME		LIME SAOULE LAKE OROVILLE SRA		ROC #		151-242	
FOR AGENCY USE		BAG NUMBER 28027459					
CURRENCY ONLY		\$	12		00		
COIN ONLY		\$	207		75		
ADJ., WIRES, MISC.		\$					
CHECKS							
ITEM COUNT	1	\$	10		00		
TOTAL DEPOSIT		\$	229		75		
SIGNATURE	DATE DEPOSITED		KEYED BY				
<i>Kenneth E. Singleton</i>	5-30-02						

⑈9151000601⑈ ⑆510000859⑆ 14367⑈80917⑈

TRIP: TO DPR HEADQUARTERS



PARK UNIT
DEPOSIT SLIP

9645000204

BANK OF AMERICA, N.A.
GOVERNMENT SERVICES 1436
555 CAPITOL MALL, SUITE 1555
SACRAMENTO, CA 95814

FOR CREDIT TO THE STATE TREASURER'S
BANK ACCOUNT

DISTRICT NAME		NORTHERN BUTTES		PARK UNIT #		129	
PARK NAME		WOODSON BRIDGE SRA		ROC #		129-070	
CHECK ONE		BAG NUMBER					
126	<input type="checkbox"/>	CURRENCY ONLY		\$	335		00✓
128	<input type="checkbox"/>	COIN ONLY		\$	7		00
129	<input checked="" type="checkbox"/>	ADJ., WIRES, MISC.		\$	-		-
139	<input type="checkbox"/>	CHECKS					
140	<input type="checkbox"/>	ITEM COUNT	3	\$	30		00
152	<input type="checkbox"/>	TOTAL DEPOSIT		\$	372		00
163	<input type="checkbox"/>	SIGNATURE		DATE DEPOSITED		KEYED BY	
645	<input type="checkbox"/>	<i>Ernest J. Shosh</i>		6-11-02			

⑈9645000204⑈ ⑆510000859⑆ 14367⑈80917⑈

TRIP: TO DPR HEADQUARTERS

Each form comes in five-part carbon sets; with the exception of ZBA, which has four-part carbon. These sets are distributed as follows:

Original and Duplicate (with adding machine tape, if applicable) – Give to the bank receiving the deposit. If the deposit is not made in person, include in deposit bag or envelope.

Triplicate – Send immediately to Accounting’s Cashiering Unit. Cashiering sends to the State Treasurer. **ZBA – Trip copy is sent to the Cashiering Unit.**

Quadruplicate – Hold for submittal to Cashiering with the DPR 197A, Report of Collections. **ZBA – This is the District/Park copy.**

Quintuplicate – Retain for unit records along with any other documentation that substantiates the deposit should a deposit dispute arise later. **Not used under the ZBA process.**

Instructions for Completing Deposit Slip

The Report of Deposit can be prepared by typewriter or legibly handwritten with a ballpoint pen.

- A. Enter 3-digit park unit number on pre-printed form, if blank.
- B. Enter the amount for each monetary type listed and verify that the amounts add up to the TOTAL DEPOSIT.
- C. Enter the number of checks in the asterisked (*) box, or in item count box. If there are none, place a “0” in the box.
- D. Run two copies of the adding machine tape with the dollar values of all checks, money orders, currency, and coin, that make up the deposit and attach one copy to the original deposit slip, and one copy to the quintuplicate, or the Quad for ZBA deposits.
- E. Sign and date form. The date on the deposit slip should be the date the deposit is prepared.

General instructions:

- A. Do not use the dollar sign (\$) at all. This can easily be mistaken for the numbers 5 or 8 when the form is handwritten.
- B. Enter the decimal (.) for cents. If the deposit is for an even dollar amount, enter “.00”. Keep numbers and decimal points aligned.
- C. Be sure that all copies are legible. If the bottom copies are not readable, write over on the original. Do not write over the bottom copies, as transposition errors or other errors can occur, making the amount reported by the bank different from the amount reported on the Accounting Section’s copies.
- D. Amounts should not be altered or rewritten. This includes the carbon copies. If any of the amounts on the copies are not legible, mark the amount with a **. Footnote in the bottom right corner with a **, and rewrite the amount. No whiteout may be

used on the deposit slip. STO considers these to be altered documents, if carbon copies are written on. Attach a Post It Note with an explanation.

- E. Keep currency and coin in the correct boxes on the deposit slip.
- F. The amount entered in TOTAL DEPOSIT must agree with the amount actually deposited.
- G. Submit checks and money orders to the bank in the same order as they are listed on the adding machine tape. Ensure the deposit stamp is on the back of each check near the top end (if the check is printed with a space provided for stamping/endorsing, use that space).

