

Proofreading: Reviewing Everything We've Learned

Instructions

With your assigned team members, proofread the following using as many techniques as you can. Then, exchange your corrected copy with one other group to make sure you've caught everything. You can use your Gregg. (Hint: there are 25 errors that need correcting.)

① ESTABLISH PROCEDURES FOR VERIFYING THAT THE CONTENTS OF DEPOSIT BAGS MATCH DEPOSIT MANIFESTS

② A review of the procedures for processing the deposit bags indicate^①
 ③ that ~~that~~ one very large commercial customer made an error in
 ④ completing the deposit ticket. According to the list on the customer's^①
 ⑤ deposit ticket, only ~~thirteen~~^⑬ envelopes were listed on the deposit
 ⑥ ticket; however, the courier's^⑬ manifest indicate^① the bag contained 14
 ⑦ envelopes. The teller manager said that ~~her~~^{she} and her supervisor were
 ⑧ both out sick ~~the~~^{day} this incident took place.

⑬ Teller procedures require that the teller pull all envelopes and ~~assure~~^{en}
 ⑭ they are accounted for on the deposit manifest. Failure to ~~do so~~^{second}
 ⑮ exposes the bank to the risk of employee theft. This is the ~~2nd~~^{second} time
 ⑯ bank management has been written up for this finding. This finding
 ⑰ also appeared on the prior audit.

⑰ Teller management is responsible for ~~insuring~~^{en} tellers match the
 ⑱ number of envelopes in a deposit bag to the number on the manifest.
 ⑲ During the initial discussion of the findings, management was made
 ⑳ aware of this and ~~they~~^{it has} have taken steps to address the problem
 ㉑ through a review of the procedures and training.

㉑ We recommend the following actions be taken^⑩:

• Management should review procedures with all tellers.

• Develop a system for monitoring procedures to ensure^{they are}
 being followed.

• Verifying that the contents of deposit bags ~~match~~^{are} deposit
 manifests should be included as ~~apart~~^{part} of new teller training.

