



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



# **SUBJECT: FINANCIAL MANAGEMENT**

## **LEVEL: 2**

### **MODULE: 8 (HOW TO CONDUCT BASIC BANKING TRANSACTIONS)**

# HOW TO CONDUCT BASIC BANKING TRANSACTIONS

After completing this topic, you will be able to:

- General guidelines for banking.
- Completing deposit slips and deposit books.
- Verifying cash and cheque deposits against the receipts book.
- Depositing cash at the bank.
- Filing deposit books and deposit slips.

# DEPOSITING CASH AT THE BANK

- Whenever a business handles large amount of cash, there is a risk of theft.
- The task of going to the bank to deposit money is therefore an important activity.
- Precautions must be taken to ensure that the money arrives safely at the bank.
- When large amounts of money are involved, it is recommended that two or more staff members should jointly take responsibility for banking the money.

# DEPOSITING CASH AT THE BANK

- At the bank the deposit book with the cash and cheques are handed to the teller.
- The teller will verify the cash and cheques against a deposit slip, stamp the deposit slip, tear out the original, and hand back the deposit slip.

# ACTIVITY

- Activity 8.4