

Bishop's Peak Elementary School
Financial Secretary
Job Description and Procedures

Making Deposits

1. Fill out Verification/Receipt form if one is not attached to money.
2. Separate money from verification form.
3. Fill out Deposit Summary form and attach Verification form.
 - a. Green = General Account
 - b. Orange = Study Trips *
 - *study trips are:
 - 4th grade - Monterey Bay Aquarium
 - 5th grade – Camp Ocean Pines, Cambria
 - 6th grade - Yosemite
 - Money from Drive-Thru B.B.Q. fundraiser and specified donations go into Study Account
4. Fill out Deposit Slip for bank. *Note separate slips for study account
5. Fill out Deposit Record. (Attached to slip for General Acct., inside cover of !!!! Deposit Slip book for Study Account)
6. Stamp checks.
 - *Note separate stamp for study acct.
7. Enter deposit information into 5 star ledger.
8. Make deposit no more than two weeks after receipt of money.
9. Attach Deposit Receipt to Deposit Summary and turn into Treasurer.

Prepare Paperwork for Check Requests

1. Review or fill out green or orange* Payment Authorization form.
 - *orange form = study acct.
2. Sign Form
3. Attach receipts or invoice
4. Enter into 5 star ledger.
5. Turn into PTA president for signature.
6. If already signed by president turn directly into Treasurer.

Other Jobs

Update Forms

Keep forms stocked in Treasurer/Financial Secretary basket.