Law Society of Saskatchewan
Scanned Deposit Procedures

December 2016

1. Monies deposited by scanner method must be deposited within 1 day of funds being received by the law firm.
2. Prepare a paper deposit slip. Multiple cheques can be included on the same deposit slip as long as they are individually listed on the deposit slip and the cheques are being scanned in the same deposit. Paper deposit slip must include all the same details as a typical deposit slip (date of deposit, list of cheques being deposited with client reference, deposit total, account name or # of bank account to which deposit is being made, etc.) and should be filed in chronological order.
3. Record the deposit in the accounting records.
4. Scan the cheques for deposit using the scanner and ensure that each cheque image is legible.
5. Generate and print a report from the banking software that lists the cheque(s) that were deposited.
6. Compare the manual/paper deposit slip to the printed deposit report and initial manual/paper deposit slip to confirm that the two documents agree.
7. Confirm all deposits are properly reflected on the banking records (i.e. confirm via online banking or call to the bank). This procedure is recommended to be completed by a member within 3 days of the deposit being made.
8. Once deposits have been confirmed, stamp the back of each cheque as deposited (“Deposited/ Not Negotiable” stamp with a changeable date that will be used to reflect date cheque was deposited).
9. Take a photocopy of the stamped cheques, both front and back and put the photocopy in the relevant client file.
10. Retain and later destroy original cheque in accordance with specific bank’s instructions.