

Banking Procedure for Company Technicians

Technicians are required to bank all company money:

Wednesday and Thursday takings to be banked Friday.

Friday, Saturday, Monday and Tuesday takings to be banked Wednesday.

Step 1. Write your cheque details on to the EBD Credit as highlighted.

EBD CREDIT

Warriors Bay - 22 John Street NSW

*900 05082864 516735243 73 0000908

Date 25/11/15

Drawer: **A Whistle & Co**

BSB No. **086 461**

Amount **\$119.00**

Cash

Cheques **119.00**

Total

A WHISTLE & CO PTY LIMITED

000800

Date 25/11/2015

Pay **Electrodry**

the sum of **One hundred and Nineteen Dollars**

A WHISTLE & CO PTY LIMITED

\$119.00

J. Smith

Step 2. Write cash break down on EBD Credit and Express Bank Deposit (EBD) Bag as highlighted.

KeepSafe Silver

DEPOSIT SUMMARY

\$100	\$100
\$50	\$20
\$20	
\$10	
\$5	
Coin	\$1-40
Total Cash	\$121-40
Cheques	\$119-00
Total Deposit	\$240-40

EBD CREDIT

Warriors Bay - 22 John Street NSW

*900 05082864 516735243 73 0000908

Date 25/11/2015

Drawer: **A Whistle & Co**

BSB No. **086 461**

Amount **\$119.00**

Cash **121.40**

Cheques **119.00**

Total **240.40**

A WHISTLE & CO PTY LIMITED

000800

Date 25/11/2015

Pay **Electrodry**

the sum of **One hundred and Nineteen Dollars**

A WHISTLE & CO PTY LIMITED

\$119.00

J. Smith

Non Cash

1. Remove staples, paper clips and pins from vouchers

2. Place inside compartment in stated order, from top to bottom

- Step 3. Write total \$\$amount of cheques on Express Deposit Bag as highlighted.**
- Add amount of cash and cheques together and write total amount on EBD credit.**

DEPOSIT SUMMARY

\$100	
\$50	\$100
\$20	\$20
\$10	
\$5	
Coin	\$1-40
Total Cash	\$121-40
Cheques	\$119-00
Total Deposit	\$240-40

EBD CREDIT

Date: 25/11/2015

Cash: 121.40

Cheques: 119.00

Total 240.40

Non Cash

Account No: 516735243

Warrnambool - 22 John Street NSW

Particulars of cheques

Particulars of cheques	BSB No	Amount
1. A Whistle & Co	086 461	\$119.00
2.		
3.		
4.		
5.		

A WHISTLE & CO PTY LIMITED

CREDIT

000908 08 21165415 5 673 5243 60

- Step 4:**
- Place cash in the top section of the the EBD Bag.**
- Place EBD credit and cash slips and cheques in the bottom section of the bag in this order.**
- Take a clear photo of the Express Deposit Bag as shown below.**
- Email the photo to your Line Manager and Area Administration Assistant before 1.00pm Wednesday and Friday.**

SEALING INSTRUCTIONS

1. Work on a flat surface
2. Insert contents into bag
3. Remove trapped air
4. Peel off tape to expose adhesive
5. Press down firmly to seal

Cash

1. Ensure Notes and Coins are properly clipped and stapled
2. Ensure Notes and Coins do not exceed \$100 - maximum \$200 in silver
3. Complete DEPOSIT SUMMARY section in full
4. Place Notes and Coin into the CASH compartment
5. Seal CASH compartment

Non Cash

1. Remove staples, paper clips and pins from vouchers
2. Place inside compartment in stated order from top to bottom (DEPOSIT SLIP (if EBD CREDIT) then EBD CASH SLIP when used)
3. Seal NON-CASH compartment
4. Seal NON-CASH compartment

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\$50	\$100
\$20	\$20
\$10	
\$5	
Coin	\$1-40
Total Cash	\$121-40
Cheques	\$119-00
Total Deposit	\$240-40

EBD CREDIT

Date: 25/11/2015

Cash: 121.40

Cheques: 119.00

Total 240.40

Non Cash

Account No: 516735243

Warrnambool - 22 John Street NSW

Particulars of cheques

Particulars of cheques	BSB No	Amount
1. A Whistle & Co	086 461	\$119.00
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A WHISTLE & CO PTY LIMITED

000908 08 21165415 5 673 5243 60

Step 5: Tear off the bag reference number and attach to daily reconciliation forms.



Step 6: Take the completed Express Deposit Bag to the local National Australia Bank.

Either:

- Go to the branch and have the teller receipt it over the counter.

OR

- Put the bag in to the Express Deposit box ensuring it has dropped down.

Please Note:

Sometimes money bags can be jammed and will not fall. Without checking, someone else could grab the bag. Some machines will not always provide a receipt.

If you are absolutely unable to make the bank on time email your Line Manager and Area Administration Officer asap.

Notes to remember:

- ❖ When you get to the re-order slip on your EBD deposit book, take it in to the NAB Branch when you are banking.
- ❖ Please contact your Area Admin Officer if you are getting low on EBD bags. DO NOT leave it until you have used your last one.