

Part 1: Express Deposit Bag (EDB) Banking Procedures

All banking deposits through the ANU courier collection service utilise the National Bank Express Deposit Bag (EDB). This provides a tamper proof bag for the safe transport of coin and notes.

Completing the Express Deposit Bag (EDB) (National Bank terminology = Express Business Deposit Bag)

You will need:

- a 'new' bag, taken from the register of EDB's held by your budget unit (figure 1 refers);
- a credit summary form for your budget unit (figure 2 refers);
- Banking Summary of cash and cheques (figure 3 refers) if using the ANU general receipting system (for users of the Student 21 Financial system, the Halls of residence and University House, please substitute your own specific deposit listing report); and
- notes, coins, cheques and travellers cheques (already counted and balanced) and that equal the Banking Summary of cash and cheques (figure 3 refers).

The instructions on the bag are somewhat self explanatory. Please take the time to read them carefully. However, ANU does have slightly different terminology and the following information helps to explain the ANU variations more clearly.

1. Take yourself to a secure location (preferably out of site of the general public).
2. See Figure 1. Complete the cash summary section (Notes, Coin and Total Cash). Complete the break up of notes and coin. Please note that the total cash should equal the ANU Banking Summary of Cash and Cheques (see figure 3).
3. The credit summary - figure 2 refers (terminology on the EDB is deposit slip) must be completed and placed in the front pouch of the bottom of the bag. It needs to be easily accessible to the banking staff. Already on the bottom line of the credit summary is the ANU cost centre (eg 24 = Finance & Business Services budget unit) and the bank account number is that of the ANU general account.
4. Only the 'Total' of all the contents in this EDB needs to be written on the credit summary (figure 2). That is, the total cash, cheque and travellers' cheques that are in this specific EDB. (If you need to use two EDB's, for any one day's / week's coins, please see the addendum at the end of these instructions).

NOTE: Do not include EFTPOS totals on the credit summary.

5. Ensure the National Bank credit summary (figure 2) is at the front of the pouch (see figure 1).
6. Place behind the COMPLETED National Bank credit summary (figure 2), the Banking Summary of Cash and Cheques (figure 3). Terminology for 'National Credit Summary on the EDB is deposit listing.
7. Place behind the Banking Summary of Cash and Cheques (Figure 3 refers) all **CHEQUES and TRAVELLERS' CHEQUES**.

NOTE: Do not staple any of these documents.

PART 2: REVIEW/ EDB CLOSING/ EDB REGISTER

8. **Have a senior member of staff review the bag and co-sign the EDB register.** The senior member of staff is looking for:

- Evidence that all the totals balance;
- That notes and coin are in the secure part of the bag;
- That the cheques and travellers' cheques are in the pouch at the bottom of the front of the bag;
- That the COMPLETED credit summary is visible, ie the top/front document are in the bottom pouch;
- That no staples or pins are used in any of the material put in the front pouch; and
- That one EDB bag has been used per one day of 'receipting'.

Note: It is extremely important that all receipting points are 'balanced' on a daily basis. If you are a One Stop receipting area, this is called a 'Z' Report. For detailed procedures on how to use One Stop Receipting please refer to

http://info.anu.edu.au/fbs/assets/Training_and_Support/Courses_and_Seminars/Files/Onestop.pdf

If you are a user of the Student, University House or University Accommodation procedures, please refer to your in house procedures and ensure that balancing is done 'daily' and a new EDB bag is used for each days banking.

9. Seal the bag, as per the instructions on the bag in the presence of the senior / other member of staff. (Figure 5 refers).

10. **Complete the EDB register. The EDB register should detail (at a minimum):**

- **The EDB bag number;**
- **The staff member signature & Uni ID preparing the EDB bag;**
- **The staff member signature & Uni ID that checked the EDB bag;**
- **A column for the 'date' that the EDB bag is completed**
- **Space for the Security Guard to 'sign' & date when the bags are collected.**

NOTE: If multiple bags are being collected on the same day by the security guard, please ensure that a separate signature and date is placed next to each bag, by the Security Guard.

