



Cash Handling & Deposits

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Cash Handling

- ALL District Employees handling funds on behalf of Elgin ISD will be required to attend a mandatory annual training session
- These training sessions may be held at the campus with appropriate documentation of content and attendance
- Employees of the District shall not serve in a financial capacity of a booster or other parent organization
- Financial capacity includes holding positions as treasurer, fundraising chairperson, or serving as a check signer
- The district will not provide check cashing services to employees, students, or community patrons



CASH COLLECTION PROCEDURES

All funds collected on behalf of Elgin ISD will adhere to all board policies referring to the collection of money.

- At least 2 people should be assigned the handling of cash
- Count and verify the cash received while in the presence of the person presenting the cash
- Checks written to schools should be for the amount of purchase only
- Postdated checks are not to be accepted
- Checks are not to be held
- Receipts should be written immediately upon receipt of cash or checks
- Checks should be restrictively endorsed with “For Deposit Only” immediately upon receipt



RECEIPTS

A receipt must be completed for all collections at the time of collection

- Pre-printed and pre-numbered deposits slips are to be used
- The original (white copy) will be given to the person presenting the money
- The first copy (yellow copy) must be presented to the campus secretary/bookkeeper for verification of deposit
- The final copy (pink copy) shall stay intact in the receipt book and on file for a period of at least 5 years
- If it is necessary to void a receipt, put “VOID” on the receipt along with the receipt number which replaces the voided receipt
- Voided receipts must be reattached to receipt book
- If it is necessary to void a receipt and there is no replacement receipt, an explanation should be written on the receipt marked “VOID”
- Voided receipts must be reattached to receipt book
- Being out of authorized receipt books is not an acceptable reason for noncompliance with collection procedures



RECEIPTS BOOKS SHOULD BE USED WITH EVERY CASH EXCHANGE - BOOKS SHOULD BE KEPT FOR 5 YEARS.



CASH DEPOSITING PROCEDURES

- Cash shall be presented in the form collected to the campus secretary/bookkeeper along with yellow copies from receipt book
- Cash shall be counted by collector in the presence of the sponsor at the time of collection
- An original (white) receipt shall be written immediately and given to the sponsor
- Deposits are to be dropped into the campus safe and secured until the time of deposit
- Deposits are to be made on a daily basis and money should not be kept overnight
- There is NO reason for cash deposits to be unsecured



CASH DEPOSITING PROCEDURES

- Any discrepancies found at any step in the process should be reported to the principal for immediate investigation and resolution
- Daily Deposit Receipts should be emailed daily to the district cash receipts email (Deposit documentation should include the yellow receipt, bank receipt, and signed district tabulation sheet)
- Please allow 48-72 hours for verification and entry of deposit into campus accounts
- Being out of authorized receipt books, deposit tickets or deposit bags is not an acceptable reason for noncompliance with collection and deposit procedures



Deposits

- Deposits
 - Forms should be filled out, verified, and stapled for each separate transaction
 - Order of documentation
 1. Bank receipt
 2. Yellow deposit slip
 3. Activity Fund Deposit form
 4. Yellow Carbon Copy of Receipts
 5. Money Tabulation Sheets
 6. Additional documentation - copies of checks
 - Deposits must be submitted to the B.O. within 24hrs of deposit via email, and originals dropped off each week



ALL CASH RECEIPTS SHOULD BE EMAILED TO CASHRECEIPTS@ELGINISD.NET WITH SUBJECT: DATE/CAMPUS/DESC (EX. 2/15 NES BUS TAGS)



Transaction Receipt

1

MEMBER FDIC
www.prosperitybankusa.com

YOUR DEPOSIT MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Checking Deposit Receipt unless marked below

SAVINGS DEPOSIT SAFE DEPOSIT RENTAL
 INSTALLMENT LOAN PMT. OTHER
 COMMERCIAL LOAN PMT.

