Sample of check/cash management procedure in place

1. TOPS Director collects monies (checks/money orders or cash), makes sure it's payable to FAU and logins into spreadsheet and initials

2. TOPS Director takes monies to TOPS Coordinator before end of day.

3. TOPS Coordinator then:

   o Makes copies of checks and cross references to TOPS Director spreadsheet and initials
   o Notates registration form with balance/full tuition received
   o Stamp checks with Bank Deposit Stamp (see Sample 2) completes departmental deposit form, bank deposit slip and bag
   o

Deposit 2018

Received	Initials of Recepient/Preparer	Funds Received via	Deposit Date	Check Name	Camper(s)	Returning or New Camper	Ck#	Amount	Checked by Director	Balance	Paid	Scholarship
1/9/2018	TT	mail	1/9/2018	John Doe	John Doe Jr.	Returning	2018	$50.00	EMA	$530.00		