PINELLAS COUNTY SCHOOLS

DEPOSITS NOT RECEIPTED LOG

INSTRUCTIONS

Cash funds received as change when using a check as tender and funds received to replace an NSF check are no longer required to be deposited on a separate deposit slip. Due to the cost associated with individual deposits, these types of funds can be combined with other funds to be deposited. As a result, this *Deposits Not Receipted Log* is now required and will serve as a tool in the bank reconciliation and auditing processes. This log is to be perpetual and a copy is required to be included in the year-end package submitted to Auditing.

SCHOOL NAME _____

NSF Issuer Name	School Check #	Check Amount	Receipt/Purchase Amount	Cash Back Amount	Date of Bank Deposit	Adjustment Number