05 Making a Deposit

All units must manage collections to minimize the amounts of cash on hand, particularly cash held overnight. All units that collect fees and charges must deposit collected funds into an approved depository on the day collected, or no later than the following day. Whenever possible, units should deposit funds in night depository banking facilities. However, units with safes, vaults, or drop boxes may retain collections for longer periods, subject to the limitations below.

If a deposit is greater than \$100 coin and currency and more than \$50 in coin, a separate deposit slip for the coin portion only must be prepared and submitted. It should be placed in a deposit bag with the other portion of the deposit and sealed.

- A. Check safe log and sign for all collections that are going to be deposited.
- B. Verify each DPR 156/156CR and verify funds.
- C. Stamp the back of all checks with the department endorsement stamp and make sure the front of the check is issued to the State or Department of Parks and Recreation.
- D. Fill out deposit slip. If you make an error void the deposit slip by writing VOID in bold letters. Turn in voided slip and record in the deposit log that the slip was voided. DO NOT THROW AWAY. Send voided TRIP copy to Cashiering Unit attached to the appropriate ROC.
- E. Place the top two copies of the deposit slip with the checks, currency, coin, and adding machine tape into the deposit bag and seal the bag, tear off the plastic bank bag number tab (if there is one) and attach it to the DPR 156/156CR.
- F. Fill out the deposit log.
- G. If transporting to bank, fill out proper section of deposit log.
- H. Attach the last 3 copies of the deposit slip to the DPR 156/156CR and submit it for ROC processing. For ZBA deposits, submit TRIP copy (only) with the ROC to the Cashiering Unit.
- I. At the end of the month turn in a copy of the deposit log so the record of deposits can be checked against those received by the Bank.

Batching Money

When making a deposit, bundle the money by their correct amounts

- \$1.00 bills have 25 bills/bundle (\$25)
- \$5.00 bills have 20 bills/bundle (\$100)
- \$10.00 bills have 20 bills/bundle (\$200)
- \$20.00 bills have 25 bills/bundle (\$500)

Adjustments and Corrections

Deposits are dependent on accuracy, legibility and completeness of the information contained on the deposit slip. When an error is made, do not make any corrections on the deposit slip itself; refer to the instructions below:

Place a “post it” note on the deposit slip with an explanation of the error. (E.g. \$37.00 should be \$32.00)

Deposits received at the bank less than the amount entered in the Total Deposit box, are considered to be overstated or short. In this situation the bank will initiate a request for payment from the Cashiering Unit for the amount of the difference. Cashiering staff will contact the appropriate Park/District, and inform them that a check will be issued to Bank of America for the difference of the actual deposit.

Deposits received by the bank that are actually more than the amount stated in the Total Deposit box, are considered to be understated or over. In this situation, the bank will request the Cashiering Unit to submit a supplemental deposit slip for the amount. Cashiering will contact the Park/District, with the appropriate information regarding the supplemental deposit and Report of Collection (ROC) that will be processed.

All adjustments will be applied to Day Use unless the revenue was received under another category. If another category is to be used, please provide a copy of the original ROC at the time the adjustment is to be made.

Any adjustments for fifty dollars or less; will be adjusted by the Cashiering Unit. Adjustments will appear on the CID or H02 monthly reports.

When a deposit slip needs to be voided and has not been sent to the bank, perform the following steps:

- 1) Write VOID across the original and all copies of the deposit slip.
- 2) Attach the Quadruplicate (Quad) copy to the DPR 156/156CR.
- 3) Attach the Triplicate (Trip) copy to the Original ROC and send to the Cashiering Unit as soon as possible.
- 4) Attach the Original and Duplicate copy to the Park/District copy of the ROC.
- 5) List the voided deposit slip number on the ROC, and enter VOID in the amount column.

The Trip copy/copies attached to the appropriate ROC must be sent to the Cashiering Unit as soon as possible. It is the responsibility of the Cashiering Unit to ensure the monies deposited at the bank are moved into our account at the State Treasurer's office. ZBA deposit slips are not sent to the State Treasurer's Office.

06 Deposit/Transport Log

A deposit/transport log is filled out each time a collection is placed or removed from a safe and each time the collection is transferred or deposited. When the collections are removed from the safe the responsible person records it on the log. Anytime funds are transferred from one safe to another safe, the responsible person logs/signs for the collection taken out of one safe and logs/signs the collection in at the other safe.

