Elgin ISD
Cash Management Procedures

Purpose: The District receives cash and checks from many sources. These procedures are designed to ensure that ***all*** cash and checks 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

No post-dated checks should be accepted. Cash and checks should not be kept in classrooms, personal wallets or purses, and should ***never*** be taken home or off campus. **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.

All petty cash/change accounts shall be in balance every day. For example, the cash and/or receipts in a $100 petty cash account must equal $100 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 and prosecution.

Receipt of Cash or Cash Equivalents

All cash and checks received should be counted, receipted, and prepared for bank deposit by the appropriate campus/department administrative assistant ***on a daily basis***. The bank deposit confirmation receipt shall serve as the official documentation of all funds collected. The audit trail for all deposits shall include the single receipts, **Tabulation of Monies Collected (AF-104)**, **Ticket Sales Report (AF-115)**, and/or **Inventory Control Template (AF-105)** that support the deposit.

General Receipt Issuance Guidelines

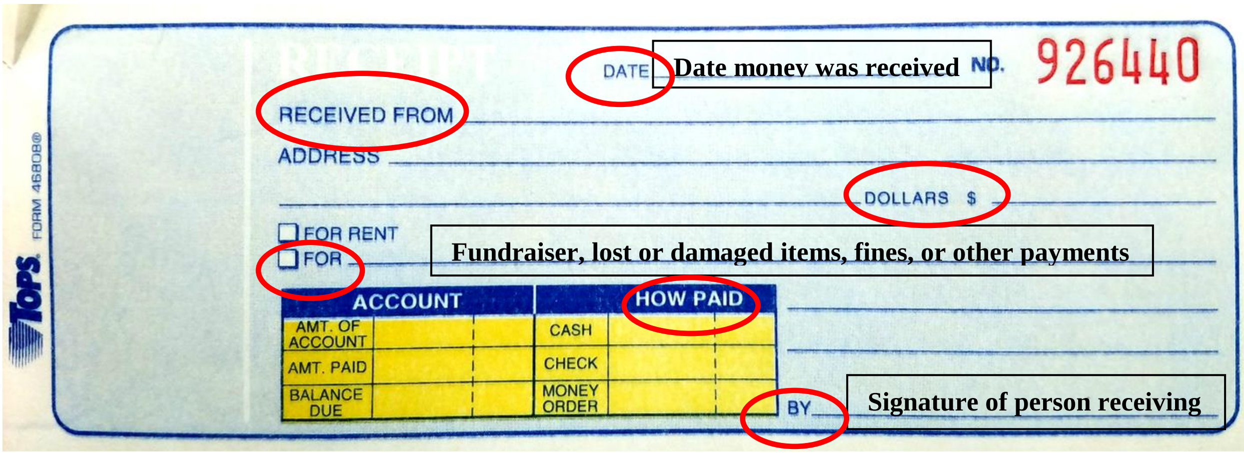
The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in triplicate will be used
- Both parties to the money exchange should be present when the money is counted & receipted
- The white copy receipt must be given to the person paying (sponsor) – **Original Copy**
- A pink copy receipt must remain in the receipt book
- The yellow copy receipt must be attached to the deposit documentation

- Receipts should not be altered
- Voided receipts (all copies) 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



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

<u>Collection Procedures</u>

Collected by Teachers

- Cash and checks collected by teachers for student field trips, fees and fundraising shall be reported on a **Tabulation of Monies Collected (AF-104)**. The **Tabulation of Monies Collected (AF-104)** shall include the date received, amount received, student name, name on check, amount of check or amount of cash, and reason for activity.
- By the end of each day, teachers shall submit the funds collected with a copy of the **Tabulation of Monies Collected (AF-104)** to the Campus Bookkeeper/Secretary.
- Both the teacher and Campus Bookkeeper/Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Campus Bookkeeper/Secretary to the teacher.
- Teachers shall maintain a copy of the receipt received from the Campus Bookkeeper/Secretary for their own records.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt, Activity Fund Deposit Form (AF-109) and, yellow copies of individual receipts** or **Tabulation of Monies Collected (AF-104)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.

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 cash receipt or **Tabulation of Monies Collected (AF-104)**. The individual receipts or **Tabulation of Monies Collected (AF-104)** shall include the date received, amount received, student name, name on check, amount of check or amount of cash, and reason for activity.
  - If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies. The original copy (white) shall be given to the payee, the 2nd copy (yellow) shall move with the money, and the third copy (pink) shall remain in the receipt book for audit purposes.
- Prior to collecting cash from fundraising activities, the sponsor shall have an approved **Fundraising/Sales Activity Application (AF-108)** (approved by the Campus Principal and Chief Finance Officer) on file with the Campus Bookkeeper/Secretary.
- The activity account sponsor shall issue a receipt for all collections that exceed $5.00 per payment. Payments equal to or less than $5.00 shall be recorded on a **Tabulation of Monies Collected (AF-104)**.
- By the end of each day, activity account sponsors shall submit the funds collected with a copy of the individual receipts or **Tabulation of Monies Collected (AF-104)** to the Campus Bookkeeper/Secretary. The receipts and/or **Tabulation of Monies Collected (AF-104)** shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.

