

Michigan Garden Clubs, Inc.
Guidelines for Depositing Checks into MGC 5th/3rd Bank Account

Procedure for Recoding and Depositing Checks in the MGC Bank Account

- A. For dues, events or other situations where a significant number of checks and potentially cash are collected, an EXCEL or WORD document listing the following information should be included (sample below). Depending on the situation, the first two columns may or may not be important, and other columns may be helpful.

DST	CLB#	CLUB NAME and/or PERSON'S NAME	CHECK DATE	CHECK #	DEPOSIT DATE	NOTES
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If you will be making several deposits for the same reason or project, it's helpful to make several copies of the basic spreadsheet in one EXCEL Workbook and title the individual spreadsheets by Deposit Date. If you are using WORD you can make

- B. As checks are received, log each check into the spreadsheet and put the check in an envelope that you will eventually take to the bank. Whenever possible, plan to deposit checks on a weekly or biweekly basis.
- C. Before you go to the bank:
1. **Scan and save a copy of all checks to be deposited. Save scanned checks as a pdf, not jpg.**
 2. Print out your log with the list of checks to be deposited. Your spreadsheet can be set up to sum all the checks (and all the cash, if you have cash) and also automatically count the total number of checks to be deposited.
 3. Endorse the back of checks with "FDO" (for deposit only), and Michigan Garden Clubs, Inc. A stamp will be provided to make this easier.
 4. Use a preprinted deposit slip (to be provided by MGC Treasurer). Note: you don't have to fill it out if you are going to a teller. And then you can use the same deposit slip over and over.
- D. Make the deposit at any Fifth Third Bank. **Be sure to get a receipt.**
- E. Back at home:
1. Scan a copy of the deposit receipt.
 2. Email copies of the checks, your log, and the deposit receipt to the MGC Treasurer. Include the purpose of deposit (ie, "Registrations" and Date & Title of Event or District X Dues) in the email so Treasurer knows where to credit.
 3. For dues, or other items where a significant number of checks are collected an Excel or Word document listing the following information should be included (sample below).

DST	CLB#	CLUB NAME	PAID DATE	CHECK #	DEPOSIT DATE	# MEMBERS
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4. Keep any original copies of receipts until the end of the physical year, when the Treasurer will provide instructions for sending them in.