

There are criteria for determining if a check should be deposited directly into the County Treasury or if it should be deposited to the Clearing bank account at your LEA. See the deposit process below.

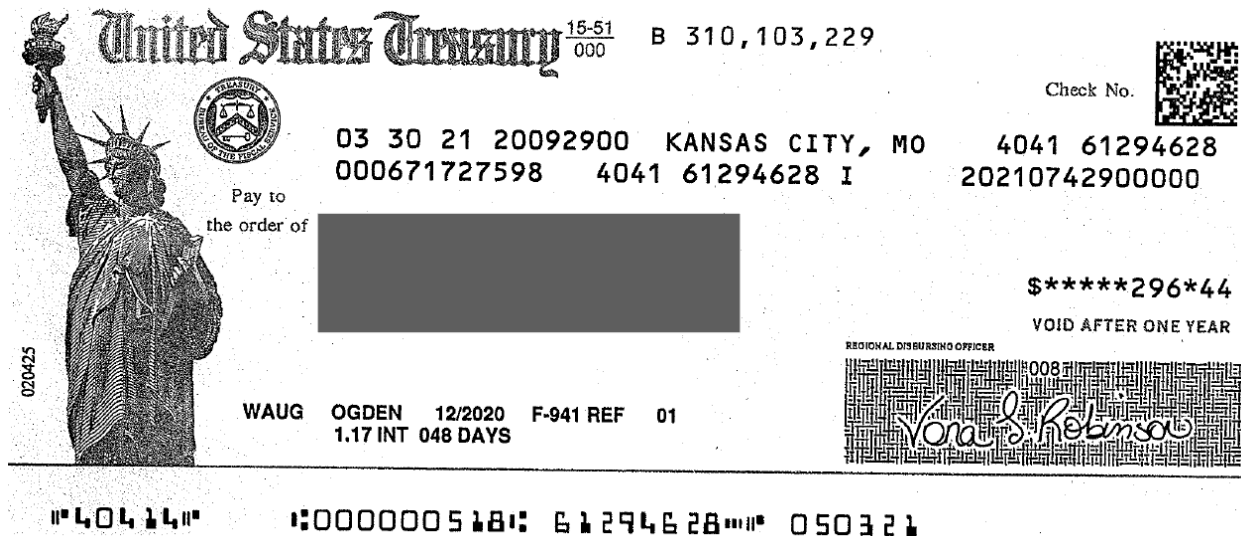
Deposit Process

Determine if the deposit can go straight to SCOE for deposit in the County Treasury or if it needs to be deposited in the Clearing Account.

A. CRITERIA:

- I. Personal checks are deposited to the clearing account.
- II. Cash is deposited to the clearing account.
- III. Checks guaranteed to not bounce such as company, other school district, SCOE, State, and Federal checks and any money orders can be deposited directly to the County Treasury.

Note: Any checks received from the United States Treasury need to be forwarded to SCOE for processing. **Please do not deposit these checks.** They need to be reconciled against the Quarterly taxes reported by SCOE on behalf of the district before they are deposited. See example below:



(The United States Treasury checks only apply to School Districts. Charter schools do their own federal tax reporting)