- Both the activity account sponsor and Campus Bookkeeper/Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Campus Bookkeeper/Secretary to the teacher.
- Activity account sponsors shall maintain a copy of the receipt received from the Campus Bookkeeper/Secretary for their own records.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt, Activity Fund Deposit Form (AF-109) and, yellow copies of individual receipts** or **Tabulation of Monies Collected (AF-104)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.

Collected by Activity Account Sponsors (Concessions)

- Cash and checks collected by activity account sponsors for concession sales shall be reported on an **Inventory Control Template (AF-105)**.
- The activity account sponsors shall complete the **Inventory Control Template (AF-105)** and submit to the Campus Bookkeeper/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 the **Inventory Control Template (AF-105)** to the Campus Bookkeeper/Secretary on the next business day. The cash must be secured overnight in a locked safe or cabinet on school property.
- Both the activity account sponsor and Campus Bookkeeper/Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Campus Bookkeeper/Secretary.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt**, **Activity Fund Deposit Form (AF-109)**, and **Inventory Control Template (AF-105)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.

Collected by Athletic or Other Ticketed Events

- Cash and checks collected for Athletic or Other Ticketed Events (plays, concerts, dances, etc.) shall be reported on the **Ticket Sales Report (AF-115)** and **Ticket Log (AF-114),** or individual receipts, as appropriate for the event. The forms shall include the starting and ending ticket numbers for adults and students.
- The ticket taker shall complete the **Ticket Sales Report (AF-115)** and **Ticket Log (AF-114)** or individual receipts, as appropriate for the event and submit to the Campus Bookkeeper/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 forms or receipts to the Campus Bookkeeper/Secretary on the next business day. The funds must be secured overnight in a locked safe or cabinet on school property.
- Both the ticket taker and Campus Bookkeeper/Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Campus Bookkeeper/Secretary.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt, Activity Fund Deposit Form (AF-109)**, **Ticket Sales Report (AF-115)** and **Ticket Log (AF-114)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.

Collected by Campus Bookkeeper/Secretary (Including Campus Fundraising)

- Cash and checks collected by the Campus Bookkeeper/Secretary for student trips, club fees and fundraising shall be reported on a receipt or **Tabulation of Monies Collected (AF-104)**. The **Tabulation of Monies Collected (AF-104)** shall include the date received, amount received, student name, and purpose of funds collected.
- Collections by the Campus Bookkeeper/Secretary may include fees/money for:
  - Lost textbooks
  - Damage to campus supplies, equipment, facilities, etc.
  - Campus fundraisers
  - Lost or damaged technology devices such as I-Pads, laptops, computers, etc.
- Prior to collecting cash from fundraising activities, the campus shall have an approved **Fundraising/Sales Activity Application (AF-108)** (approved by the Campus Principal and Chief Finance Officer) on file with the Campus Bookkeeper/Secretary.
- The Campus Bookkeeper/Secretary shall issue a receipt for all collections that exceed $5.00 per payment. Payments equal to or less than $5.00 shall be recorded on a **Tabulation of Monies Collected (AF-104)**. The **Tabulation of Monies Collected (AF-104)** 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. The original copy (white) shall be given to the payee, the 2nd copy (yellow) shall move with the money, and the third copy (pink) shall remain in the receipt book for audit purposes.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt, Activity Fund Deposit Form (AF-109), yellow copies of individual receipts** or **Tabulation of Monies Collected (AF-104)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.
- Both the employee turning in the funds and the Campus Bookkeeper/Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Campus Bookkeeper/Secretary to the employee submitting the funds.

- Submitting employees shall maintain a copy of the receipt received from the Campus Bookkeeper/Secretary for their own records.

Collected by Child Nutrition Department - Cashiers

- Cash and checks collected by a Child Nutrition 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 Child Nutrition cashier(s) post all cash collections to the automated system, Nutri-Kids/Heartland.
- At the end of each day, the Child Nutrition (CN) campus cashier shall reconcile the cash collected with the Nutri-Kids/Heartland POS**.**
- If the cash collected is more than the POS system shows, a CN Administrative Office Assistant will make an adjustment in the POS system.
  If the cash collected is less than the POS system shows, a CN Administrative Office Administrative assistant will recount and correct the deposit if needed. If the discrepancy is under $5.00 the cashier will be given an oral warning. If the discrepancy is more than $5.00 the cashier will be given a write up by the manager in charge. If it happens more than three times the employee could be terminated.
  CN Administrative Office staff will generate the Daily Summary Report and submit the collections report to the Child Nutrition Director for approval. The Child Nutrition Manager's shall forward the cash deposit to the Child Nutrition Program office staff for bank deposit.
- Deposits which cannot be made on the same day shall be dropped into the Night Deposit box at the bank.
- The Child Nutrition Department office shall maintain a copy of the receipt received from the Campus Manager with the campus records.
- The Child Nutrition Department shall have a Change Account in the amount of :
  - High School $250.00
  - Middle School $100.00
  - Eglin Elementary $ 25.00
  - B.T.W. $ 25.00
  - Neidig $ 25.00

  Change accounts are reconciled by a CN Administrative Office Assistant.

