

MONEY COLLECTION PROCEDURES – NYSSMA / DRIVER'S ED / AP TESTING


ITEMS REQUIRED:


- DEPOSIT COVER PAGE - COVER PAGE DETAILING BREAK DOWN OF TOTAL DEPOSIT
- RECEIPT (WITH SEQUENTIAL NUMBERING) – DETAILING:
 - STUDENT'S NAME
 - AMOUNT PAID
 - PARENT'S LAST NAME IF DIFFERENT FROM STUDENT (ONLY FOR CHECK OR MONEY ORDER)
- PHOTOCOPY OF ALL CHECKS AND MONEY ORDERS
- RECEIPTS LOG- LISTING OF STUDENTS NAME (IN ALPHABETICAL ORDER) WITH CORRESPONDING RECEIPT NUMBER AND TOTAL PAID


PROCEDURE:

- COLLECT PAYMENT AND PROVIDE A RECEIPT TO STUDENT / PARENT AND KEEP "COPY" RECEIPT TO SEND WITH THE DEPOSIT
- LOG STUDENT'S NAME, RECEIPT # AND AMOUNT PAID INTO THE "RECEIPTS LOG"
- PHOTOCOPY ALL CHECKS AND MONEY ORDER
- TOTAL ALL COLLECTIONS FOR THE DAY AND PREPARE THE "DEPOSIT COVER PAGE"

 **NOTE** – ALL DEPOSITS WITH CASH AMOUNTS OVER \$500 SHOULD BE SENT OVER VIA SECURITY GUARD

 **NOTE** – ALL DEPOSITS COLLECTED **BEFORE 1:00 PM** WILL NEED TO BE BATCHED TOGETHER AND PLACED INTO A KEY SECURED DEPOSIT BAG. A SECURITY GUARD WILL NEED TO BE CALLED TO DELIVER THE DEPOSIT TO THE BUSINESS OFFICE (SAME DAY) AND TAKEN IMMEDIATELY TO THE BANK AFTER PROCESSING

 **NOTE** – ALL DEPOSITS COLLECTED **AFTER 1:00 PM** MUST BE KEPT IN A LOCKED SAFE UNTIL NEXT DAY AND PROCESSED WITH THE NEXT DAYS' BATCH

 **NOTE** – PLEASE CALL BUSINESS OFFICE TO GIVE NOTICE THAT A DEPOSIT IS COMING FOR PROCESSING

- IF SENDING THE DEPOSIT VIA INTER OFFICE MAIL THE PACKAGE MUST BE SEALED WITH TAPE AND INITIALED OVER THE SEAL
- ONCE MONEY IS PROCESSED IN THE BUSINESS OFFICE A COPY OF THE COVER PAGE WILL BE SENT BACK VIA INTER OFFICE FOR YOUR RECORD

PARENT REFUND:

- WHEN A PARENT REFUND IS NECESSARY THE FOLLOWING STEPS MUST BE TAKEN:
 - FORM W-9 SENT TO PARENT FOR COMPLETION (NO REFUND WILL BE GIVEN WITHOUT IT)
 - MEMO REQUESTING REFUND STATING (SEE ATTACHED):
 - NAME OF STUDENT
 - NAME OF PARENT RECEIVING REFUND (MUST MATCH ORIGINAL PARENT THAT PAID)
 - TOTAL TO BE REFUNDED
 - DESCRIPTION OF WHAT THE PAYMENT WAS ORIGINALLY FOR (IE: 0 / DRIVER'S ED / AP TESTING)
 - NO REFUND WILL BE GIVEN UNTIL THE W-9 IS RECEIVED BY PURCHASING AND INPUT INTO FINANCE MANAGER AS A VENDOR

 **NOTE** – BE SURE TO WRITE "PARENT REFUND" ON THE TOP OF THE COMPLETED W-9

RETURNED CHECK:

- IF A CHECK IS RETURNED BY THE BANK A MEMO FROM THE BUSINESS OFFICE WILL BE SENT TO YOU VIA INTER OFFICE MAIL AND WILL HAVE A PHOTOCOPY OF THE NOTICE FROM THE BANK
 - CONTACT PARENT FOR REPLACEMENT PAYMENT IN CASH OR MONEY ORDER
 - SEND REPLACEMENT PAYMENT BACK TO BUSINESS OFFICE **SEPARATE** FROM ANY OTHER DEPOSIT YOU MAY BE SENDING – REPLACEMENT PAYMENT WILL THEN BE PROCESSED

EXAMPLE

MEMORANDUM

TO:

FROM:

SUBJECT:

DATE:

ENCLOSED PLEASE FIND THE FOLLOWING DEPOSIT FOR CASH / CHECK (MADE PAYABLE TO LONGWOOD CSD), TOGETHER WITH COPIES OF THE CHECKS:

NO. OF CHECKS / MONEY ORDERS	AMOUNT	TOTAL
1	14.00	14.00
2	19.00	38.00
3	21.00	63.00
		0.00
		0.00
6	TOTAL	115.00

QUANTITY	BILL TYPE (CASH)	TOTAL
9	1.00	9.00
3	5.00	15.00
3	10.00	30.00
		0.00
		0.00
	TOTAL	54.00

\$169.00

WAS SENT TO THE BUSINESS OFFICE FOR DEPOSIT

DATE RECEIVED BY BUSINESS OFFICE: _____

VERIFIED BY: _____ / _____

ATTACHED: - RECEIPTS (IN NUMERICAL ORDER)
- COPIES OF CHECKS / MONEY ORDERS
- RECEIPTS LOG

EXAMPLE

MEMORANDUM

TO:

FROM:

SUBJECT:

DATE:

PLEASE BE ADVISED THAT A PARENT IS REQUESTING A REFUND FOR A PRIOR PAYMENT OF NYSSMA FEES

STUDENT NAME	PARENT NAME	DEPOSIT SENT	AMOUNT
SALLY WHALEY	MARY ALT	05/25/13	14.00
KATIE BORRIS	STEVE BORIS	05/25/13	19.00

PLEASE FIND ENCLOSED A COMPLETED FORM W-9 FROM THE PARENT TO FACILITATE THE REFUND PROCESS.

THANK YOU.

EXAMPLE

MEMORANDUM

TO:

FROM:

SUBJECT:

DATE:

PLEASE FIND ENCLOSED THE FOLLOWING REPLACEMENT PAYMENT FOR PRIOR RETURNED CHECKS, ALONG WITH COPIES OF CHECKS / MONEY ORDERS

STUDENT NAME	NEW CHECK NO.	CHECK NO. REPLACED	AMOUNT
KYLE SMITH	178	172	19.00
JUDY JONES	504	479	21.00
KELSEY THOMAS	CASH	1001	14.00

\$54.00

WAS SENT TO THE BUSINESS OFFICE FOR DEPOSIT

THANK YOU.