

Cash Handling - Overview for Handling School Funds:

- The sponsor is responsible for maintaining a positive balance in the organization's account at all times. Each teacher and sponsor who will be responsible for collecting funds for any activity, i.e. fundraiser, fieldtrip, etc. must have a signed "Cash Handling Responsibilities" form on file with the secretary/cashier.
- All monies collected must be counted and recorded on the appropriate form (Tabulation of Monies Collected Form, Irving ISD Cash Receipt, CHARMS receipt, CHARMS Deposit report and/or Miscellaneous Cash Collected form.) **Store purchased receipt books must not be used.**
- Funds must be turned in to the secretary/cashier on the day the funds are collected and in the same form in which it was received. The secretary/cashier must verify the funds and issue a Munis receipt.
- All money collected after business hours must be counted, recorded with the appropriate form, sealed in a tamper resistant bank bag and placed in the campus safe. The secretary/cashier must verify (count) the funds with the teacher/sponsor on the next business day. If the teacher/sponsor is not available, the secretary/cashier must count the funds with another employee, i.e. clerk, assistant principal, etc.
- **Sponsors, teachers and other staff members are not allowed to have a safe in their classroom or office. Campus safes must only be placed (permanently secured) in the main office area.**
- Small multiple collections of funds (\$25 or less from each individual) for fees, dues, and fundraiser, etc. may be documented on a Tabulation of Monies Collected Form. All funds collected must be receipted and deposited with the secretary/cashier by the end of the day. If secretary is not available, the funds along with Tabulation form, or copy of receipts, must be stored and locked in the school's vault/safe.
- An employee's personal check must not be substituted for cash collected.
- Cash purchases or payments must not be made with cash collected during a fundraiser or other activity.
- All collections must be personally delivered to the secretary/cashier by the sponsor/teacher. Do not send a student or other person to deliver money to the office.
- Post-dated, third party and stale dated checks must not be accepted from any source.

- The driver's license number and telephone number must be obtained and written on the face of the check for all personal checks accepted from parents, teachers, etc.
- A ledger of all transactions must be maintained by the sponsor of all (865) student activity fund accounts.
- Sponsor's records must be maintained by the sponsor and must be available for audit for a period of 5 years. Sponsor's records must be submitted to the cashier/secretary before the last working day of the school year. The sponsor will retrieve the records from the cashier/secretary at the beginning of the new school year.
- **All payments to vendors for contractual services (accompanists, music lessons, catering, etc.) and all purchases made on behalf of the student organization shall be made by check through the Business Operations Office.** All payments and purchases must be approved in advance by the principal. The following are required to have a check issued to a vendor: first, a requisition must be entered in Munis by the secretary/cashier, upon approval of the requisition, a purchase order is issued by Purchasing, the vendor must provide an itemized invoice for goods or service delivered, and the school must provide proof the goods or services were received.
- All payments, purchases and transfers from student activity fund accounts (865) must be approved in advance by the president or treasurer of the student organization.
- All fundraising activities and other collections must be approved by the principal at least two (2) weeks prior to the activity. A "Fundraising Authorization and Reconciliation Form" must be completed and submitted for the principal's approval. Each approved fundraiser must be recorded on the annual fundraiser calendar maintained by the secretary/cashier.
- At the completion of all active fundraisers, the Fundraiser Reconciliation Recap must be completed and submitted to the secretary/cashier for verification within seven (7) days after the last day of the fundraiser/activity.
- If a sponsor leaves the district or is no longer sponsor of the activity, the sponsor's records must be turned in to the secretary/cashier.
- The combination to the campus safe(s) must be changed when there is a change in the campus principal and secretary and/or cashier. Please make certain the Business Office has the current combination(s) for the campus safe(s).