Please ensure that all entries in the EDB bag are done in pen and are legible.

11. Put the EDB in a secure place (preferably the safe if there is cash in the bag) until the courier collection team arrive.

PART 3: COLLECTION OF THE EDB BAG

12. Ensure you have a regular booking (minimum of weekly) for collection of the bag (s).
13. The courier collection staff will only check to see that the bag is sealed. No other checks of the bag will be done.
14. The security guard will need to see the EDB register and sign for the bag (or bags).
15. The security guard will ask you to complete a CIT (cash in transit receipt). The Business Office will get to retain one of the receipts. Each receipt should clearly detail how many bags where collected, bag numbers and the cash and non cash amounts.

NOTE: Extra banking collections can be scheduled by contacting ANU Security ext 52249.

ADDENDUM: Two EDB's Required?

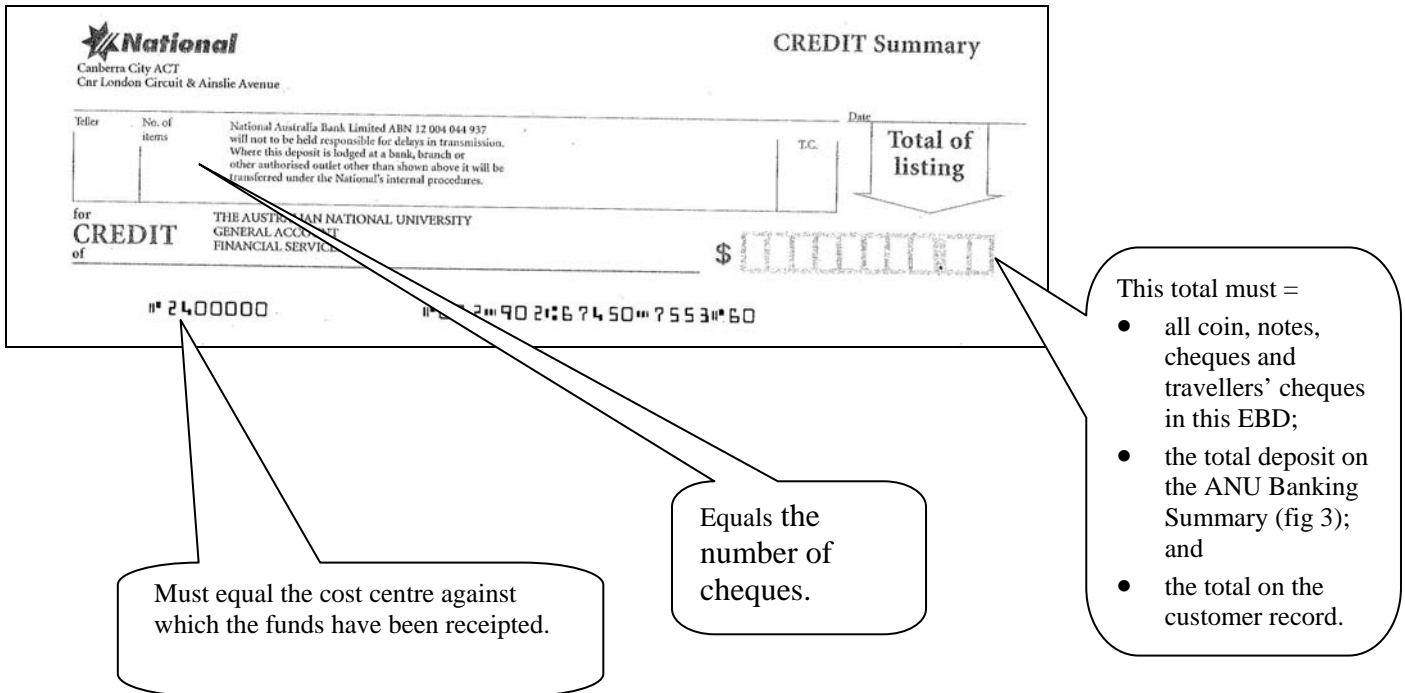
If there is too much coin for the sealed part of the bag (maximum coin deposit specified on the bag is \$500 gold or \$100 silver) you will need to utilise two EDB's (**and consider banking more regularly**). **Remember you must bank at least once a week.**

