

# ISD

## Cash Management Procedures

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Purpose: The District receives cash and checks from many sources. These procedures are designed to ensure that all cash received by the District and its employees are deposited and tracked for the benefit of the District and its students. Adherence to these procedures is essential to mitigate fraud.

### General Cash Management Guidelines

Post-dated checks are not accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home for extended periods of time. **No cash purchases should be made – every dollar collected should be receipted and deposited according to the collection procedures.**

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

Cash of different types shall not be commingled. A separate cash box shall be maintained for Change Accounts, Petty Cash and funds pending deposit (collections). All change and petty cash accounts shall be in balance every day. **For example**, the cash and/or receipts in a \$150 petty cash account must equal \$150 at all times and shall be subject to audit on a random basis.

**Staff is strictly prohibited from “borrowing” from district funds. Staff who borrow (defined as temporarily removing of funds with the intent to return the funds) or mismanage district funds shall be subject to disciplinary action, up to and including termination of employment.**

### Receipt of Cash or Cash Equivalents

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the business clerk on a daily basis. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include the single receipts, **Athletic or Ticketed Event Form, Concession Stand Sales Tally and Reconciliation Form**, and/or **Activity Account Daily Collections Report** that support the deposit.

### General Receipt Issuance Guidelines

The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in triplicate
- Both parties to the money exchange should be present when the money is counted & receipted
- A copy of the receipt must be given to the person paying (sponsor) – **Original Copy**
- A copy of the receipt must remain in the receipt book
- A copy of the receipt should be attached to the deposit documentation
- Receipts should not be altered
- Voided receipts (white original copy) must be re-attached to the receipt book

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- Receipts are not to be pre-dated or pre-signed
- Receipt numbers must be used consecutively

**At a minimum, the following items must be completed on a pre-numbered receipt.**

- Date – the date the money was received
- Received from – Payee - the full name of the person paying the money (Address is optional – this field can be used to indicate if the payee is a student or parent.)
- Dollars – the actual amount collected in dollars and cents
- For – the reason for the payment (Note. This is essential to ensure that the correct campus, department, student organization, etc. receives credit for the funds.)
- How Paid – the type of funds received is essential to track cash and checks on the bank statement
- By – the signature (original – no stamps) of the person receiving the money

### **Collection Procedures**

#### **Collected by Teachers**

- ❑ Cash and checks collected by teachers for student field trips or fees shall be reported on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - ❑ If payments were received from students for items such as entry fees, tickets, etc., the name of the student and amount collected should be reported on the form.
  - ❑ For sales of items, such as candy, ice cream, or other small items, the item(s) sold and the amount collected should be reported on the form.
- ❑ By the end of each day, teachers shall submit the funds collected with a copy of the Activity Account Daily Collections Report to the Principal's Secretary.
- ❑ Both the teacher and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- ❑ Teachers shall maintain a copy of the receipt received from the Principal's Secretary for their own records.

#### **Collected by Activity Account Sponsors (Including Fundraising)**

- ❑ Cash and checks collected by activity account sponsors for student trips, club fees and fundraising shall be reported on a receipt or **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
- ❑ Prior to collecting cash from fundraising activities, the sponsor shall have an approved Authorization to Conduct a Fundraiser form (approved by the Campus Principal) on file with the Principal's Secretary. The Authorization to Conduct a Fundraiser form needs to be submitted to the Business Office.

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- ❑ The activity account sponsor shall issue a receipt for all collections that exceed \$5.00 per payment. Payments less than \$5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2<sup>nd</sup> copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each day, activity account sponsors shall submit the funds collected with a copy of the receipt or **Activity Account Daily Collections Report** to the Principal's Secretary. The receipts and/or **Activity Account Daily Collections Report** shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.
- ❑ Both the activity account sponsor and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- ❑ Activity account sponsors shall maintain a copy of the receipt received from the Principal's Secretary for their own records.

### Collected by Activity Account Sponsors (Concessions)

- ❑ Cash and checks collected by activity account sponsors for concession sales shall be reported on a **Concession Stand Sales and Reconciliation Form**.
- ❑ The activity account sponsors shall complete the **Concession Stand Sales and Reconciliation Form** and submit to the Principal's Secretary with the cash collected on the same day of the event, as appropriate.
- ❑ If the concession sales are after hours, the activity account sponsor may submit the cash and **Concession Stand Sales and Reconciliation Form** to the Principal's Secretary on the next business day. The cash must be secured overnight in a locked safe.
- ❑ Both the activity account sponsor and Principal's Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Principal's Secretary.
- ❑ The Principal's Secretary shall forward the **Concession Stand Sales and Reconciliation Form** and cash to the district Accounts Receivable for deposit.

