

**Health Care Services Division
 Finance Policies and Procedures**

CASH MANAGEMENT

AUTHORITY				
Federal	Rev. Statutes	Admin Code	LSU-HSC	HCSD

CITATION:

PROCEDURE NAME: **Regions Bank Daily Deposits**

PURPOSE: **To establish the procedures for making daily bank deposits to Regions Bank. This procedure currently applies to EKLMC, HCSDA, HPLMC, LJCMC, MCLNO, and UMCLA.**

RESPONSIBLE PERSON	ACTION STEPS
Business Unit Employee	1. Collects necessary checks, cash and coin to make the bank deposit.
Business Unit Employee	2. Tabulate totals and records on sequential numbered deposit slip.
Business Unit Employee	3. Verify accuracy of deposit.
Business Unit Employee	4. Transport deposit to bank.
Business Unit Employee	5. Conducts deposit transaction at bank.
Business Unit Employee	6. Returns to Business Unit with deposit slip validation of deposit amount.
Business Unit Employee	7. Submit deposit slip validation to supervisor.

**Health Care Services Division
 Finance Policies and Procedures**

CASH MANAGEMENT

RESPONSIBLE PERSON	ACTION STEPS
Business Unit Employee	8. Verify and compare to deposit listing sent to bank for accuracy and completeness.
Business Unit Employee	9. Record deposit entry and classify into PeopleSoft General Ledger as appropriate for revenue type. The deposit entry journal id should be a 10 digit alpha-numeric format as follows: BDXXXXXXXX (3 digit agency number followed by the five digit deposit ticket sequential number). Example: BD30800067
Regions Bank	10. On a daily basis, the Depository Account will be swept and all deposits for that day will be recorded in the Master Sweep Account for maximization of interest.