

SAP and OrderPoint Schools Circular

2019 - 1

Title: Banking income received (cash/cheques)
Date Released: April 2019
Intended Recipients: SAP Inputters

Executive Summary: This circular provides information on how to bank income received and the bank's requirements for cash/cheques received

It is important that you bank and enter your income received into SAP in a timely and accurate manner so that income is recorded in the correct period (month), and the Central Banking Team at County Hall can carry out the daily reconciliation of the Council's bank account.

How to bank cash and cheques received in school using the Secure Collection Service

Cash and cheques to be paid in using the appropriate bag. **Please do not overfill the Secure Collection bags.**

Cash notes should be sorted by denomination and coins sorted into the appropriate denomination coin bags.

- In the **cash bag** you must include the paying in slip. (Notes must be flat, not rolled up or folded; the bank recommends using an elastic band to secure the paying in slip and notes together).

Cheques **must** be completed using blue/black ink, date, payee name, the amount in words and figures and a signature. (Any incomplete cheques will be **rejected** by the bank).

All cheques that are being paid into County Fund Account must be made payable to 'Derbyshire County Council'. Please write your school cost centre on the back of the cheque.

- In the **cheques bag** you must include the paying in slip, the Customer Identification Ticket, a cheque listing and the cheques. (Again, the bank recommends that the cheques are flat, not rolled up or folded, and all the required paperwork together with the cheques should be secured with an elastic band).

If any of the above are **not** included with the cheques in the bag, it may delay the income being identified and credited to your school budget.

The same applies to cash, do not forget to include the paying in slip in the bag, as again it delays the income being identified and credited to your school budget.

If you require any further information or assistance regarding preparing your income for the Secure Collection service or banking income at a Lloyds branch please do not hesitate to contact the Income Team on 01629 538729. If you require assistance with recording any income received in SAP, please contact the Core Business Systems Support Team on 01629 538088.