01/30/2024 1:34 PM
 Br# 161 Tr# 17 Seq# 28
 Account XXXXX7871
 DDA Deposit 2,000.00

ACCOUNT CREDITED ON DATE SHOWN

ALL ITEMS ARE RECEIVED SUBJECT TO CONDITIONS AND TERMS STATED ON SIGNATURE CARDS CURRENTLY USED.
 TRANSACTION NUMBER, DATE AND AMOUNT OF DEPOSIT ARE SHOWN. PS 4000 (R2/15)

Thank You for your Business!
 Elgin Ph: 512-285-3777



Elgin ISD
Activity Fund Deposit Form AF-109

1/30/24 \$ 2,000.00
 Date of Deposit Amount of Deposit

401-00-5755-24-001-400510
 Budget Code

REV HS B96 Powerlifting
 Name of Activity Account

wildcat invitational meet (1/27/24)
 Description

Attach this form to:
 Yellow deposit slip
 Bank confirmation
 Yellow cash receipts and/or Tabulation Form

3

DEPOSIT TICKET

DATE 1/30/24

CURRENCY	DOLLARS	CENTS
COINS	400	00
CHECKS	600	00
1 50.00		
2 50.00		
3 100.00		
4 100.00		
TOTAL		2000

2

ELGIN ISD ACTIVITY ACCOUNT
 1002 N AVE C
 ELGIN, TX 78621
401-510

PROSPERITY BANK
 ELGIN
 31 NORTH MAIN STREET • ELGIN, TX 78621
 512-285-3311 www.prosperitybankusa.com

\$ 2000.00

6777871

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. | CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT

THESE ITEMS SHOULD BE SCANNED IN COLOR AND ALL TOTALS SHOULD MATCH.



RESPONSIBILITY

- The school principal is responsible for the proper collection, disbursement and control of all activity fund monies

This responsibility includes:

1. Proper training, verification of training, and supervision of all personnel designated to collecting or administer funds on behalf of Elgin ISD
2. Providing a secure location and insuring safekeeping of monies
3. Delegation and assignment of activity fund tasks in no way reduces the responsibility of the principal



RESPONSIBILITY

- The principal is not responsible for funds collected, disbursed and controlled by parent or booster organizations
- These parent and booster organizations funds are not to be accounted for in the school's Activity Funds
- These organizations may have neither any influence over the school's Activity Funds, nor may they commingle funds with the activity funds
- They must not be associated in any way in a fiduciary capacity with the school or the district
- This includes the use of District Tax Exempt Status or Federal Tax Identification Number



THEFT AND TAMPERING

- District employees are considered to be public servants and are subject to Title VIII of the Penal Code regarding offenses against public administration
- The designation of public servant increases an offense of theft, for purpose of punishment, to the next higher category of offense if at trial it is established that the actor was a public servant at the time of the offense and the property appropriated came into actor's custody, possession or control by virtue of this status (Section 31.01, Texas Penal Code)
- All records and documents of the District are considered to be governmental records and the intentional destruction, concealment, removal or other impairment or a governmental record which renders the record untrue, illegible or unavailable is an offense. (Section 37.10, Texas Penal Code)
- Tampering with governmental records is considered a felony of the third degree if it is shown at trial that the governmental record was a public school record, report or assessment instrument required under Chapter 39, Education Code



INTERNAL CONTROL

- If at all possible have 2 people assigned to cash collection and depositing tasks: Collecting/Receipting; Depositing; Verification
- Require appropriate staff to provide documentation with reasonable explanation of any deposit error/discrepancy that occurred on the school's side
- Ask appropriate staff for an explanation of anything that isn't what you expect or as you remember it
- If you are controlling receipt books on your campus, issue only one at a time to your office or any organization
- Keep a log of receipt books and deposit ticket books in your office showing date and to who it is issued
- Keep a log of ongoing cash collecting events and review transaction listings for collections that would be expected during that time



