



TEXINS ASSOCIATION CLUBS

POLICIES AND PROCEDURES

Title: **SUBMITTING DEPOSITS**
Approval: **TEXINS ASSOC. CLUBS BOD**
Form No.: **Form TA-03a**

Origin Date: 07-31-03
Approval Date: 08-07-03
Revised Date:

POLICY:

All receipts, cash or checks, will be deposited in accordance with this procedure. All income received by the clubs, will be immediately and personally delivered to the Texins Association Accounting Service for deposit in the respective accounts. Under no circumstances should income money collected or received be used for out-of-pocket disbursements. A receipt shall be issued and the Club President or Treasurer or Club Representative will receive the original copy of the receipt. Please have all checks made payable to the name of your club. There will be a \$25.00 fee for returned checks. Any club president, treasurer, or club representative may take a deposit directly to the Texans Credit Union; if your chooses to handle its own deposits, please fill in the deposit slip correctly, an example of the Texans Credit Union deposit slip has been provided for your reference.

PROCEDURES:

1. **Date:** The date the form is filled out.
2. **Book to Month:** The club will get credit for the deposit in the month it is given to the Accounting Service.
3. **Club Name:** Write the club name in the box.
4. **Acct. No.:** Write your club account number in the box.
5. **Name:** Write the name of person that gave the money to your club.
6. **Purpose:** The reason the money was given to your club.
7. **Check No.:** Write the check number in this box.
8. **Amount Check:** The amount of money written on the check given to your club by the person whose name is written in the same row.
9. **Amount Cash:** The amount of currency and/or coins given to your club by the person whose name is written in the same row.
10. **Total:** Write the total amount of all checks and write the total amount of all cash in the respective column.
11. **Net Deposit:** Enter the total amount of checks plus the total amount of cash.
12. **Name of Depositor:** The person that filled in the information on the form should sign here.