

# **Finance Process Guidelines**

## **OASIS Schools BED Processing**

**Prepared for NSW Department of Education**

**Westpac**

**Institutional  
Bank**

## Table of Contents

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<b>1. Introduction.....</b>	<b>3</b>
<b>Schools BED Bag Process .....</b>	<b>4</b>
1.1 Introduction .....	4
1.2 Process Map .....	4
1.3 Work Instructions .....	4
1.4 Complete Deposit Slip .....	6
1.4.1 <i>Pre-Encoded Deposit Slip</i> .....	6
1.4.2 <i>Blank Deposit Slip</i> .....	6
1.5 Complete BED Bag .....	7
1.5.1 <i>Bag Receipt</i> .....	7
1.6 Front of Bag Image .....	8
1.7 Rear of Bag Image .....	8

# 1. Introduction

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NSW Public Schools prepare approximately 230,000 Business Express Deposit (BED) bags each year.

This document has been developed to assist schools by providing clear and consistent instructions on how to prepare a BED bag. It is highly recommended that schools adopt and follow these procedures when preparing BED bags to ensure they are processed efficiently and accurately.

Incorrect preparation of BED bags can result in errors and delays during processing. Following are some points to help with preventing errors in deposits:

- Ensure the deposit slip, cash and cheques are placed into the correct sections of the bag
- Ensure the amount on the deposit slip exactly matches the cash and cheques in the bag
- Total all cheques on the deposit slip and include the OASIS Bank Deposit Sheet detailing all cheques in the BED bag
- If using a blank deposit slip, ensure all relevant and required information is filled out (Tip – always keep a spare deposit book on hand to reduce the need for blank slips)
- Record the BED bag serial number on the deposit slip
- Complete all required information on the BED bag
- Most importantly, seal the BED bag properly and securely
- Ensure the BED bag is within the weight limits

The total weight (of the bag and its contents) shall not exceed 6 kilograms.

**NB.** Maximum weight equated to approximately \$100 in silver or \$500 in gold coin.

Key benefits of correct BEDs preparation are:

- Timely receipt of the deposit into the school bank account
- Reduces and/or eliminates errors in processing and discrepancies in amounts
- Reduces and/or eliminates enquiries

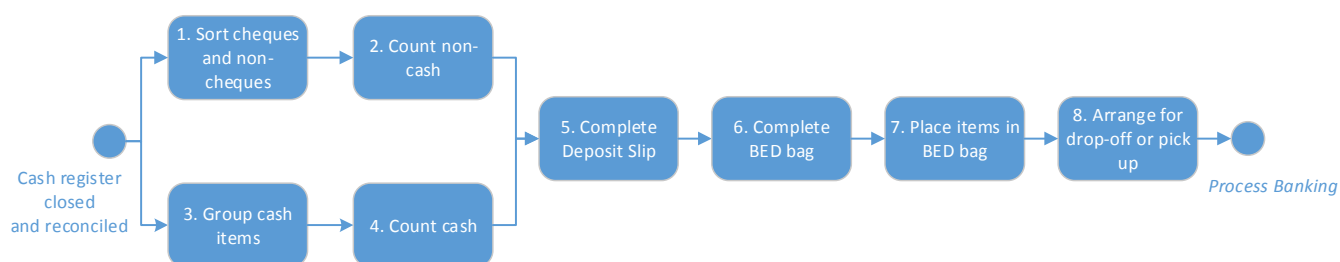
# Schools BED Bag Process

## 1.1 Introduction

The following guidelines will assist OASIS schools prepare BED bags to ensure they are processed correctly **first time**.

This process is designed to be performed in conjunction with the instructions in **School Manual on Financial Management Chapter 5 – Receipting and Banking - 5.8 The Banking Process**.

## 1.2 Process Map



## 1.3 Work Instructions

Step	Description	Screenshot/Table
1.	Sort cheques and cash	Remove non-cash items from plastic bags and remove any paper clips, adhesive tape, rubber bands and staples.  Sort into cheques and cash.
2.	Count non-cash (cheques)	Count cheques and money orders
3.	Group cash items	Sort cash items and group into denominations.
4.	Count cash	Count cash items.
5.	Complete deposit slip	Fill in the deposit slip as per “ <b>Complete Deposit Slip</b> ” on page 6- Pre encoded or Blank.
6.	Complete BED bag	Fill in the BED bag as per “ <b>Complete BED Bag</b> ” on page 7  Record the BED bag serial number on the deposit slip. This will assist in resolving any enquiries that may arise.

Step	Description	Screenshot/Table
7.	Place items in BED bag	<p><b>1. Cash Only Section</b></p> <p>Bundle the collated notes and secure with a rubber band and bag any coins in denominations according to coin bag and any residual coins in one bag.</p> <p>Place the cash in the <b>CASH ONLY SECTION</b> of the BED bag.</p> <p>The total weight (of the bag and its contents) shall not exceed <b>6 kilograms</b>. <b>NB.</b> Maximum weight equated to approximately \$100 in silver or \$500 in gold coin.</p> <p><b>2. Non Cash Section</b></p> <p>Place Bank Deposit Sheet, cheques, money orders and deposit slip with the deposit slip <b>FACE UP</b> on the <b>TOP</b> of the bundle.</p> <p>Place the non-cash items in the <b>NON CASH SECTION</b> of the BED bag ensuring that the deposit slip is visible through the clear plastic and <b>SEAL THE BAG SECURELY</b>.</p>
8.	Arrange for drop off or pick up	Depending on your banking arrangements, either deliver your BED bag to the branch or have it picked up by Security banking.

