

Sabine ISD

Cash Management Procedures

Purpose: The District receives cash and checks from many local and state 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

A receipt and/or **Tabulation of Monies Collected Form** shall support ALL cash transactions. As money moves from one person to another, a document must exist to support the movement of the money.

No post-dated checks should be 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.**

All checks shall be verified to ensure that required components (noted below) are on the check. Incomplete checks shall be returned to the check issuer for correction and resubmission.

- Bank name and address
- Pre-printed check number
- Issuer name, address and phone number
- Check date (not post-dated)
- Check amount (numeric and alpha)
- Check issuer signature
- Optional, but preferred – completed “For” section

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 \$350 petty cash account must equal \$350 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 steal district funds shall be subject to disciplinary action, up to and including termination of employment.

Face-to-Face Collections

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the Business Clerk **on a weekly 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 and/or **Tabulation of Monies Collected Form** that support the deposit.

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

A copy of receipts or the appropriate form shall move with the funds.

Sample Receipt

SABINE IND. SCHOOL DIST. Gladewater, Texas	Gladewater, Texas _____ 20_____ N ^o 36468
	Received of _____ \$ _____
	_____ and _____ /100 DOLLARS
	For _____
	SABINE INDEPENDENT SCHOOL DIST.
	BY _____ SECRETARY
	<small>ABC PRINTING, LONGVIEW, TX</small>

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

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Collected by Teachers

- ❑ Cash and checks collected by teachers for student field trips or fees shall be reported on a **Tabulation of Monies Collected** form. The **Tabulation of Monies Collected** form 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 week, teachers shall submit the funds collected with a copy of the Tabulation of Monies Collected form to the Business Office. If a daily deposit is not feasible, the cash and checks should be taken to the campus office and put in the safe.
- ❑ Both the teacher and Business Clerk or other Business Office personnel shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Business Office personnel to the teacher.
- ❑ Teachers shall maintain a copy of the receipt received from the Business Office 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 **Tabulation of Monies Collected** form. The **Tabulation of Monies Collected** form 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 Fund Raising Activity Application form (approved by the Campus Principal and the Director of Business Operations) on file with the Principal.
- ❑ The activity account sponsor shall issue a receipt for all collections. The **Tabulation of Monies Collected** form 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 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each week, activity account sponsors shall submit the funds collected with a copy of the receipt or **Tabulation of Monies Collected** form to the Business Office. The receipts and/or **Tabulation of Monies Collected** form shall indicate the purpose of the funds, i.e. club fees, fundraising, etc. If it is not feasible to deliver the deposit to the Business Office by the end of the week, the deposit should be taken to the campus office and put in the safe.
- ❑ Both the activity account sponsor and Business Office personnel shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Business Office to the teacher.
- ❑ Activity account sponsors shall maintain a copy of the receipt received from the Business Office for their own records.

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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 **Tabulation of Monies Collected** form. The **Tabulation of Monies Collected** form 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 **Fund Raising Activity Application** (approved by the Campus Principal) on file with the Principal's Secretary.
- ❑ The Principal's Secretary shall issue a receipt for all collections. The **Tabulation of Monies Collected** form 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 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each week, Principal's Secretary shall submit the funds collected with a copy of the receipt or **Tabulation of Monies Collected** form to the district Business Clerk. The receipts and/or **Tabulation of Monies Collected** form 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.
- ❑ A district-issued sealed money bag shall be used to transfer the funds from the food service department to the district office. The bag shall be sealed prior to delivering the bag to the Business Office.

Collected by Food Service Department - Cashiers

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 automated system, Systems Design.
- ❑ By the end of each school day, the Food Service campus manager shall reconcile the cash collected with the **System Design Daily Summary Report** and submit the collections report to the Food Service Director for approval. After approval, the Food Service campus manager shall forward the cash to the Business Office.

