

Cash Receipts Policy

The goal of the district's cash handling function is the accurate and secure receiving, receipting and processing of payments received through the District Office. The general purposes for cash management are.

1. To maximize the revenue accruing to the district
2. Minimize the clerical efforts required to handle, process, and account for all monies received.
3. Maximize the accountability for monies received.

Cash can be received through electronic transfer, written check, or currency/coin. Electronic transfer of funds must be confirmed promptly.

Cash Receipts Segregation

Any funds are date stamped and receipted by Site/Executive Secretary and given to Fiscal Accountant

Fiscal Accountant copies all information and enters funds onto deposit slip and takes deposit to the bank within the same work week.

Deposit receipt with all backup information is then given to Finance Manager who then records the transaction.

When cash, written checks, etc. are received, they must be deposited as soon as possible. After receipting process, cash should be deposited to the site financial institution the next day, if not possible, then it must be deposited within the same work week.

Log information will be included on the deposit recording form which is included in the Cash Receipts folder for that month.