### Collected by Athletic or Other Ticketed Events

- ❑ Cash and checks (if approved) collected for Athletic or Other Ticketed Events [plays, concerts, dances, etc.] shall be reported on an **Ticket Sale Control Sheet, Athletic Reports, Ticket Events**, or individual receipts, as appropriate for the event. The forms shall include the starting and ending ticket numbers for adults and students.
- ❑ The tickets taker shall complete the **Ticket Sale Control Sheet, Athletic Reports**, or individual receipts, as appropriate for the event and submit to the Principal's Secretary with the cash collected on the same day of the event, as appropriate.
- ❑ If the event is after hours, the ticket taker may submit the cash and appropriate form or receipts to the Principal's Secretary on the next business day. The cash must be secured overnight in a locked safe or cabinet.

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- ❑ Both the ticket taker and Principal's Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Principal's Secretary.
- ❑ The Principal's Secretary shall forward the **Ticket Sale Control Sheet, Athletic Reports**, or individual receipts, as appropriate for the event and cash to the district Accounts Receivable for deposit.
- ❑ **The Athletic Department shall have a Change Account in the amount of \$1,500.**

### **Collected by Principal's Secretary (Including Campus Fundraising)**

- ❑ Cash and checks collected by the Principal's Secretary for student trips, club fees and fundraising shall be reported on a receipt or **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
- ❑ Collections by the Principal's Secretary may include:
  - ❑ Lost textbooks
  - ❑ Damage to campus supplies, equipment, facilities, etc.
  - ❑ Campus fundraisers
  - ❑ Lost or damage to technology devices such as i-Pads, laptops, computers, etc.
- ❑ Prior to collecting cash from fundraising activities, the campus shall have an approved **Approval to Conduct a Fundraiser Form** (approved by the Campus Principal) on file with the Principal's Secretary.
- ❑ The Principal's Secretary shall issue a receipt for all collections that exceed \$5.00 per payment. Payments less than \$5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2<sup>nd</sup> copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each day, Principal's Secretary shall submit the funds collected with a copy of the receipt or **Activity Account Daily Collections Report** to the district Accounts Receivable. The receipts and/or **Activity Account Daily Collections Report** shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.
- ❑ Both the activity account sponsor and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- ❑ Activity account sponsors shall maintain a copy of the receipt received from the Principal's Secretary for their own records.
- ❑ The district provides sealable bags that are used to transfer the funds from the campus to the district office. The bag shall be sealed prior to delivering the bag or sending the bag with the district courier to the Business Office.

### **Collected by Food Service Department - Cashiers**

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- ❑ Cash and checks collected by a Food Service Department cashier may include the following:
  - ❑ Student payments for daily meals, a la carte purchases and pre-paid meal account funds
  - ❑ Adult payments from District staff for daily meals, a la carte sales and pre-paid meal account funds
  - ❑ Adult payments from non-employees for daily meals or a la carte purchases.
- ❑ The Food Service cashier(s) post all cash collections to the financial automated system.
- ❑ By the end of each day, the Food Service Department cashier shall reconcile the cash collected with the **Daily Summary Report** and submit the collections report to the Food Service Director for approval. After approval, the Food Service cashier(s) shall forward the cash and **Daily Summary Report** to the Business Office.
- ❑ Deposits which cannot be made on the same day shall be stored in a food service department locked safe or cabinet until such time as the deposit can be made.
- ❑ Deposit bags will be collected by the district courier.
- ❑ The Food Service Department cashier shall maintain a copy of the deposit slip and the bank will deliver a receipt to the business office of the deposit made by the food service department.
- ❑ **The Food Service Department shall have a Change Account in the amount of \$585 (combined for both schools).**

#### Collected by District Librarian

- ❑ Cash and checks collected by the District Librarian may include the following:
  - ❑ Payments for library books, library fines and damages to library books.
  - ❑ Payments for lost or damaged kindles.
- ❑ The District Librarian shall issue a receipt for all collections that exceed \$5.00 per payment. Payments less than \$5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected. The receipt issued may be from the library automation software provided that the date of the payment, payment amount, student name and purpose of the funds is included in the receipt.
  - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2<sup>nd</sup> copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each day, the District Librarian shall submit the funds collected with a copy of the **Activity Account Daily Collections Report** and/or single receipts to the Business Office.
- ❑ Deposits which cannot be made on the same day shall be stored in a campus safe until such time as the deposit can be made.
- ❑ The district provides sealable bags that are used to transfer the funds from the campus to the district office. The bag shall be sealed prior to delivering the bag or sending the bag with the district courier to the Business Office.
- ❑ The District Librarian shall maintain a copy of the receipt received from the Accounts Receivable with the campus records.

