

CARROLL ISD CASH MANAGEMENT PROCEDURES

General Cash Management Guidelines

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.**

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 \$250 petty cash account must equal \$250 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.

Receipt of Cash or Cash Equivalents

All funds collected must be acknowledged via one of three ways:

- Individual pre-numbered receipt issued to payee
- *Student Fee Collection* sheet with amount collected, date collected, and student signature
- Inventory reconciliation – In situations where mass amounts of an item are to be sold in a fast-paced setting (i.e. selling t-shirts at a pep rally) an alternative to having to provide individual receipts *or a Student Fee Collection sheet verification, is to use the Inventory Reconciliation Sheet. Example:*
 - Order 500 t-shirts and plan to sell them at \$15.00 each
 - Total to be collected from sales must equal \$7,500.00
 - Or a combination of funds and remaining t-shirt inventory

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the responsible employee ***on a daily basis***. The teacher/sponsor must give the funds to the campus secretary on a daily basis. If a student fee collection sheet is used, then a new sheet needs to be used for any future deposits (don't use the same sheet for each day's collections). If the funds in the campus safe are less than \$250 the campus secretary may hold the funds until the end of the week before depositing with the

- 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

Collection Procedures

Collected by Teachers

- ❑ Cash and checks collected by teachers for student field trips or fees shall be reported to the Financial Services Department via the deposit receipts, fundraiser request form, or other documentation that specifies the reason for the collection of the funds. Documentation 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 *Student Fee Collection 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 *Student Fee Collection Form*.
- ❑ By the end of each day, teachers shall submit the funds collected with a copy of the *Student Fee Collection Form* to the Principal's Secretary.
- ❑ **Both the teacher and Principal's Secretary** shall count the funds to ensure that the amount is verified prior to the issuance of a *Receipt of Funds Form* from the Principal's Secretary to the teacher.
- ❑ Teachers shall maintain a copy of the *Receipt of Funds Form* received from the Principal's Secretary for their own records.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.

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 to the Financial Services Department, via deposit receipts and other supporting documentation and 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 *Fundraising Activity Approval Form* (approved by the Campus Principal and/or Assistant Executive Director of Finance) on file with the Principal's Secretary.
- ❑ The activity account sponsor shall issue a receipt for all collections, or record monies on the *Student Fee Collection Form*. Receipts shall include the date received, amount received, student name, student signature, 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 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, activity account sponsors shall submit the funds collected with a copy of the receipt or a copy of the *Student Fee Collection Form* and, any other supporting documentation to the Principal's Secretary. The receipts and supporting documentation 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 of Funds Form* from the Principal's Secretary to the sponsor.
- ❑ Activity account sponsors shall maintain a copy of the *Receipt of Funds Form* received from the Principal's Secretary for their own records.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.

Collected by Activity Account Sponsors (Concessions)

- ❑ Cash and checks collected by activity account sponsors for concession sales shall be reported on a bank deposit form.
- ❑ The activity account sponsors shall submit the funds to the Principal's 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 to the Principal's Secretary on the next business day. The cash must be secured overnight in a locked safe.
- ❑ **Both the activity account sponsor and Principal's Secretary** shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Principal's Secretary, prior to completing a *Receipt of Funds Form*.
- ❑ The Principal's Secretary shall forward the deposit slip, receipts and other support documentation to the Financial Services Department for posting to the general ledger.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.

Collected by Athletic or Other Ticketed Events

- ❑ Cash and checks collected for Athletic or Other Ticketed Events [plays, concerts, dances, etc.) shall be reported to the Athletic or Principal Secretary via individual receipts, or other documentation as appropriate for the event. The documentation shall include the starting and ending ticket numbers for adults and students.
- ❑ For Athletic events the ticket taker shall complete the **Varsity Home Game Football Ticket Reconciliation Form** or the **Athletic Game Report** (for non-Varsity events), and submit to the Athletic Secretary with the cash collected on the same day of the event, as appropriate.

- ❑ For non-Athletic events the ticket taker shall submit the list of beginning and ending tickets and supporting documentation to the Principal's 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 form or receipts to the Athletic or Principal's Secretary on the next business day. The cash must be secured overnight in a locked safe or cabinet.
- ❑ **Both the ticket taker and Athletic or Principal's Secretary** shall count the funds to ensure that the amount is verified at the time the funds are submitted and the *Receipt of Funds Form* completed.
- ❑ The Athletic Secretary shall forward the **Varsity Home Game Football Ticket Reconciliation Form, Athletic Game Report**, or individual receipts, as appropriate for the event to the district Financial Services Department for posting to the general ledger.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.

Collected by Principal's Secretary (Including Campus Fundraising)

- ❑ Cash and checks collected directly by the Principal's Secretary shall be reported on a *Receipt of Funds Form*, including other supporting documentation such as receipt and check copies, and 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.
- ❑ The Principal's Secretary shall issue a cash receipt for all collections. Receipts shall include the date received, amount received, student name, and purpose of funds collected.
 - ❑ The receipt book used, must be a bound, pre-numbered 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.
- ❑ Prior to collecting cash from fundraising activities, the campus shall have an approved *Fundraising Activity Approval Form* (approved by the Campus Principal and/or Superintendent) on file with the Principal's Secretary.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.
- ❑ By the end of each day, Principal's Secretary shall submit the deposit slip to the Financial Services Department for posting to the general ledger, unless the total funds in the campus safe are less than \$250. If this is the case the secretary may hold the funds until the end of the week for deposit. All funds must be deposited no later than 5 days of receipt.

