

## Cash Receipts

Schools may collect money for a variety of reasons throughout the school year. Cash receipts are the means of accurately recording cash received and provide support to substantiate each bank deposit.

Preferably, receipting should be done only by the Financial Clerk at each campus. The school Financial Clerk shall be responsible for maintaining an adequate supply of receipt books. Prenumbered cash receipt books are to be obtained from the Business Office and must be used for all cash and/or checks received.

All money coming into the school should be receipted daily. Any funds received from staff must be accompanied by a completed Deposit Tabulation form signed by the employee turning in funds.

If at all possible, an actual cash count should be made by the person signing the receipt in the presence of the person turning in the money. If not, funds must be counted within 48 hours and a verified Deposit Tabulation form returned to the employee turning in the funds.

### Writing Cash Receipts

The receipt must be completed in ink and include the following:

- Date issued
- Amount of money received (written numerically and written out)
- The payer/remitter – an individual or firm  
*Note: A receipt may not be issued to more than one person*
- Explanation of the source and/or purpose for which the money was received
- Signature of person receiving the money  
*Note: The signature must be manual; signature stamps are not allowed*  
***Do Not Pre-Sign blank deposit slips!***

Other recommended items to include:

- Account number
- Whether payment is made by cash and/or check
- Breakdown for sub-accounts within activity fund accounts  
*Example: \$40 pencil sales, \$150 yearbook, and \$500 book fair*

## Routing Instructions

The original copy should be given to the individual paying the money.

If the receipt was issued for a student activity, a copy should be given to the club sponsor for their record keeping purposes.

The duplicate yellow copy should accompany the deposit slip to the Business Office.

The duplicate pink copy is to remain in the receipt book at all times and must be retained by the campus.

## Errors

If errors occur, void both the original and duplicate of the incorrect receipt and issue a new receipt. The original of a voided receipt should remain attached in the cash receipt book. Clearly mark both original and duplicate as VOID.

## Important Points

- Do not substitute personal checks for cash collections. Submit all money in the same form as collected.
- If a check is received by mail from an outside source for a commission or a refund, it is not necessary to mail the receipt. In these cases, the receipt may be left in the cash receipt book.

## Acceptance of Checks

Checks may be accepted as payment for any school-related activity if done in accordance with these TISD procedures. An administrator has the discretion to not accept checks as circumstances may warrant.

Checks must be processed in a timely manner. Checks should be dated with the current date when written and deposited by TISD within 14 days of that date. In order to meet this timeline, activity fund sponsors, fund-raising events sponsors, and others should make arrangements to gather receipts frequently and process them for deposit.

An exception to the 14-day rule will be made for fundraising events, if students are not required to turn in checks until the end of a fundraising period that lasts more than 14 days. In that case, all checks must be turned in and deposited within 5 days from the date the fundraising activity ended.

**In no case should checks be held for more than 30 days prior to deposit.**

## Deposits

Deposits are the means of accurately recording cash receipts to the general ledger.

Preferably, deposits should be done only by the Financial Clerk at each campus. The school Financial Clerk shall be responsible for maintaining an adequate supply of deposit slips. Deposit slips are to be obtained from the Business Office and must be used for all deposits.

Deposits should be taken or sent to the Business Office weekly, or whenever deposits exceed \$300.00.

### Depositing Money

- Bank deposit slips should be prepared in duplicate
- All checks to be deposited should be endorsed: (provided to each campus)  
FOR DEPOSIT ONLY  
TEMPLE I.S.D.
- Please place coins in a coin envelope or individual bag. These may be obtained from the Business Office, if desired.

### Writing Deposit Slips

The deposit slip must be completed in ink and include the following:

- Date of the deposit
- A listing or tape of checks to be deposited
- Amount of money being deposited
- Account number

Other recommended items to include:

- The receipt number/numbers included in the deposit
- Breakdown for sub-accounts within activity fund accounts  
*Example:* \$40 pencil sales, \$150 yearbook, and \$500 book fair

If this information is provided on the deposit slip, the Business Office will enter each deposit with separate line item descriptions including these breakdowns. This should provide for easier reconciliation each month.

## Routing Instructions

1. Both copies (original and carbon) of the deposit slip should accompany the deposit to the Business Office. Deposits sent through school mail must be placed in a locked bank bag (provided by the Business Office).
2. A cash receipt will be issued by the Business Office and returned in school mail the following day. For deposits delivered in person, Business Office staff will count deposits and issue a receipt immediately, *if requested*.

## **Insufficient Fund (NSF) Checks**

TISD uses the Bell County Attorney's Office in the recovery of checks returned for non-sufficient funds. Parents/ guardians and the community must be properly notified of the use of a collection agent. Campuses should place and maintain decals provided through the Business Office in the cafeteria, either on the entrance door or on the cash register, and in the office, either on the door, or in another readily observable location. Departments or other programs should place a decal in a similar location wherever receipts are commonly made, such as at ticket booths, offices where activity funds are collected, and offices where registrations, tuition or other payments are commonly made.

*Once campuses or other TISD departments are notified that a check has been returned to the county attorney's office for collection, the check writer should be referred to their office for payment of that check or other checks being processed. Payments should not be accepted by TISD. In the event an employee of TISD accepts payment on a check, notify the Business Office immediately*

## Responsibility for NSF Checks

Campuses and programs will be notified of returned checks on a regular basis. Checks should not be accepted from that person for any future payments until the campus or program has been notified that the NSF check has been recovered.

## Important Points

- Do not substitute personal checks for cash collections. Submit all money in the same form as collected.



Count all paper bills and enter total here

Count all coins and put total here (you do NOT need to roll and tape rolls any longer)

Add currency and coin together and enter total here

Run a tape on adding machine of ALL checks and money orders and attach to them. Make sure you have endorsed the back of the checks and money orders with the TISD endorsement stamp. Also, check the date, payable to, amount box and written portion of the amount for correctness. Always check for a signature! Write 'See Tape' and enter amount here.

Note: If you only have a few checks you can list them individually by last name instead of running an adding machine tape.

Add total cash and total checks together and enter grand total here

Always date deposit slip

DATE	BILLS	COINS	TOTAL CASH	AMOUNT	DESCRIPTION
11-20-13	20.00	16.34	36.34	521.88	See Tape
					560.12

DEPOSIT TICKET TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

TEMPLE INDEPENDENT SCHOOL DISTRICT  
 (GENERAL OPERATING)  
 200 NORTH 2090 STREET  
 TEMPLE, TX 76704

BOVA Compass  
 Compass Bank  
 P.O. Box 130  
 Temple, TX

865-1-00-2190-XX-000-0-00-000

Name of Activity Fund: Vending Machine Commission

560.12

PRE-ENTER GRAND TOTAL IN SCREENED BOXES

Enter total of deposit here

Description of account

Always put the account number of where the deposit is needing to be credited

Explain the purpose of the deposit.  
 Examples:  
 vending commissions  
 school picture commissions  
 student id's  
 social committee, etc

**ALWAYS SUBMIT BOTH THE YELLOW AND WHITE DEPOSIT SLIPS WITH YOUR DEPOSIT**