

# Standard Operating Procedure (SOP)

## Reconciliation and Deposit of Collected Fees

This SOP details the procedures for **reconciliation and deposit of collected fees**, including accurate recording of all collected payments, verification of amounts against receipts, resolving discrepancies, preparing deposit documentation, timely submission of funds to the bank, and maintaining secure records. The purpose is to ensure financial accountability, prevent errors or fraud, and streamline the handling of collected fees within the organization.

### 1. Scope

This SOP applies to all staff responsible for collecting, reconciling, and depositing fees within the organization.

### 2. Responsibilities

- Responsible Staff: Collects fees, issues receipts, maintains records.
- Supervisor/Finance Officer: Reviews reconciliation, verifies deposits, authorizes bank submissions.

### 3. Procedures

- Fee Collection and Recording**
  - Collect all fees using approved payment methods (cash, check, electronic transfer).
  - Issue an official, pre-numbered receipt to each payer.
  - Record details of each transaction in the fee register or accounting software.
- Daily Reconciliation**
  - At end of day, tally the total amount collected (by payment type).
  - Reconcile collected amounts against receipts and transaction records.
  - Note and document any discrepancies; investigate and resolve as needed.
- Preparation of Deposit Documentation**
  - Prepare a deposit slip/itemized summary matching reconciled totals.
  - Attach printouts/copies of supporting documentation: receipts, register summaries, etc.
- Bank Deposit**
  - Deposit funds at the designated bank within *24 hours* (or next business day) of collection.
  - Obtain a bank-validated receipt or deposit confirmation.
- Record Maintenance**
  - File all deposit documentation, receipts, and bank confirmations securely for audit purposes.
  - Update accounting ledgers to reflect completed transactions.

### 4. Monitoring and Review

- Supervisors to conduct periodic spot checks and reconciliation audits.
- All discrepancies and unresolved variances must be reported to management immediately.

### 5. References

- Financial Policies Manual
- Audit and Compliance Guidelines

### 6. Revision History

Version	Date	Changes	Approved By
1.0	2024-06-22	Initial SOP release	Finance Manager