Collected by Librarian

- Cash and checks collected by the Library Specialist may include the following:

- Payments for library books, library fines and damages to library books.
- The Librarian shall issue a receipt for all collections that exceed $5.00 per payment. Payments equal to or less than $5.00 shall be recorded on a **Tabulation of Monies Collected (AF-104)**. The **Tabulation of Monies Collected (AF-104)** 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. 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 day, the Librarian shall submit the funds collected with a copy of the **Tabulation of Monies Collected (AF-104)** and/or single receipts to the Campus Bookkeeper/Secretary.
- The Campus Bookkeeper/Secretary will deposit funds received daily at the bank and forward the **yellow copy of the deposit slip, bank confirmation receipt, Activity Fund Deposit Form (AF-109) and, yellow copies of individual receipts** or **Tabulation of Monies Collected (AF-104)** to the Business Office Administrative Assistant for posting in TxEIS. Funds received at the end of the day that are not able to be deposited should be secured at the front office in a locked safe or cabinet.
- The Librarian shall maintain a copy of the receipt received from the Campus Bookkeeper/Secretary with the campus records.

Collected by Business Office Administrative Assistant

- Cash and checks collected by the Business Office Administrative Assistant 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
  - Athletic Reserved Ticket Sales
  - Donations from external sources
  - Other miscellaneous checks from vendors
  - Deposits from a campus, Child Nutrition Department, or the media center
- The Business Office Administrative Assistant shall issue a receipt for all collections that exceed $5.00 per payment. Payments equal to or less than $5.00 shall be recorded on a **Tabulation of Monies Collected (AF-104)**. The **Tabulation of Monies Collected (AF-104)** 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 stamped upon receipt for endorsement purposes.
- The Business Office Administrative Assistant shall prepare all funds for deposit to the District's depository bank (Prosperity Bank).
- Deposits which cannot be made on the same day shall be stored in the business office vault in a locked cabinet until such time as the deposit can be made.
- The bank deposit supporting documentation should be forwarded to the Business Office Administrative Assistant for posting to the general ledger.
- All supporting documents for the bank deposits should be maintained by the Business Office Administrative Assistant for audit purposes.

Posting of Deposits, Withdrawals and Transfers – Business Office Administrative Assistant/Accounting Coordinator

- In the event that a check written to any LEA campus, club, or organization is returned unpaid by the bank, the LEA's check return agent (Paytek Solutions) will redeposit the check electronically. In the event that the agent is unsuccessful in collecting returned checks, the agent will prepare the check for prosecution by mailing certified letters when required, filling out and notarizing required paperwork and when possible, delivering paperwork to authorities for prosecution. Additionally, a returned check fee plus all state-authorized recovery fees and applicable sales tax will be recovered electronically.
- Notice of "insufficient funds" shall be received and recorded by the Accounting Coordinator. A Cash Receipt shall be prepared by the Accounting Coordinator to record the returned deposit and entered in TxEIS by the Business Office Administrative Assistant.
- LEA personnel should not attempt to recover payment on a returned check. The campus or department that accepted the bad check will be notified that the amount of the check has been deducted from their account, pending recovery of the bad check. The campus or department will be notified once the check has been recovered and credited back to their account.
- All cash transfers between cash and investment accounts shall be initiated by the Accounting Coordinator (who is an investment officer), approved by the Chief Finance Officer (also an investment officer) and posted by the Accounting Coordinator to the general ledger. Deposits and withdrawals from investment accounts shall be posted as cash receipts journals. Vendor payments 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 initiated by the Accounting Coordinator or Payroll Specialist (and approved by the Chief Finance Officer) and posted to the general ledger by the Accounting Coordinator.
- All electronic deposits to the bank accounts, such as state aid, shall be approved and coded by the Accounting Coordinator posted to the general ledger on a monthly basis by the Business Office Administrative Assistant. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Chief Finance Officer.
- All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Business Office Administrative Assistant for receipting and depositing purposes. The Business Office Administrative Assistant shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Accounting Coordinator and/or Chief Finance Officer.

- All travel refunds to the district shall be submitted to the Campus/Department Bookkeeper/Secretary by the traveler, and then forwarded by the Campus Bookkeeper/Secretary to the Business Office Administrative Assistant. The Business Office Administrative Assistant shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Accounting Coordinator and/or Chief Finance Officer.

Monitoring Available Cash – Accounting Coordinator

- The Accounting Coordinator shall transfer funds to meet payroll and accounts payable needs prior to disbursement.
- The Collateralization at the District's Depository is monitored monthly when the Chief Finance Officer prepares the monthly investment report for the Board.
- The Chief Finance Officer shall verify that the district's deposited funds are fully collateralized at all times in accordance with state law.