

## GUIDELINES FOR CASH COLLECTIONS HANDLING FUNDS AT THE SCHOOLS

Funds handled directly in the form of cash and checks at the school amount to a significant total. At all schools, small amounts of general District funds are collected for the sale of materials to pupils, payment for services, lost or destroyed District property, reimbursement for office supplies or printing costs, PTA or other persons not employed by the District, vandalism collections, etc.

Proper procedures for the handling of and accounting for money at the schools serve two important purposes. First, loss of money is minimized, and if loss occurs, responsibility can be pinpointed. Second, a good accounting system will provide information helpful to others in planning and carrying out their business.

Record keeping systems may vary within and among schools because of different purposes. However, so that any system will be meaningful and can be audited, any bookkeeping system to be used must have prior written approval by the Assistant Superintendent of Business Services. Upon request, he/she will assist in setting up an acceptable system.

Funds under the control of the Board of Education or its designee shall not be commingled with any other fund handling system. Examples of such excluded funds are those of parent organizations and faculty associations.

Although payment by check and purchasing on credit has become customary practices in conducting business today, both practices may also represent costs and inconveniences to organizations, which provide such services. In order to strive for greater efficiency and cost-effectiveness, and to protect the public interest, school accounting systems shall encourage cash transactions with proper receipts and deposits, and specifically prohibit check cashing and purchasing on credit for personal convenience.

### ACCOUNTING FOR MONEY COLLECTED

Provisions of law and good school accounting practices require careful adherence to the following basic principles:

1. Any school employee authorized to receive money must have readily available a receipt book issued by the Accounting Department. Such receipt books will be serially numbered and have receipt forms provided in triplicate.
2. Upon receipt of any amount of money, a receipt shall be made in triplicate with the original given the student, parent, or other person making a payment, at the same time and as part of the money-receiving transaction.
3. The second copy of the receipt, and/or the Summary of Receipt Form, shall be turned in to the Accounting Department with the funds collected. A receipt will be given by the Accounting Department in return for such deposit, and the sum of permanent third copy receipts in the employee's receipt book.

4. Every receipt completed at the time of initial collection should indicate the purpose in sufficient detail so that accounting personnel can properly credit money collected for shop materials, lost books, vandalism damage, etc.

## REQUESTING FORMS

All receipt books will be issued by the Accounting Department. Additional receipt books and Summary of Receipts may be requested by calling the Accounting Department.

## PREPARING RECEIPTS

The following documentation must be submitted to the Accounting Department with a Report of Income and Abatement.

## LOST OR DAMAGED TEXTBOOKS

All fees will be credited to the School's Textbook Account. Prepare a separate Summary of Receipt form and submit it to the Accounting Department with the individual receipt form and the cash collections.

## LIBRARY FINES

Library fines should be listed separately. Show amount of money received under "Library Fines" on the Summary Receipt Form.

## TELEPHONE CALLS

Elementary Schools should send total amount of money collected for faculty personal telephone calls on a small form receipt along with cash collection.

Secondary schools should show amount received for faculty telephone calls on Summary of Receipt Form.

## VANDALISM

Elementary schools should send school receipts showing names of students and items damaged.

Secondary schools should send a list of names of students and copies of receipts for money collected. Show amount of money received under Vandalism Description on the Summary of Receipt Form.

## OTHER (please explain)

When fees have been collected, send the money with yellow copy of the receipt to the Accounting Department. Note: A separate Summary of Receipt Form must be prepared for each category.

## CHECKING FORMS

All schools should double-check individual receipt forms, Summary of Receipt and Report of Income and Abatement before forwarding in order to minimize errors.

#### TIMELINES FOR SUBMITTING TO DISTRICT ACCOUNTING DEPARTMENT

All cash collections should be sent into the Accounting Department by the 20<sup>th</sup> of each month, or more after when volume is heavy. No more than \$200.00 may be accumulated at any school at any time. When this occurs, the school shall prepare a Summary of Receipts Form and forward to the Accounting Department with individual receipt forms and cash collections.

In no case shall money be left overnight in schools except in safes or vaults provided for security of valuables, and even then no more than a few dollars should be kept. Money shall not be kept in desks or file drawers.

Use the intra-district mail system if the amount of cash is \$50.00 or less. Amounts over \$50.00 shall be hand-delivered to the Accounting Department by the account clerk, or directly deposited into the District's Clearing Account. When using a direct deposit, attach the original deposit slip and bank receipt to the Summary of Receipt Form. The Accounting Department will verify funds collected and issue receipts to the account clerk.

The Business Office must account for all receipt numbers by posting and checking them off as they are used. Therefore, the accounting copy of the receipt must be sent to the Accounting Department even if it is written in error and voided.