1. Prepare two EDB's (figure 1) and two credit summaries (figure 2).
2. Put all the cheques and travellers' cheques and the 'ANU Banking Summary of Cheques and Cash' (figure 3) in the pouch of the front of EDB 1.
3. Put all the notes in EDB 1.
4. Then determine what amount of coin is going to go in EDB 1 and EDB 2.
5. The same day the EDB's re collected please email bank.rec@anu.edu.au in Finance & Business Services. You need to advise them that you have had to split the cash deposit into more than two bags. A simple eg. of what should be contained in the email is:

Total Amount Being Banked	\$1,000.00
EDB 1	Cheques: \$300 Notes: \$300 Coin: \$300
EDB 2	Coin: \$100

FIGURE 2 - Credit Summary (EDB terminology is Deposit Summary)

NOTE: Do not include EFTPOS totals or foreign cheques (drafts).



National
Canberra City ACT
Cnr London Circuit & Ainslie Avenue

CREDIT Summary

Refer	No. of items	Date	T.C.	Total of listing

National Australia Bank Limited ABN 12 004 044 937
will not be held responsible for delays in transmission.
Where this deposit is lodged at a bank, branch or other authorised outlet other than shown above it will be transferred under the National's internal procedures.

for **CREDIT** of THE AUSTRALIAN NATIONAL UNIVERSITY
GENERAL ACCOUNT FINANCIAL SERVICES

\$ []

⑈ 24000000 ⑈ 902167450⑈7553⑈60

Must equal the cost centre against which the funds have been received.

Equals the number of cheques.

This total must =

- all coin, notes, cheques and travellers' cheques in this EBD;
- the total deposit on the ANU Banking Summary (fig 3); and
- the total on the customer record.

FIGURE 3 - Report of Cheques (from OneStop receiving system)

F&ES 05/708 v12.2b/1.14		REPORT: 3952. BANK DEPOSITS. =====		Time: 15:49	Date: 31/08/2007
Australian National University		Branch:082902	Account:674507553	Page: 2	Dep No.: 1220
C H E Q U E S					
POS No.	Rcpt. No.	Bank / BSB	Cheque number	Drawer	Amount
1	29546	083659	000495	Alison and Mark Webe	500.00
1	29547	062913	001343	Ben Mutandadzi	210.00
1	29553	082962	001487	Insurance Australia	54469.00
1	29554	082201	001458	Australian Dental As	816.20
2	29555	112908	000477	Aust Academy of the	69.34
1	29556	082976	000095	D Koffina Trading as	5458.75
1	29557	062919	358345	ACT Council of P&C A	299.00
1	29558	083004	330616	DA Information Servi	49.94
1	29559	000000	325513946	Dawson Books	123.73
1	29560	083012	0136985	James Bennett Pty Lt	111.91
1	29561	062000	042682	Marist College	350.00
1	29562	082067	029585	Mallesons Stephen Ja	8031.60
1	29563	065000	001386	Association for Tert	220.00
1	29564	082372	437232	University Co-op Boo	22062.86
1	29565	014281	065725	University of Queens	1054.90
1	29566	062593	000382	Burra Community Asso	775.67
1	29567	062903	000898	ACSPRI	58480.79
1	29568	033222	765667	Department of Infras	900.00
1	29569	092002	023029	Federal Court of Aus	13.20
1	29570	032938	390466	University of Wester	1000.00
1	29571	082886	604219	University of Wollon	528.00
1	29572	065115	000037	ALEA	18800.10
1	29575	082902	008117	ANU Students Associa	685.76
1	29576	082401	0034321	EBSCO	24.62
1	29577	032727	200178	Various	15.00
1	29578	012950	051813	Pickles Auctions	53691.20
1	29580	012950	051793	Pickles Auctions	41294.00
1	29581	082372	336223	University of Sydney	1300.00
1	29582	082886	604117	University of Wollon	2163.00
1	29583	032001	165219	Dept of Environment	200.00
1	29585	082067	044872	Mallesons Stephen Ja	651.20
T O T A L:				Qty: 31	274409.77

Total deposit figure should = the total on the credit summary (fig2).