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- ❑ 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.
- ❑ A district-issued sealed money bag shall be used to transfer the funds from the food service department to the district office. The bag shall be sealed prior to delivering the bag to the Business Clerk.
- ❑ The Food Service Department cashier shall maintain a copy of the deposit slip with the campus records.
- ❑ **The Food Service Department shall have a Change Account (not to exceed \$250) for each cash register at the two cafeterias.**

Collected by Head Librarian or Library Staff

- ❑ Cash and checks collected by the Library Staff may include the following:
 - ❑ Payments for library books, library fines and damages to library books.
 - ❑ Payments for lost or damaged kindles.
- ❑ The Library staff shall issue a receipt for all collections that exceed \$5.00 per payment. Payments less than \$5.00 shall be recorded on a **Tabulation of Monies Collected** form. The **Tabulation of Monies Collected** form shall include the date received, amount received, student name, and purpose of funds collected. The receipt issued may be from the library automation software (Follett) 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 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each week, the Library Specialist shall submit the funds collected with a copy of the **Tabulation of Monies Collected** form and/or single receipts to the Business Clerk.
- ❑ Deposits which cannot be made on the same day shall be stored in a Library or campus safe until such time as the deposit can be made.
- ❑ The head Librarian shall maintain a copy of the receipt received from the Business Clerk with the campus records.

Collected by Business Clerk

- ❑ Upon receipt of cash/checks from a campus or department, the Business Clerk shall:
 - ❑ Count the total deposit and issue a receipt for the cash/checks to the payee.
 - ❑ Verify that the supporting receipt(s) or Daily Collections form(s) total the amount of the deposit. Note. For food service deposits, the Systems Design report with total cash collected shall be attached as documentation.
- ❑ Cash and checks collected by the Business Clerk 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

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- The Business Clerk shall issue a receipt for all collections. The receipt 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 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- All checks shall be verified **again** (initial verification shall be completed by individual receiving and receipting the cash/checks) to ensure that required components (noted below) are on the check. Incomplete checks shall be returned to the campus or department for correction and resubmission.
 - Bank name and address
 - Pre-printed check number
 - Issuer name, address and phone number
 - Check date (not post-dated)
 - Check amount (numeric and alpha)
 - Check issuer signature
 - Optional, but preferred – completed “For” section
- By the end of each week, the Business Clerk shall prepare all check funds for deposit to the District’s depository bank and deliver them on Friday afternoon. There may be weeks, such as the summer months, in which a weekly deposit is not necessary. All deposits on hand on the last business day of each month will be delivered to the bank that day.
- Deposits which cannot be made on the same day shall be stored in the central office safe until such time as the deposit can be made.
- All supporting documents for the bank deposits should be maintained by the Business Clerk for audit purposes.

ACH Deposits – Recurring/Single Deposits and Drawdown of Grant Funds

- All recurring deposits such as state funds (as noted on the Payment Ledger) shall be posted to the appropriate revenue account upon receipt of the funds.
- Single deposits shall be posted to the general ledger upon receipt and identification of the source of funds.
- The district shall request a reimbursement of grant expenditures AFTER the expenditure has been made, rather than in advance.
- The Director of Business Operations shall certify the Reimbursement of Grant Funds Request (Draw-Down) to ensure that all expenditures meet grant program guidelines and procurement standards.

Posting of Deposits, Withdrawals and Transfers – Finance/Payroll Coordinator

- Notices of checks which were not deposited due to “insufficient funds” shall be received by and processed by the Business Clerk.
 - A JV or Cash Receipt Reversal shall be prepared by the Business Clerk to record the returned deposit.
- All cash transfers between cash and investment accounts shall be initiated by the Director of Business Operations and posted by the Business Clerk. Deposits from investment accounts shall be posted as cash receipts journals. Withdrawals from investment accounts shall be posted as district written checks.

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- ❑ All other cash withdrawals from a bank account such as ACHs or wire transfers shall be initiated by the Director of Business Operations and posted to the general ledger by the Business Clerk.
- ❑ All electronic deposits to the bank accounts, such as state aid payments, shall be coded by the Director of Business Operations and posted to the general ledger on at least a monthly basis by the Business Clerk. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Director of Business Operations.
- ❑ All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Business Clerk for receipting, depositing purposes, and posting the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Director of Business Operations.
- ❑ All travel reimbursements to the district shall be submitted by the traveler to the Business Clerk for receipting and depositing purposes. The Business Clerk shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Director of Business Operations.

Monitoring Available Cash – Finance/Payroll Coordinator

- ❑ The Director of Business Operations shall monitor the combined cash balances on a daily basis and make transfers to/from the investment pools as needed to maintain the desired minimum balance to avoid any bank activity charges.
- ❑ The Director of Business Operations shall verify that the district's deposited funds are fully collateralized at all times in accordance with state law.