Cash Controls in a Small Office

**Step One**
- Two people office
  - If possible mail should be opened together
  - First person counts numbers of checks received and restricted back of check for UW deposit
  - Second person runs a tape for the purpose of matching actual deposit confirmed by bank to sum of checks

**Step Two**
- Second person fills out deposit slip and sends deposit to bank (or SFS)
- First person reviews deposit acknowledged by bank (from bankrec) by confirming sum on deposit ticket and number of checks deposited

**Step Three**
- First person should track deposit to budget in MyFD

*CT= cash transmittal form, aka CT30*