



# Administrative Regulations

Number AR21-1  
Issue 5

**Subject: Procedure for Deposition Monies with the Financial Services Division, Central Cashiering Section.**

## I. PURPOSE

The purpose of this regulation is to establish procedures for the timely deposit of monies with Central Cashiering by all City departments and to provide instructions for completing a Deposit Receipt (DR).

## II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

## III. AMENDMENT

The City Manager may amend the policy, procedures and contents set forth in this regulation in accordance with the provisions set forth in Administrative Regulation 1-1

IV. INSTRUCTIONS FOR COMPLETING THE DEPOSIT RECEIPT (DR) Refer to the section in the Financial Management Accounting System Manual entitled "Deposit Receipt and Bank Depositing.

## V. PROCEDURES FOR PROCESSING DEPOSITS

The following procedures and schedules are prescribed for depositing funds with Central Cashiering, Financial Services Division.

A. Monies received by all City departments shall be deposited with Central Cashiering within 24 hours if over one hundred (\$100.00) dollars or within two days if less than one hundred (\$100.00) dollars. Monies received on weekends or on a holiday will be deposited on the next or second work day, depending on the amount as previously described.

B. For the purpose of reconciliation, bank depositing and notification to General Accounting and the City Auditor, the "City Departmental Deposit Window" in Central Cashiering will be closed to all City departments from 11:30 a.m. until 1:30 p.m.

C. For those departments housed in City Hall, all monies received by them in the morning prior to the 11:30 a.m. cutoff are to be deposited in Central Cashiering by 11:30 a.m. Monies received in Central Cashiering after that time will be banked the following business day.

Departments not located in City Hall will be required to make deposits for receipts received before 11:30 a.m. that same day provided the amount is in excess of one hundred (\$100.00) dollars. Deposits are to be hand delivered to Central Cashiering, Plaza Level, City Hall. Do not transport deposits via the City Messenger Service.

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D. When a large check is received and there is inadequate time to prepare and meet the 11:30 a.m. cutoff, a departmental representative should contact the Central Cashiering Supervisor. Dependent on the amount of the check, the Supervisor will determine, whether to delay the bank deposit, have the check added to the next day's deposit or, if the amount is large enough, request a separate deposit slip and have it taken to the bank by the City Treasurer's staff.

E. When monies are received by the Financial Services Division for payment in an amount less than is due on an accounts receivable, it shall be at the discretion of the Financial Services Division to hold the monies until full payment is received or to deposit the monies as a partial payment.

F. Those departments who deposit directly to the bank must adhere to Administrative Regulation 21-1, section V-A "Monies received shall be deposited within 24 hours if over one hundred (\$100.00) dollars or within two days if less than one hundred (\$100.00) dollars". A copy of the bank deposit receipt and a copy of the City deposit receipt shall be forwarded immediately to the City Treasurer's office.

VI. PROCEDURE FOR VERIFIED BAGGED DEPOSITS

Prepare four deposit tickets. One deposit ticket is retained by the depositing department, two are delivered to Central Cashiering for forwarding to the bank, and one is forwarded to the City Treasurer's office along with the Financial Accounting System Bank Deposit (BD).

Each bag deposited with Central Cashiering must be accompanied by three bank deposit tickets. The deposit tickets should indicate the name of the department, date, and the amount of the deposit. The amount of the deposit should be listed on a separate deposit ticket by coin, currency, and checks.

VII. PROCEDURE FOR DEPOSITING PARKING METERS COIN

Loose coin from City parking meters is estimated by Public Works' personnel. After the coin is bagged, the estimated amount and the bag number are recorded on the bag tag. The total is also recorded in a daily log book by source. A covering DR is prepared by Central Cashiering and the pink copy is routed to Public Works.

VIII. PROCEDURES FOR DEPOSITS OF MONEY OTHER THAN BAGGED

Monies accompanying the DR are to be arranged as follows:

A. Coins are rolled in standard tubes as supplied by the bank, and stamped with the date and name of the department.

B. Currency is clipped, wrapped or banded as follows:

Denomination	Clipped	Wrapped or Banded
\$1.00	\$ 25.00	\$100.00
5.00	100.00	500.00
10.00	100.00	500.00 or 1,000.00
20.00	100.00	500.00, 1,000.00 or 2,000.00
50.00	100.00	500.00, 1,000.00 or 2,000.00
100.00	100.00	500.00, 1,000.00 or 2,000.00

The bands must be stamped with the name of the department, employee's initial and date for each deposit.

IX. PROCEDURE FOR ENDORSING CHECKS

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Checks made payable to the City of Long Beach and an individual, or to an individual, or the individual's title with the City of Long Beach included as payee, should be endorsed exactly as shown on the face of the check. The following qualifying endorsement is also required:

"FOR DEPOSIT ONLY TO THE CREDIT OF  
CITY OF LONG BEACH, CALIFORNIA."

Each deposit must be accompanied by an adding machine tape. The tape must begin with a total symbol, followed by a listing of each check, subtotal, silver, currency, and total, as follows.

Example:		0.00	T
		125.76	+
		28.32	+
		875.00	+
	Checks	1,029.08	S
	Silver	0.86	+
	Currency	723.00	+
		1,752.94	T

X. DEPOSIT ACCEPTANCE PROCEDURES

When a deposit is made at the City Departmental Deposit Window, the total of the checks, currency and coin must agree with the grand total. If the total does not equal the DR, everything will be returned to the departmental representative for necessary corrections.

After the funds have been verified, a number from the DR log book will be issued and entered on the deposit receipt along with the BD number, the deposit date and receiver's signature. If the DR is prenumbered, that number and the department name will be entered into a separate log book, and the transaction completed as above. The depositing department receives the pink copy of the DR, and the white and yellow copies are retained in Central Cashiering for distribution to the City Treasurer and General Accounting.