

Standard Operating Procedure *for* Deposits to Treasurer of Guam

A Technician will turn into Admin a Depositor's Report for money that was collected the previous day that will be submitted to Treasurer of Guam for deposit into GPLS' Fines and Fees account (110023107).

The Depositor's Report from Technician should consist of the following:

- 1) Depositor's Report (2 copies) *sample attached*
- 2) Daily Cashier's Report , in-house form *sample attached*
- 3) Check/Money Order Summary Report (if applicable) *sample attached*
- 4) Receipts for monies collected (Yellow and Pink copies) *sample attached*
- 5) The money

When this report comes in, you will need to verify all information entered by the Technician and that the money submitted is balanced with the dollar amount shown on the Deposit Form.

Step 1: Collect all receipts and add them. The Sum should match the amount being deposited. Run two sets of calculator tape of the Sum (one will go to TOG and the other will stay in-house). On the tape that stays with the department, write the report number provided.

Step 2: Verify the money submitted by denominations. If a check is submitted as payment, then an in-house form "Check/Money Order Summary Report" should also be submitted. If all is balanced then proceed to Step 3. However, if you come across discrepancies, please return the deposit to the preparing Technician to correct the issue(s).

Step 3: Separate the receipts and attach to respective reports. Yellow will be submitted to TOG and the Pink will stay with the department. Staple calculator tape, receipts, and one of the Depositor's report together to submit to TOG. Place Depositor's report into envelope along with the 2nd Depositor's Report and the money for deposit and acknowledgement by TOG.

This envelope will then be placed into the "Deposit Envelope" for the men to transport to TOG during the regular mail run.

Each deposit that is submitted should also be logged into the "GPLS Log in Sheet Daily Deposits." This form reflects that all deposits are submitted to ASU in a timely manner. A sample is attached.

When the acknowledged copy (2nd Depositor's Report) comes back to the office, attach all documents that pertain to that deposit together and file in the receipts folder.

GPLS RECEIPT (Sample)

FIELD RECEIPT

GPLS 004313

TREASURER OF GUAM
 DEPARTMENT OF ADMINISTRATION
 FINANCIAL MANAGEMENT DIVISION
 P.O. BOX 884
 HAGÁTÑA, GUAM 96932

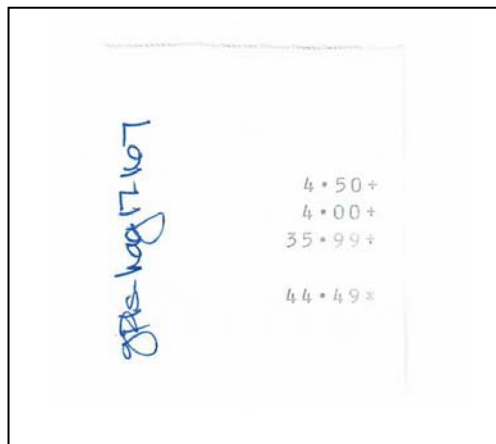
<input type="checkbox"/> USE TAX	<input type="checkbox"/> 1120
<input type="checkbox"/> GRT	<input type="checkbox"/> 1040
<input type="checkbox"/> EXCISE	<input type="checkbox"/> W-1
<input type="checkbox"/> COLLECTION	<input type="checkbox"/> OTHERS
RETURNED CHECKS	
<input type="checkbox"/> COLLECTION ON TAX REC	
FOR REVENUE & TAX USE ONLY	

(REQUIRED WHEN PAYMENT IS MADE BY CHECK)		COLLECTION DATE:
PAYOR'S NAME: _____		
SSN# OR EIN#: _____		
PAYMENT FOR CUSTOMER/TAXPAYER NAME: _____	TAXPAYER'S EIN/SSN: _____	

PAYMENT DESCRIPTION	REVENUE ACCT. NO.	AMOUNT
	3	
	3	
	3	
TAX RECEIVABLE	1	


PERIOD COVERED	METHOD OF PAYMENT (CASH, MONEY ORDER, OR CHECK)	TOTAL \$
NAME OF TREASURY AGENT (PRINT)	AGENCY TELEPHONE NO.	
SIGNATURE AND TITLE OF TREASURY AGENT		

CALCULATOR TAPE (Sample)




DEPOSITOR'S REPORT

*Red marks areas to be completed by Technician.