Districts shall purchase and use ledger books with pre-numbered pages.

The Supervising State Park Peace Officer will audit the logs monthly to insure all moneys have been transferred and deposited appropriately.

07 DPR 197A, Report of Collections (ROC) Preparation (DAM 0620.7)

The DPR 197A, Report of Collection (ROC), is used to report all collections at a Park Unit or District. ROC's must be processed on a continuous basis and within 24 hours after going to the bank, so the Department can maximize the interest earned on all collections for consistent cash flow, and be in compliance with Government Code.

The Cashiering Unit must receive reports, no later than five working days after making the deposit at the bank. To facilitate fiscal year-end closing, it is very important to submit DPR 197A's for the June reporting period as soon as possible.

On the last DPR 197A preceding a period of expected inactivity, write, "No further collections are expected until the unit reopens for business on (Month, Day, Year)." Do not send a DPR 197A until business begins again.

RESPONSIBILITY	ACTION
Employee (Not involved in collection)	1. Transfers the revenue and deposit information from the work sheet [DPR 156, Receipt Accountability Work Sheet, DPR 156CR, Statement of Business (Figure 0620.7B), or Quicken ROC Summary Report] to the DPR 197A. If more space is needed, complete a DPR 197B, Report of Collections Supplement (Figure 0620.7C), and attach it to the DPR 197A. Submit the DPR 197A to the District Superintendent.
District Superintendent or Designee	2. Review the DPR 197A, sign if approved, and return the form to the employee who prepared it.
Employee	3. Keep the duplicate DPR 197A with District copies of DPR 156 or DPR 156CR. Send the remaining copies to the Accounting Section, Cashiering Unit with the applicable items below. <ul style="list-style-type: none"> • Report of Deposit – TRIP copy only • Money orders or checks. • Two copies of the DPR 156 or DPR 156CR when a shortage is reported of \$10 or more (DAM 0620.52).

The employee responsible for completing and signing the ROC must not have any responsibility in collecting the fees. All accountable documents must be included with the DPR 156/156CR and attached to the duplicate DPR197. Original DPR156/156CR is retained at the District.

REPORT OF COLLECTIONS

DATE OF ROC	ACCOUNTING USE ONLY FFY: FM: BATCH NO.: ENTERED BY:	INDEX 8000	PARK NAME
			PARK UNIT NO.
			PERIOD (MM/DD TO MM/DD) TO OF

DESCRIPTION	TRANS-CODE	PCA (FUND)	AMOUNT	SOURCE CODE
Camping	101			140600,12
Day Use	101			140600,14
Boat Use	101			140600,16
Passes	101			140600,18
Other Fees (DPR Managed Pay Showers, Special Events, etc.)	101			140600,26
Overages	101			140600,31
Shortages (Attach 2 copies of each DPR 156/556)	841	()		140600,91
Concessions (Attach copy of DPR 54)	101			152300,11
Lease/Rental of Dwelling (Non-Employee)	101			152300,21
Rental of Dwelling (Employee)	101			152300,31
Parking Violations (County Code)	101			164200,00
Publications Sales	101			161400,11
Park Store Merchandise Sales	101			161400,21
Official Guide Map Sales	101			161400,31
Fuel Sales (Wood)	101			161400,41
Retail Sales and Use Tax (County Code)	161			
Other Collections (Photocopies, Recycled Metal, Vending Machines, etc.)	101			161400,91
ABATEMENT (FY Obj. Index)	104			

ACCOUNTING USE ONLY
ABSOLUTE AMOUNT

TOTAL COLLECTIONS

DEPOSITS

DEPOSIT SLIP ATTACHED	LINE NO.	DEPOSIT DATE (MM/DD/YY)	DEPOSIT SLIP NUMBER	AMOUNT
<input type="checkbox"/>	1			
<input type="checkbox"/>	2			
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			
<input type="checkbox"/>	6			

DEPOSIT SLIP ATTACHED	LINE NO.	DEPOSIT DATE (MM/DD/YY)	DEPOSIT SLIP NUMBER	AMOUNT
<input type="checkbox"/>	7			
<input type="checkbox"/>	8			
<input type="checkbox"/>	9			
<input type="checkbox"/>	10			
<input type="checkbox"/>	11			
<input type="checkbox"/>	12			

TOTAL DEPOSITS

TOTAL COLLECTIONS

DIFFERENCE (MUST EQUAL ZERO)

PREPARED BY	DATE	PREPARER'S PHONE NO.	APPROVED BY	TITLE
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