TEACHER/SPONSOR SCHOOL FUNDS MANAGEMENT PROCEDURES

CLASS RECEIPT SHEET

DATE:_____, 20____ DEPOSIT ID #:_____

TEACHER:_____ACTIVITY:_____

	Students Name	Amount	Cash or Check #	Receipt #	Student Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
TOTAL					

Received By:_____Receipt No.:_____

Amount Counted:_____ Verified By:_____

The Class Receipt Sheet must be turned in to the office with any money collected by teachers/activity sponsors from Students, parents, or businesses on a daily basis. It is a 3-part form (white/yellow/pink).

Areas highlighted in BLUE are required to be completed by the teacher/activity sponsor before turning in to the school office.

- **A separate sheet is to be completed for each day money is collected and for each individual activity.**
- **Student/parent/business, etc., must be identified on the list as the recipient (or "Students Name")**
- **Enter amount received per person**
- **Indicate form of payment (cash or by check)**
- **Your receipts must be totaled on the sheet and it must agree to the money you are turning in to the office-COUNT IT!**
- **A receipt from a pre-numbered receipt book must be issued to the student/parent/business if the collection is over $3.00. Otherwise, the payer must sign this sheet.**

Teacher/Sponsor is to tear off and retain the pink copy with his/her personal records for a period of no less than 3 years.

Helpful hints when handling cash or checks:

1. It is the policy of the school board that no funds be left in the classroom, in the school, or in the personal position of an employee overnight or over the weekend. Turn in any money when collected on a daily basis to the school office using the Class Receipt Sheet.
2. The general rule is that anytime you receive money, you must give a receipt to the person who is giving you the money. So, every time money changes hands between two people, a receipt must be issued.
3. If you are in doubt, **always** write and give a receipt to a person who gives you money.
4. Pre-numbered receipt books that you use when collecting money should be checked out of the main school office at the beginning of the year and checked back in to the office at the end of the school year.
5. When you turn money in to the school office, you must **always** get a receipt for the money you gave. This is your proof that you turned in all of the money you collected. KEEP YOUR RECEIPTS!
6. You must match the amount of the receipt given to you to the total of the pink copy of the Class Receipt Sheet you kept in your possession. If it agrees, file in your personal records and keep for a period of no less than 3 years for audit purposes. If it does not agree, go talk with you school's bookkeeper to obtain an explanation. If you disagree with the bookkeeper's information, you must inform your school principal for a final decision to be made.
7. Never pay any expenses in cash from any pot of cash in your possession – this is policy. The money must be deposited in the school account and all expenses must be paid through the school account using a check in order to maintain a proper accounting of all funds received and expenses incurred.
8. For audit purposes you must retain the receipts you received from the school office and your pink copy of the Class Receipt Sheet for no less than three years, even if you are no longer employed with this school system.
9. If you are the sponsor of a school activity, fundraiser, or sport, you are to receive from the school office a report of your school activity account transactions on a monthly basis. If you do not receive a report, you must request one from the school office. If you have any recurring issues in obtaining a report, please talk with your school principal.
10. No wage earnings for extra duties or work are to be paid out of cash or by check through the school's bank account. All wage earnings are required to be paid through the Payroll Office of the school board in order to report earnings as taxable income and retirement wages as required by the IRS and state retirement systems.
11. A written request is required for all selling activities, fundraisers, and solicitations for donations. The school principal must give advance approval in writing. Sale activities must follow school board policy. Visit with your school bookkeeper to know the procedures you must follow to account for sales, donations and related expenses.