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### Collected for Accounts Receivable

- ❑ Cash and checks collected by a Accounts Receivable may include the following:
  - ❑ Student payments (during the summer months) for lost textbooks, damages to property and other related collections
  - ❑ Staff reimbursements of travel funds
  - ❑ Donations from external sources
  - ❑ Other miscellaneous checks from vendors
  - ❑ Deposits from a campus, food service department, or the media center
- ❑ The Accounts Receivable shall issue a receipt for all collections that exceed \$5.00 per payment. Payments less than \$5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2<sup>nd</sup> copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ All checks shall be stamped upon receipt for endorsement purposes.
- ❑ By the end of each day, the Accounts Receivable shall prepare all funds for deposit to the District's depository bank no later than 2:00 pm for pick up by the district courier.
- ❑ All funds shall be sealed in a secure money bag. The tracking number for the money bag shall be attached to the deposit supporting documentation.
- ❑ Deposits which cannot be made on the same day shall be stored in the business office safe until such time as the deposit can be made.
- ❑ The bank deposit supporting documentation should be forwarded to the Accounting Specialist for posting to the general ledger and bank reconciliation purposes.
- ❑ All supporting documents for the bank deposits should be forwarded to and maintained by the Business Office Accountant.

### Transport of Deposits to the Bank – District Courier

- ❑ The district courier should deliver all deposits to the bank branch on a secure money bag.
- ❑ The district courier must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller.
- ❑ The deposit confirmation receipt shall be forward to the Accounting Specialist.

### Posting of Deposits, Withdrawals and Transfers

- ❑ Notices of checks which were not deposited due to “insufficient funds” shall be received by and processed by the Accounting Specialist.

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- ❑ A form letter should be prepared and sent by the Accounting Specialist to all makers of rejected checks. The established fee for rejected checks shall be noted on the form letter.
- ❑ A journal entry or Cash Receipt Reversal shall be prepared by the Business Accountant to record the returned deposit. After approval of the journal entry by the Accounting Coordinator, shall record the receivable to the general ledger.
- ❑ All cash transfers between cash and investment accounts shall be initiated by an investment officer and posted by the Business Accountant. Deposits from investment accounts shall be posted as cash receipts journals. Withdrawals from investment accounts shall be posted as general journal vouchers.
- ❑ All other cash withdrawals from a bank account such as ACHs or wire transfers shall be submitted and approved by the Finance Department and posted to the general ledger by the Business Accountant.
- ❑ All electronic deposits to the bank accounts, such as state aid or impact aid payments, shall be coded by the Accountant and posted to the general ledger on a monthly basis by the Accounting Specialist. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Accounting Coordinator.
- ❑ All reoccurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Business Office for receipting and depositing purposes. The Accounting Specialist shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Accountant/Accounting Coordinator.
- ❑ All travel reimbursements to the district shall be submitted to the respective campus by the traveler, and then forwarded by the Principal's Secretary to the Business Office Clerk for receipting and depositing purposes. The Accounting Specialist shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Accountant/Accounting Coordinator.

### **Monitoring Available Cash –Accountant**

- ❑ A **Daily Available Cash Balance Report** shall be prepared by the Accountant and submitted to the Accounting Coordinator for review no later than 9:00 am on a daily basis (via email).
  - ❑ An investment officer shall transfer out excess cash to an investment account
  - ❑ An investment officer shall transfer in sufficient funds to meet cash shortfalls prior to the disbursement of payroll and/or accounts payable disbursements.
- ❑ The Accountant shall maintain a **High Cash Balance Report** every month. The report shall reflect the highest cash balance during each month and the cash balance at the EOM.
  - ❑ The **High Cash Balance Report** (spreadsheet) shall be prepared by July 15<sup>th</sup> for audit purposes.
  - ❑ The Accountant/Accounting Coordinator shall verify that the district's deposited funds are fully collateralized at all times in accordance with state law.

For record retention policy please see the Business Office Manual.