INTERNAL CONTROL

- Deposits should only be made by persons authorized by, and under the direct supervision of the principal
- All deposits should be verified before and after the actual deposit
- Never allow cash, checks, or records to be taken home for any reason
- Conduct spot checks of receipt books & deposit ticket books to ensure books are being maintained and utilized according to established procedures
- Investigate ALL reports of possible mismanagement, mishandling, or fraud involving cash collections or deposits



POSSIBLE RED FLAGS

- Deposits not being made on a timely basis (Daily)
- Continuous Fund Raising Activities being performed with no deposits or check requests
- Irregular deposits (Large amounts infrequently)
- Receipt copies (Pink) have been torn out
- Receipt books are not being completed or are not being completed in sequence, either date or number
- Notice from bank of deposit error/discrepancy
- Total collections for a specified span of receipts does not agree with the total deposits for the span of receipts shown on the deposit ticket
- No collections/deposits from organizations with ongoing fundraisers
- Receipt of past due invoices



DONATIONS

- If you plan to solicit donations you must complete a Fundraising Request form (AF108) and submit the form to the Business Office
- **Approval is required before you solicit donations**
- Donations are gifts or contributions to an organization
- Donations can be given to a specific student group, a campus, or to the district at large
- All donations cash or non-cash (no exceptions) must be brought to the attention of the Business Office as soon as possible
- Note: “Gift Cards” given to the district are cash donations and must be treated as such
 - Gift cards/certificates donated to the district are considered taxable income by the IRS, and there is no minimum value threshold per the IRS de minimis benefit definition



AF-108 SHOULD BE ON FILE FOR ANY MONEY BEING COLLECTED. (EXCEPTIONS - BOOK FINES, BUS TAGS, TECH FEES)

Elgin Independent School District FUNDRAISING/SALES ACTIVITY APPLICATION

AF-108

Fundraiser
Sale

Central Office Use Only
Training Y / N
Form Y / N

Campus _____ Sponsor _____ Date _____

Club/Account Name _____ % Split _____ First and last 3 digits of acct # 461-510

Club/Account Name _____ % Split _____ First and last 3 digits of acct # _____

Sale Beginning Date _____ Sale Ending Date _____ or Event Date _____

Describe the purpose of the sale _____

Describe the product or activity _____

Will product be distributed to students during school hours? (check one) Yes No If No, When? _____

Vendor #1 _____ Company Name _____ Vendor #2 _____ Company Name _____

Approximate selling price per item \$ _____

Estimated total profit \$ _____

Percentage profit _____

Is this sale taxable? Yes No
If yes, are you using this sale as one of your two tax-free
sale days for this calendar year? Yes No
Is this your 1st or 2nd tax-free sale to date? _____

I certify that I will exercise strict control over all products in my possession and will remit all collections on a daily basis to the campus secretary/
bookkeeper. I further certify that I have read the Student Activity Fund manual on the District's website and signed the Acknowledgement of
Responsibilities of Faculty Sponsors of Student Groups form. I will notify the Business Office promptly of all outstanding debts so that
appropriate action may be taken. I realize that any losses due to my failure to follow established rules and procedures may become
my personal responsibility.

Submitted by _____ Date _____ Reviewed by _____ Date _____
Sponsor Campus Secretary/Bookkeeper

Approved by _____ Date _____ Approved by _____ Date _____
Principal Business Office

Fundraiser request must reach office at least one month prior to start of activity.

All signatures required
before beginning activity.

