

## DEPOSIT REVIEW

Court Location: \_\_\_\_\_ Performed By: \_\_\_\_\_

Time Period Reviewed: \_\_\_\_\_ Date Review Completed: \_\_\_\_\_

### Refer to the Accounting Manual Section 03-02.04 Validation of Revenue Deposit Slips

**Based on the size of the court, not every deposit slip is required to be reviewed.**

1. Composition: Using the monthly revenue bank deposit .pdf document in the shared directory, match the cash and check composition to the deposit slip copies on file.
2. Timeliness: Run the applicable court report. Match the journal date to the processed date on the monthly revenue bank deposit .pdf document in the shared directory. (Per UCA 51-4-1, deposits must be made daily if practicable, but no less than 3 business days.)

Composition Review Findings:

Timeliness Review Findings:

Issues Needing to be Addressed: