

Finance Process Guidelines

OASIS Schools BED Processing

Prepared for NSW Department of Education

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1. Introduction

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

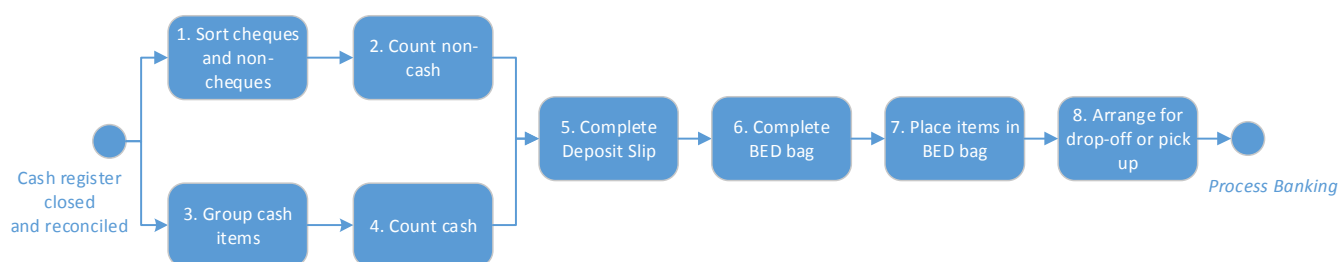
Schools BED Bag Process

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 “ Complete Deposit Slip ” on page 6- Pre encoded or Blank.
6.	Complete BED bag	Fill in the BED bag as per “ Complete BED Bag ” 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>1. Cash Only Section</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 CASH ONLY SECTION of the BED bag.</p> <p>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.</p> <p>2. Non Cash Section</p> <p>Place Bank Deposit Sheet, cheques, money orders and deposit slip with the deposit slip FACE UP on the TOP of the bundle.</p> <p>Place the non-cash items in the NON CASH SECTION of the BED bag ensuring that the deposit slip is visible through the clear plastic and SEAL THE BAG SECURELY.</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

Enter the number of cheques being deposited

Write the number of the BED bag at the top of the slip

Enter the date that the deposit will be delivered to the bank

Cash: Total the notes and coins being deposited

Cheques: Total value of all cheques being deposited

Total: Total amount of the deposit - cash plus cheques

Westpac Banking Corporation
NSW GOVERNMENT DEPARTMENT

DEPOSIT

Date / /

Cash .

Cheques (see reverse) .

Less Charges .

TOTAL \$.

For CREDIT of
SILVERTON PUBLIC SCHOOL
ABN 12 345 678 911

TRANCODE
50 \$

0 3 2 0 0 1 2 3 4 5 6 11 50

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:

Enter the contact details of the person making the deposit. This should match the details on the BED bag.

Enter the name of the school

Write the number of the BED bag at the top of the slip

Enter the date that the deposit will be delivered to the bank

Cash: Total the notes and coins being deposited

Cheques: Total value of all cheques being deposited

Total: Total amount of the deposit - cash plus cheques

Enter the number of cheques being deposited

Enter the BSB and account number of the school

Enter "50" for the Trancode

Westpac Banking Corporation ABN 33 007 457 141

DFL (06/12) 280573

DEPOSIT

Date / /

Cash \$.

Cheques(s) \$.

Transfer fee \$.

TOTAL \$.

For CREDIT of (account name)

No. Chqs

Pay the funds to: Credit Card number

Aux serial no.

BSB number

Account number

Trancode

+020+

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:

Enter the school name	Account Name:										
	BSB:										
Enter the account details from the bottom of the deposit slip	Account:										
	Serial Number (if different):										
Enter the details of the person to be contacted for enquiries.	Person Preparing Deposit:										
	Contact Name (if different):										
	Contact Number:										

Cash Summary											
\$100	\$									0	0
\$50	\$									0	0
\$20	\$									0	0
\$10	\$									0	0
\$5	\$									0	0
Total Notes	\$									0	0
Total Coin	\$										
Total Cash	\$										

Non Cash Summary											
Non Cash	\$										
Total	\$										

Total Deposit	\$										
---------------	----	--	--	--	--	--	--	--	--	--	--

Enter the notes/coin breakup											
------------------------------	--	--	--	--	--	--	--	--	--	--	--

Total Cash: This must match the amount on your deposit slip.											
--	--	--	--	--	--	--	--	--	--	--	--

Total Cheques: This must match the amount on your deposit slip.											
---	--	--	--	--	--	--	--	--	--	--	--

Total Amount: This must match the total amount on the deposit slip.											
---	--	--	--	--	--	--	--	--	--	--	--

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.

Record the cash and cheque totals and the overall total.	Cash \$	
	Cheques \$	
	Merchants \$	
	Total Deposited \$	
(subject to verification)		

P000746117

1.6 Front of Bag Image

8.5mm

8.5mm

190mm

130mm

123456

35mm

20mm

320mm

ROTARY SEAL

PERF

120mm

123456

123456

NO PRINT AREA

Westpac Banking Corporation ABN 33 007 437 141 AFSL and Australian credit licence 233714

Cash \$

Cheques \$

Merchandise \$

Total deposited \$

(Subject to verification)

Business Express Deposit

Business Express Deposits are a great way to make high value deposits.

Most of our customers use the right deposit type to gain quick access to their funds and/or minimise their fees. Suggestions include:

- Receiving instant credit and a receipt by using our Smart Deposit ATMs with your Westpac Card for deposits with less than 50 notes and cheques.
- Reducing transaction fees by consolidating your daily deposits into fewer bags and/or depositing large values, less frequently.

Use of our Business Express Deposit is taken as your agreement to comply with the Conditions of Use, available from any Westpac branch.

Process:

- Remove cash and non cash items from plastic bags and remove; paper clips, cello tape, rubber bands and staples.
- Count cash and cheques.
- Complete deposit details:
 - On a pre-encoded deposit slip (if none available, use a regular deposit slip and arrange for a pre-encoded deposit book with tellers).
 - By filling in the below section.

Account Name:

BSB:

Account:

Serial Number (if required):

Person Preparing Deposit:

Contact Name (if different):

Contact Number:

Cash Summary

\$100 \$ - 0 0

\$50 \$ - 0 0

\$20 \$ - 0 0

\$10 \$ - 0 0

\$5 \$ - 0 0

Total Notes \$ - 0 0

Total Coin \$ - 0 0

Total Cash \$ - 0 0

Non Cash Summary

Non Cash Total \$ - 0 0

Total Deposit \$ - 0 0

Cash Only Section

123456

Non Cash Section

123456

6. Prepare Non Cash items in the following order, ensuring deposit slip is on top:

- Deposit Listing Sheets
- Merchant Slips
- Cheques
- Deposit Slip

7. Place non cash items in the Non Cash Section, ensuring items are clear of the seal.

8. Seal the Cash Only Section and Non Cash Section by peeling off the release liner, removing trapped air and sealing.

9. Lodge the BED envelope at your local Westpac branch in an approved method:

- Express Deposit Box
- Over-the-counter
- Night Safe and Electronic Night Safe

1.7 Rear of Bag Image

130mm

320mm

255mm repeat

PERF

IF BAG HAS BEEN TAMPERED WITH, DO NOT OPEN AND IMMEDIATELY NOTIFY AUTHORISED PERSONNEL.

Westpac

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