## 1.4 Complete Deposit Slip

When completing the deposit slip, use black or blue ink only.

### 1.4.1 Pre-Encoded Deposit Slip

The diagram shows a Westpac Pre-Encoded Deposit Slip for NSW Government Department. The slip is pre-filled with the following information:

- Bank:** Westpac Banking Corporation, NSW GOVERNMENT DEPARTMENT, P000746117
- Trancode:** 50
- For CREDIT of:** SILVERTON PUBLIC SCHOOL, ABN 12 345 678 911
- Fields to be filled:** Date, Cash, Cheques (see reverse), Less Charges, and a Total field.

Callouts with arrows point to the following fields:

- Enter the number of cheques being deposited:** Points to the 'No. of cheques' field.
- Write the number of the BED bag at the top of the slip:** Points to the 'P000746117' reference number.
- Enter the date that the deposit will be delivered to the bank:** Points to the 'Date' field.
- Cash: Total the notes and coins being deposited:** Points to the 'Cash' field.
- Cheques: Total value of all cheques being deposited:** Points to the 'Cheques (see reverse)' field.
- Total: Total amount of the deposit - cash plus cheques:** Points to the 'TOTAL' field.

On the reverse of the deposit slip, enter the details for any cheques. This will assist in identifying and allocating any missing cheques.

### 1.4.2 Blank Deposit Slip

If you do not have a pre-printed deposit slip, complete the deposit slip as per below:

The diagram shows a Westpac Blank Deposit Slip. The slip is pre-filled with the following information:

- Bank:** Westpac Banking Corporation, ABN 33 007 457 141, DFL(06/12)280573, P000746117
- Fields to be filled:** Branch/Bank where account is held, Paid in by (print name), Signature, Daytime phone no., For CREDIT of (account name), No. Chqs, Pay the funds to: Credit Card number, Credit Card acct., Aux serial no., BSB number, Account number, Trancode, Date, Cash, Cheques(s) Complete details on reverse, Transfer fee, and a Total field.

Callouts with arrows point to the following fields:

- Enter the contact details of the person making the deposit. This should match the details on the BED bag:** Points to the 'Paid in by (print name)' field.
- Enter the name of the school:** Points to the 'For CREDIT of (account name)' field.
- Write the number of the BED bag at the top of the slip:** Points to the 'P000746117' reference number.
- Enter the date that the deposit will be delivered to the bank:** Points to the 'Date' field.
- Cash: Total the notes and coins being deposited:** Points to the 'Cash' field.
- Cheques: Total value of all cheques being deposited:** Points to the 'Cheques(s) Complete details on reverse' field.
- Total: Total amount of the deposit - cash plus cheques:** Points to the 'TOTAL' field.
- Enter the number of cheques being deposited:** Points to the 'No. Chqs' field.
- Enter the BSB and account number of the school:** Points to the 'BSB number' and 'Account number' fields.
- Enter "50" for the Trancode:** Points to the 'Trancode' field.

## 1.5 Complete BED Bag

Schools should be using the P-Series bags. These are red bags and have a serial number starting with P. Please refer to other guidelines for M-series and S-series bags available on Westpac NSW Schools website.

Enter the details on the BED bag before placing the items in the bag. The P-series bags only have one section that needs to be completed. This is on the Cash Only Section of the bag.

Complete the BED bag as per below:

The diagram shows a form for a BED bag with several sections and callouts:

- Account Name:** A text box with a callout: "Enter the school name".
- BSB:** A text box with a callout: "Enter the account details from the bottom of the deposit slip".
- Account:** A text box with a callout: "Enter the account details from the bottom of the deposit slip".
- Serial Number (if different):** A text box with a callout: "Enter the details of the person to be contacted for enquiries".
- Person Preparing Deposit:** A text box with a callout: "Enter the details of the person to be contacted for enquiries".
- Contact Name (if different):** A text box with a callout: "Enter the details of the person to be contacted for enquiries".
- Contact Number:** A text box with a callout: "Enter the details of the person to be contacted for enquiries".
- Cash Summary:** A table with columns for denomination (\$100, \$50, \$20, \$10, \$5), amount, and cents. Callouts include:
  - "Enter the notes/coin breakup" pointing to the \$100 row.
  - "Total Cash: This must match the amount on your deposit slip." pointing to the Total Cash row.
- Non Cash Summary:** A table with columns for Non Cash and Total. Callouts include:
  - "Total Cheques: This must match the amount on your deposit slip." pointing to the Total row.
- Total Deposit:** A table with columns for Total Deposit. Callouts include:
  - "Total Amount: This must match the total amount on the deposit slip." pointing to the Total Deposit row.

### 1.5.1 Bag Receipt

The receipt section is to be completed for all bag types. It is the tear off section at the end of the bag. Once complete it needs to be torn off and kept with the school copy of the deposit sheet.

The diagram shows a Bag Receipt form with a callout:

- Record the cash and cheque totals and the overall total.** A callout box with an arrow pointing to the "Total Deposited" field.
- Cash \$** [ ]
- Cheques \$** [ ]
- Merchants \$** [ ]
- Total Deposited \$** [ ]
- (subject to verification)**
- P000746117** (Serial Number)

