

Student Activity Deposit Instructions

All cash deposits should be made in person by the school principal or designee to the Cashier's window at Cambridge City Hall, 795 Massachusetts Avenue. No deposit may be made directly to a bank.

All deposits require a completed Form 21 (see next page). Deposits containing both cash AND checks should be made using 2 Forms 21s – one for the cash and one for the checks.

All Form 21s must have a both copies (yellow & white) of a deposit slip attached.

Deposits containing checks exclusively may be deposited utilizing interoffice mail and should be sent with all accompanying documentation indicated below directly to City Hall / Finance.

Checks must be endorsed using the school's stamp provided by Financial Operations.

Include with your deposit:

- **Deposit slip** (both the white and yellow copy)
- **Completed Form 21**
 - Pre-populated Form 21s printed on the required 4-part copy paper are available from Financial Operations upon request
 - Make sure to indicate the source of the funds and anticipated use of funds in the space provided
 - The orange copy of the Form 21 must be retained and filed by the school, attached to all backup documentation (e.g. collection forms)
- **Checks**, as applicable
 - All checks must be stamped on the back with your school stamp
 - Deposits containing multiple checks must be accompanied by adding tape or an Excel spreadsheet printout listing all checks and showing the sum total.
- **Cash**, as applicable
 - Bills must be grouped as follows using money bands and coin rolls (available from Financial Operations):
 - 100s in groups of 10 bills (\$1,000)
 - 50s in groups of 20 bills (\$1,000)
 - 20s in groups of 25 bills (\$500)
 - 10s in groups of 25 bills (\$250)
 - 5s in groups of 20 bills (\$100)
 - 1s in groups of 25 bills (\$25)
 - Leftover bills outside of these grouping should be sorted in order of denomination.
 - Large quantities of coins must be rolled.

FORM 21 – CITY OF CAMBRIDGE REPORT OF RECEIPTS

Form use: To be used for payments credited to the City revenue accounts.

RECEIPT DESCRIPTION <small>(Type of Service charge, taxes, licenses, fines, etc.)</small>	IDENTIFICATION <small>(Payer, check, remittance information, etc.)</small>	AMOUNT
TOTAL:		\$

REVENUE CODE						AMOUNT
Revenue Account Description	Account	Fund	Org	Project/Grant	Abbr. Code	

Submitted by:

Department:

Date: