

How to Make a Deposit

1. Count out the float and place in the given blue deposit bag marked "FLOAT" located in the safe (under the sink).

<u>5</u> Rolls Quarters =	\$50.00	* 40 quarters in a roll *
<u>6</u> Rolls Loonies =	\$150.00	* 25 loonies in a roll *
<u>6</u> Rolls Toonies =	\$300.00	* 25 toonies in a roll *
<u>10</u> Ten Dollar Bills =	\$100.00	
<u>10</u> Five Dollar Bills =	\$50.00	

Total: \$650.00

There may be times where this does not work out to these values, ideally you want to keep as many toonies, loonies, quarters and small bills as possible making up the total value with larger bills if need be

2. Pull out the deposit binder and blue deposit bag labeled "FLOAT". Count the float it should equal \$650.00 Record this on the sheet in the deposit bag. An example of how to fill out the sheet is below. It is important to put the correct date as well as what events are happening that day on this sheet.
3. Bank Deposit:
 1. Count out the float in the amounts listed above, unless you do not have that value available in that case use what you can to come up with the \$650.00 float.
 2. Do a deposit with remaining monies after the FLOAT has been removed. PLEASE DO NOT FORGET TO WRITE THE ACCOUNT NUMBER ON YOUR DEPOSIT SLIP & DEPOSIT BAG. The white sheet goes into the deposit bag (found in safe) with the deposited money which is then taken to the CREDIT UNION. There is a drop box for after hour deposits. DEPOSITS MUST BE MADE EVERY NIGHT! DO NOT LEAVE MONEY DEPOSITS IN THE SAFE. Please record the same values you deposited to the bank in the deposit binder. ****DON'T FORGET YOU NEED TWO SIGNATURES**** Please print your name in the binder. We are holding people accountable this year. Expect a phone call if your deposit does not add up. TAKE THE EXTRA TWO MINUTES TO MAKE SURE IT IS CORRECT AND THAT THE SECOND SIGNATURE HAS INDEED RECOUNTED ALL OF THE MONEY AND GOT THE SAME VALUE!!!!!!!