TO BE COMPLETED BY SPONSOR

**** COMPLETE REPORT DUE IN BUSINESS OFFICE WITHIN 30 DAYS OF SALE ENDING DATE/EVENT DATE ****

Total deposits \$ _____

(include copies of tabulation of money collected from students,
cash receipts, ticket sales report, or inventory control)

Less: Total Cost of sale (invoice) \$ _____
(attach copy of invoice)

Difference \$ _____

Tax Free Sale Date _____

Sponsor _____ Date _____

Principal _____ Date _____

Quantity of Inventory Received _____

Prior Year Inventory (if any) _____

Less: Inventory Sold _____

Less: Giveaways**, Returns**, Lost** _____

Inventory Remaining _____

** Explanation must be attached.

Campus Bookkeeper/Secretary _____ Date _____

Business Office _____ Date _____

Original: Campus 1 copy: Sponsor 1 copy: Business Office on approval 1 copy: Business Office on recap

Revised 2/15/2024

THE TOP HALF SHOULD BE FILLED OUT 30 DAYS
PRIOR TO COLLECTION OF FUNDS. THE ACTIVITY
SHOULD NOT BEGIN UNTIL APPROVAL HAS BEEN
GIVEN BY THE BUSINESS OFFICE. THE BOTTOM
HALF SHOULD BE COMPLETED IN FULL WITHIN
30 DAYS OF THE ACTIVITY ENDING.



DONATIONS

- The donor should complete the “Donation Acknowledgement” form
- This form should accompany any check or cash to the Business Office
- Donations with a value of \$5,000 or more (cash or non-cash) must be presented to the School Board for approval and/or review
- This amount can be viewed as an accumulation over the year that meets or exceeds the \$5,000 threshold
- Donation requests will be assessed as to the appropriateness and value prior to acceptance



DONATION ACKNOWLEDGEMENT AF-121

SOLICITATION OF DONATIONS IS PROHIBITED BY THE ELGIN ISD SCHOOL BOARD

- THIS FORM SHOULD BE COMPLETED WITH ANY CONTRIBUTION MADE TO ELGIN ISD
- ALL CASH, CHECK, GIFT CARD DONATIONS SHOULD BE BROUGHT TO THE BUSINESS OFFICE FOR DEPOSIT AND BEFORE USE OF FUNDS
- OTHER ITEMS DONATED SHOULD BE PHOTOGRAPHED AND ATTACHED TO THIS FORM AND BROUGHT TO THE BUSINESS OFFICE
- STATE LAW REQUIRES ALL CONTRIBUTIONS BE RECORDED AND REPORTED
- THE BUSINESS OFFICE WILL PROVIDE THE "DONOR" WITH A COPY FOR THEIR RECORDS AFTER THE CFO HAS SIGNED THE DOCUMENT



AF-121

CONTRIBUTION ACKNOWLEDGEMENT FORM

Elgin Independent School District is a public school district and is a political subdivision of the State of Texas. The District is not a tax-exempt entity under the Internal Revenue Service (IRS) Code Section 501(c) (3). However, the District is considered a tax-exempt organization that may receive charitable contributions according to the IRS Code Section 170(c) (1). This section states that a charitable contribution means a contribution or gift to or for the use of:

"A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution or gift is made for exclusively public purposes."

The District may receive charitable contributions if they are for public purposes, such as benefiting a group and not an individual. Contributions may be made to the District, District schools, District departments, or various District groups and clubs. These charitable contributions are deductible by the contributor on their tax return. The federal identification number of Elgin Independent School District is 74-6000823.

Please note, contributions made to various parent or community organizations, such as PTOs and Booster Clubs, are not contributions to the District. Since these organizations are separate entities from the District, the District's tax-exempt status does not apply to these organizations. These organizations must apply for their tax-exempt status under IRS Code Section 501(c) (3). Evidence of their tax-exempt status would be a Determination Letter from the IRS. When a PTO or Booster Club donates monetary or non-monetary items to the District, then the donation is considered a contribution to the District.

Please complete all information requested in the form below, submit the form & donation to the Business Office.

Elgin Independent School District greatly appreciates the support of:

Name of Contributor: _____

Address: _____

Contact Name/Phone#: _____ / _____

Contact email: _____

Description of item(s) _____

Estimated \$ Value _____

Purpose of donation _____

Date Received _____

This support will assist the District in continuing to improve the educational environment.

Print Name of Contributor _____

Signature of Elgin ISD CFO _____

Contributor's Signature _____

Today's Date _____