FIGURE 3 CONTINUED – Summary of Cash, Eftpos and Cheques – from OneStop receipting system

F&BS		REPORT: 3952. SUMMARY FOR THE DAY. Z-REPORT (F&BS)				Time: 15:49		Date: 31/08/201	
OS708 v12.2b/1.14		=====						Page: 1	
POS No.	Transaction	RECEIPTS		REFUNDS		TOTAL			
		Qty	Amount	Qty	Amount	Qty	Amount		
1	005 Other Receipts (GST)	32	119514.50	0	0.00	32	119514.50		
	006 Other Rcpts (No GST)	3	2317.77	0	0.00	3	2317.77		
	010 Debtor Invoice	32	160005.91	0	0.00	32	-160005.91		
1	TRANSACTION TOTAL:	67	281838.18	0	0.00	67	281838.18		
1	Customers:	39							
SALES BY TENDER TYPE			Amount						
1	Cash		1400.00						
	Cheque		274409.77						
	Mastercard		219.86						
	Visa		4058.50						
	Debit Cards		182.28						
	Already Banked		1567.77						
1	TOTAL:		281838.18						
TENDER TYPES IN DRAWER (I.D.)									
1	Cash I.D.		1400.00						
	Cheques I.D.		274409.77						
	Mastercard I.D.		219.86						
	Visa I.D.		4058.50						
	Debit Cards I.D.		182.28						
1	TOTAL I.D.		280270.41						
	Already Banked		1567.77						
1	TOTAL Taken		281838.18						

total cash will = the total cash amount in figure 1 and the coins and notes inserted in the tamper-proof part of the express deposit bag.

FIGURE 3 CONTINUED – Z Report Tender Analysis – from OneStop receiving system

Time: 15:49 Date: 31/08/2007
Page: 1

REPORT: 3952. SUMMARY FOR THE DAY. Z-REPORT (F&BS)

POS No.	Transaction	REFUNDS Qty	REFUNDS Amount	TOTAL Qty	TOTAL Amount
1	005 Other Receipts (GST)	0	0.00	32	119514.50
	006 Other Rcpts (No GST)	0	0.00	3	2317.77
	010 Debtor Invoice	0	0.00	32	160005.51
1	TRANSACTION TOTAL:	0	0.00	67	281838.18
1	Customers:			39	

SALES BY TENDER TYPE	Amount
Cash	1400.00
Cheque	274409.77
Mastercard	219.86
Visa	4058.50

Receipts Summary:

Receipts	Amount
005 Other Rec	119514.50
006 Other Rec	2317.77
010 Debtor Inv	160005.51
Totals	281838.18

TENDER ANALYSIS

	Qty	Value
Cash	1	1400.00
Cheque	31	274409.77
M/Card	3	219.86
Visa	3	4058.50
Debit	1	182.28
Banked	1	1567.77
TOTAL I.D.		280270.41
BEEN BANKED		1567.77

Customer and Report Summary:

Customers	40
Void Transactions	1
X - Reports	1
Z - Reports	1258

Total \$1567.77

F&BS 01 31/08/07

Transaction Total Sales 5 294056.36

Corrected 12218.18-

Totals Total 5 281838.18

Customer Record: 050944992

Note \$1400.00 Date 31/08/07

Coin \$

Cheque \$374409.77 (subject to verification and correction)





