

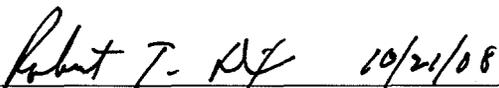
**Montgomery Developmental Center
Business Office
Deposits
Client Funds Procedure 94-08-CF09**

**Created August 1, 1994
Revised 9-30-08**

Deposits from relatives return of funds and refunds from vendors must be made within **5 days** of receipt by the Fiscal Office. All monies must be deposited every Friday .

1. All checks received by the Fiscal Office should go to the Client Funds Clerk on day of receipt.
2. Client Funds Clerk to make copies of all checks and attached to the Batch report after posting of checks.
3. Posting of checks to client's accounts must be completed with 10 days of receipt.
4. Deposit slips created and deposited weekly.
5. Payroll Clerk takes the deposits to the bank weekly.
6. Deposit slips to Fiscal Officer after deposits have been made.
7. Deposits reconciled to bank statement by Fiscal Officer monthly

Receipts are necessary for the relatives that bring a check or money directly to the Fiscal Office.



Robert Dix, Operations Director