

SAN JUAN ISLAND EMERGENCY MEDICAL SERVICES
SAN JUAN COUNTY PUBLIC HOSPITAL DISTRICT NO. 1

Standard Operating Guideline
Receipt of Checks and Deposits

No. 113-10

Date Issued: August 7, 2006

Date Revised: 6/3/2010

Effective: Immediately

Purpose: To establish a Guideline for depositing checks into SJIEMS bank account.

Guideline: **Processing of Checks and Making Deposits**

- I. DEPOSITS ARE TO BE MADE AT LEAST ONCE PER WEEK
 - A. Or more often if checks totals are over \$1,000
- II. SEPARATE CHECKS INTO BUDGET LINE ITEM TYPES
 - A. Aid Car Fees, Training, Small Refund from Vendor, etc.
 - B. Copy all checks
 - C. Stamp with EMS Bank stamp
 - D. Use different deposit slips and transmittal forms for each grouping
- III. FILL OUT ISLANDERS BANK DEPOSIT SLIP
 - A. Add checks on adding machine
 1. Stamp adding machine tape with EMS Bank stamp
 2. Attach to deposit slip with checks
- IV. FILL OUT TREASURER'S DETAILED TRANSMITTAL EXCEL FORM
 - A. Located in *Shared Drive; Warrants and Deposits; Deposits; Deposit blank*
 - B. Use Checks to enter totals on form as a way of verifying deposit slip total is correct
 - C. Sign form at bottom and date
 - D. Make packet of check copies, supporting material and transmittal form to file
- V. CHECKS DEPOSITED AND VERIFIED BY EMS ADMINISTRATOR
 - A. Checks, deposit slip, adding machine tape go to Islanders Bank
 - B. Get receipt from teller
 - C. Fax receipt and transmittal form to SJC treasurer's office
 - D. Add to appropriate packet before filing
 - E. Verify transactions with Treasurer at end of month
- VI. AID CAR FEES CHECKS
 - A. Aid checks that arrive by mail
 1. Copy checks and put with supporting material
 2. Fax to Nina at Intermedix (510-632-5580)
 3. Stamp Checks with EMS Bank Stamp
 - B. Wells Fargo Account
 1. Check Wells Fargo Account Once a week
 - a. (ID: cadydavies, PW: Sjiems77)
 2. Write a check for \$3,000 less than what is in WF account
 3. Have Administrator sign check
 4. Add to stack of checks to be deposited.
 - C. Follow steps III through V.