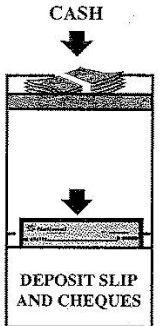
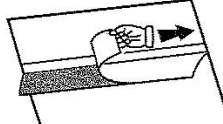
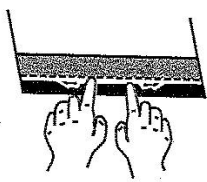
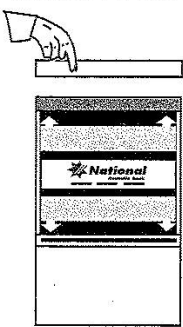
Total \$375809.77

FIGURE 4 - Instructions for How to Seal the EDB



Express Business Deposit Preparation Instructions

For simple, convenient depositing, just follow these easy steps to prepare your deposit.

<p>1. Separate your notes, coins and cheques.</p>	
	<p>Correct note preparation:</p> <ul style="list-style-type: none"> • Notes face the same direction; • Sorted by denomination; and • Completely flattened.
	<ul style="list-style-type: none"> • Coins are bagged.
	<p>Paper items are to be arranged in the following order:</p> <ul style="list-style-type: none"> • Deposit slip on top; • Cheques next; and • Merchant Slip and Deposit Listing (if any) on bottom. <p>Paper items are to be free of any staples or pins</p>
<p>2. Record the total notes amount, total coin amount and total cash amount where indicated on the bag.</p>	
	<ul style="list-style-type: none"> • Ensure that the total cash amount recorded on the bag matches the total cash figure on your deposit slip.
<p>3. Place notes & coins into the top compartment of the bag and your completed deposit slip and cheques into the bottom compartment.</p>	
	<ul style="list-style-type: none"> • Remember to place your deposit slip on top of your paper items.
<p>4. Seal each compartment of the bag by peeling off the tape to expose the adhesive strip.</p>	
	<ul style="list-style-type: none"> • Expel air from the bag before sealing. • The cash compartment adhesive is exposed by peeling the white tape off the green adhesive. • The cheque compartment adhesive is exposed by peeling off the clear tape strip inside the cheque compartment.
<p>5. For each compartment, press down firmly on the sealing tape from the centre to the sides to ensure a tight seal.</p>	
	<ul style="list-style-type: none"> • Work on a flat surface. • To seal the cash compartment, fold the green tape forward and press down. • To seal the cheque compartment, press down on the clear sealing tape. • Correct sealing of the bag is vital to the security of your bag.
<p>6. The bag number is duplicated on the tear-off strip at the top of the bag. Retain for your own records.</p>	
	<ul style="list-style-type: none"> • You may write the details of your deposit on this strip • The strip is for your own records. The deposit is subject to verification and correction by the Bank.

Your deposit is now ready for lodgement at any nominated branch of the National.

FIGURE 5 - Copy of Deposit Discrepancy Letter

If the cash/cheques in the deposit bag are not correct a letter will be received by F&BS up to 10 days after the deposit date advising of the discrepancy. This then needs to be adjusted in the ledger.

Please be careful when completing the EDB's to avoid this happening.

12-SEP-2007 16:49 FROM NAB CASH SERVICES TO 00261258785 P.01/01
02) 6125-8183 National Australia Bank Limited
ACN 004044937

Sample

Ref: 7100903

12 September, 2007

DEPOSIT DISCREPANCY

Dear Sir/Madam

An error of \$ has been found in your Express Business Deposit,
Bag number 21640738 banked on the 10-Sep-07.

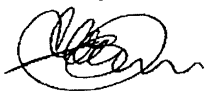
The total deposit was \$1,309.18 to account number (Agent no.) deposited
at Branch.

Cash was listed as \$650.00 and we received \$700.00.

Your account has been credited with the amount of the error.

Should you have any queries in relation to this discrepancy please contact your Business
Banker, or if you are unaware of their number, contact the NAB Business Service
Centre on 13 10 12.

Yours faithfully



Express Business Deposits

TOTAL P.01