Department of Administration
(DIPATTAMTON ATEMENSTRASION)
DIVISION OF ACCOUNTS
(DIBISION KUENTA)
TREASURER OF GUAM
Post Office Box 884 Hagatña, Guam 96932
Tel: (671) 475-1122 Fax: (671) 472-8483



DEPOSITOR'S REPORT

	DENOMINATIONS		
	COUNT	VALUE	AMOUNT
GPLS-HAG17-001 DEPOSIT NUMBER		0.01	
EMPLOYEE'S NAME DEPOSITOR'S NAME		0.05	
EMPLOYEE'S POSITION TITLE TITLE		0.10	
GPLS-BRANCH/LOCATION DEPARTMENT OR AGENCY		0.25	
COLLECTION DATE DATE		0.50	
		1.00	
		2.00	
		5.00	
		10.00	
		20.00	
		50.00	
		100.00	

TOTAL CASH:	
Checks & Money Order:	
Credit/Debit Card Total:	
SUBTOTAL:	
POS End Shift:	
Difference:	
GRAND TOTAL:	

DEPOSITOR [FOR T.P.S. ONLY]

This report is supported by: (if applicable) FR# _____
thru FR# **Receipt Numbers** _____

Other documents in our file. _____

SIGNATURE OF DEPOSITOR

REVENUE DISTRIBUTION [FOR NON-T.P.S. ONLY]

1. Revenue Account No.	110023107	
2. Revenue Account No.		
3. Revenue Account No.		
4. Revenue Account No.		
5. Revenue Account No.		
6. Total from other side	(see back)	
7. Cash Over		
8. Other		
9. Other		
10. TOTAL CREDIT		


CERTIFIED TRUE AND CORRECT:

SIGNATURE OF CASHIER OR TREASURER


DATE: _____

Form ACC-TGA001 (Apr 2014) (Front Page)

* Sample of Completed form



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DEPOSITOR'S REPORT

	DENOMINATIONS		
	COUNT	VALUE	AMOUNT
GPLS-HAG17-167 DEPOSIT NUMBER	4	0.01	\$ 0.04
Rosa C. Santiago DEPOSITOR'S NAME	1	0.05	\$ 0.05
Library Technician II TITLE	4	0.10	\$ 0.40
Guam Public Library System - HAGATNA DEPARTMENT OR AGENCY	18	0.25	\$ 4.50
06/10/17 DATE		0.50	
		1.00	
		2.00	
	1	5.00	\$ 5.00
	1	10.00	\$ 10.00
	1	20.00	\$ 20.00
		50.00	
		100.00	

TOTAL CASH:	\$ 39.99
Checks & Money Order:	\$ 4.50
Credit/Debit Card Total:	
SUBTOTAL:	\$ 44.49
POS End Shift:	
Difference:	
GRAND TOTAL:	\$ 44.49

DEPOSITOR [FOR T.P.S. ONLY]

This report is supported by: (if applicable) FR# _____
thru FR# _____

Other documents in our file. _____

Rosa C. Santiago
SIGNATURE OF DEPOSITOR

REVENUE DISTRIBUTION [FOR NON-T.P.S. ONLY]

1. Revenue Account No.	110023107	44.49
2. Revenue Account No.		
3. Revenue Account No.		
4. Revenue Account No.		
5. Revenue Account No.		
6. Total from other side	(see back)	
7. Cash Over		
8. Other		
9. Other		
10. TOTAL CREDIT		44.49

CERTIFIED TRUE AND CORRECT:

SIGNATURE OF CASHIER OR TREASURER

DATE: _____

Form ACC-TGA001 (Apr 2014) (Front Page)

DAILY CASHIER'S REPORT (Sample - Completed)

06/10/17
Date
Guam Public Library System - Daily Cashier's Report
Report No.: GPLS-HAG17-167

S/A : 110023107

	Field Receipt	Cash	Check Amt	Circulation			Reference			TOTAL	
				Book Sale	Card	Processing Fee	Lost Book	Fines	Xerox Copy		computer Printouts
1	GPLS005093		\$ 4.50					\$ 4.50		\$ 4.50	
2	GPLS005094	\$ 4.00						\$ 4.00		\$ 4.00	
3	GPLS005650	\$ 35.99				\$ 2.00	\$ 13.99	\$ 20.00		\$ 35.99	
4										\$ -	
5										\$ -	
6										\$ -	
7										\$ -	
8										\$ -	
9										\$ -	
10										\$ -	
11										\$ -	
12										\$ -	
13										\$ -	
14										\$ -	
15										\$ -	
16										\$ -	
17										\$ -	
18										\$ -	
19										\$ -	
20										\$ -	
21										\$ -	
22										\$ -	
23										\$ -	
24										\$ -	
25										\$ -	
	Total	\$ 39.99	\$ 4.50	\$ -	\$ -	\$ 2.00	\$ 13.99	\$ 28.50	\$ -	\$ -	\$ 44.49

CERTIFIED TRUE AND CORRECT: *Rosa Santiago* 6/12/17
 Signature of GPLS Depositor Date