- ❑ Activity account sponsors shall maintain a copy of the receipt received from the Principal's Secretary for their own records.
- ❑ All supporting documentation shall be maintained at the campus.

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, Systems Design.
- ❑ By the end of each day, the Child Nutrition Department cashier shall reconcile the cash collected with the *System Design Daily Summary Report* and submit the collections report to the Director of Child Nutrition for approval. After approval the Child Nutrition Cafeteria Manager prepares the daily bank deposit and delivers it to the Principal's Secretary in a sealed bank bag.
- ❑ The Principal's Secretary holds the Cafeteria deposit in a locked safe until such time as the deposit can be made via the district courier.
- ❑ The Cafeteria Manager delivers the completed bank deposit slip to the Child Nutrition Department.
- ❑ The Child Nutrition Department records the deposit and forwards the completed deposit slip to the Financial Services Department for posting to the general ledger.

Collected by Librarians

- ❑ Cash and checks collected by the Librarian may include the following:
 - ❑ Payments for library books, library fines and damages to library books.
 - ❑ Payments for lost or damaged e-readers/tablets.
 - ❑ Book Fair monies.
- ❑ The Librarian shall issue a receipt for all collections. Receipts 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 receipts to the Principal's Secretary.

- ❑ **The Principal's Secretary and the Librarian** shall count the money together, at which time a receipt is issued to the Librarian for their records.
- ❑ All checks must be stamped upon receipt for endorsement purposes and a deposit prepared to be sent to the bank via district courier.
- ❑ The Principal's Secretary shall forward the deposit slip to the Financial Services Department for posting to the general ledger.
- ❑ Deposits which cannot be made on the same day shall be stored in a locked safe until such time as the deposit can be made.

Collected by Financial Services Department

- ❑ Cash and checks collected by the Financial Services Department may include the following:
 - ❑ Student payments (during the summer months)
 - ❑ Staff reimbursements of travel funds
 - ❑ Donations from external sources
 - ❑ Other miscellaneous checks from vendors
 - ❑ Deposits from a campus, food service department, or other departments
- ❑ A receipt shall be issued for all collections. The receipts must 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 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.
- ❑ By the end of each day, a deposit shall be prepared to be delivered to the bank by the district courier.
- ❑ All funds shall be sealed in a secure money bag. The tracking number for the money bag shall be attached to the deposit supporting documentation.
- ❑ Deposits which cannot be made on the same day shall be stored in the Financial Services Department safe until such time as the deposit can be made.
- ❑ The deposit shall be posted to the general ledger.
- ❑ Supporting documentation for the bank deposits shall be maintained by the Financial Services Department for audit purposes.

Transport of Deposits to the Bank – District Courier

- ❑ The district courier should deliver all deposits to the District's approved bank branch.

Posting of Deposits, Withdrawals and Transfers – Financial Services Department

- ❑ Notices of checks which were not deposited due to "insufficient funds" shall be received by and processed by the Financial Services Department.

- ❑ Checks rejected due to insufficient funds are sent to the District's third party collection agency for collection.
- ❑ A Cash Receipt Reversal shall be prepared by the Financial Services Department to record the returned deposit, and posted to the general ledger.
- ❑ All cash transfers between cash and investment accounts shall be initiated by an investment officer and posted to the general ledger. Deposits to investment accounts shall be posted as cash receipts. Withdrawals from investment accounts shall be posted as a general journal entry.
- ❑ All other cash withdrawals from a bank account such as ACHs or wire transfers shall be initiated by the Executive Director of Finance or Payroll Supervisor and posted to the general ledger.
- ❑ All electronic deposits to the bank accounts, such as state aid or impact aid payments, shall be coded and posted to the general ledger on a monthly basis. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Executive Director of Finance.
- ❑ All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Financial Services Department for receipting and posting purposes, to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Executive Director of Finance.
- ❑ All travel reimbursements to the district shall be submitted to the respective campus by the traveler, and then forwarded by the Principal's Secretary to the District Accountant for receipting and depositing purposes. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Executive Director of Finance.

Monitoring Available Cash

- ❑ A Daily Available Cash Balance Report shall be prepared by the Executive Director of Finance.
 - ❑ An investment officer shall transfer out excess cash to an investment account
 - ❑ An investment officer shall transfer in sufficient funds to meet cash shortfalls prior to the disbursement of payroll and/or accounts payable disbursements.
- ❑ The GL Accountant shall maintain a High Cash Balance Report every month. The report shall reflect the highest cash balance during each month and the cash balance at the EOM.
 - ❑ The High Cash Balance Report (spreadsheet) shall be forwarded to the Executive Director of Finance and District Accountant by October 31st for audit purposes.
 - ❑ The Executive Director of Finance shall verify that the district's deposited funds are fully collateralized at all times in accordance with state law.