

Receipt of Cash and Checks

The best internal control for cash collections is to have at least two individuals involved in the functions of collecting cash, receipting cash, and depositing cash. This is accomplished by having teachers and club sponsors collect funds from students or parents, remit the funds to the school's cashier/secretary who verifies the amount with the teacher/sponsor, issues a Munis receipt to the teacher/sponsor and deposit the funds with the courier/bank.

The following cash controls must be implemented at all levels regardless of who is collecting the money from the third party:

1. **Dual Control and Count** – Money remitted for deposit shall always be counted by two people. Secretaries or cashiers should never accept cash without verifying the amount in front of the staff member turning in the money. If the staff member turning in money is not available, a second person of a higher level may count the money with the secretary or cashier.
2. **Proper Documentation** – Tabulation of Monies Collected Forms, Irving ISD receipt books, CHARMS receipts and CHARMS deposit detail reports are the only documents that shall be used to record/document the collection of money by teachers/sponsors. Store purchased receipt books and other forms of receipts are not allowed.
3. **Matching** – Staff members must verify the total funds remitted agree with the amount receipted in Munis and the funds are deposited to the correct account code. This is done by verifying the total recorded on the Tabulation of Monies Collected Form, CHARMS deposit detail report and/or Miscellaneous Cash Collection Form agrees with the amount receipted on the Munis receipt.

Receipt of Money – Secretary or Cashier

The Munis cash receipts issued by the secretary or cashier provide basic support for funds received from teachers/sponsors and activity fund deposits. The secretary/cashier must ensure all funds collected from teachers, sponsors, parents, staff and from other sources are properly receipted in Munis and deposited with the courier or the bank. School employees must comply with the following procedures as well as those specified above.

Funds Collected by Teachers/Sponsors

Teachers and sponsors document the collection of all funds collected from student, parents and other individuals. The teacher/sponsor shall prepare and issue receipts (Irving ISD receipts or CHARMS receipts) or prepare a Tabulation of Monies Collected Form or CHARMS deposit detail report for funds collected. Cash should be organized when it is submitted to the school office.

- A. Irving ISD receipt books or the computerized CHARMS Program receipts may be use to issue receipts to students/parents. The Irving ISD receipt books must be obtained from the Business Office. **Store purchased receipt books must not be used.**
- B. The Irving ISD receipt must be prepared in ink and include the following information:
1. Date (month, date, year)
 2. Received From (an individual, a company, school district, etc.)
 3. Amount (amount received)
 4. For (provide explanation for source of money)
 5. Account Code (write activity fund account code and name)
 6. Check/Cash/Other (check appropriate type, record amount and check number, if applicable)
 7. By (signature of person preparing the receipt)
- C. If the teacher/sponsor uses the CHARMS Program, the CHARMS receipts may be issued to students/parents in lieu of the Irving ISD receipts. The CHARMS receipts must be printed in triplicate; one copy for the student/parent, one copy turned in to the secretary/cashier with the funds collected and a copy for the teacher's/sponsor's file The CHARMS deposit detail report may be used in lieu of the Tabulation of Monies Collected form. The CHARMS deposit detail reports must be signed by the secretary/cashier and the teacher/sponsor upon verification of the funds.
- D. All funds collected by teachers/sponsors must be personally delivered to the school's secretary or cashier on the same day the funds are collected. Funds collected after business hours must be counted, recorded with the appropriate forms, sealed in a tamper resistant bank bag and place in the campus safe. All funds must be submitted to the secretary/cashier in the same form as received.
- E. An actual cash count shall be performed by the teacher/sponsor in the presence of the individual turning in the money. Duplicate copies of the Irving ISD receipts or CHARMS receipts (in numerical order), a signed Tabulation of Monies Collected form or Miscellaneous Cash Collection form and the money must be turned in to the secretary/cashier.
- F. The secretary or cashier must issue a Munis receipt to the teacher/sponsor at the time the money is received, or if that is not feasible, the funds must be counted and receipted later that day or the next business day. The funds must be sealed in a tamper resistant bank bag and locked in the school's safe until the counted is performed. The duplicate copies of IISD receipts or CHARMS receipts and/or Miscellaneous Cash Collection form, Tabulation of

Monies Collected form or CHARMS deposit detail report must be attached to the secretary/cashier's file copy of the Munis cash receipt. The secretary/cashier shall not issue handwritten receipts except in the case when the online system (Munis) is down.

- G. Under no circumstances shall a cash receipt be altered. If an error occurs in the preparation of a cash receipt, void the receipt and issue a new receipt. The voided cash receipt must be clearly marked as "VOID", signed by the secretary/cashier and a campus administrator, and then sent to the Business Office.
- H. Cash receipts must not be pre-signed or pre-dated.

Check Handling Procedures

- A. All checks must be timely deposited; within 3 days after the date the check is presented to the teacher/sponsor.

All checks must include the following information:

Name and address (payer's name must be pre-printed on the check)

Driver's license number

Phone number

Student's name

Level II Code and Location Code (this will allow the Business Operations Office to easily identify the account to use in subtracting the NSF check amount and fees.)

- B. Post-dated check, third party checks and stale dated checks (one month or older) shall not be accepted by teachers, sponsors or the school from any source. Teachers/sponsors must review the date noted on each check to ensure the date is current. Postdated checks and stale dated checks must be returned to the individual presenting the check as payment.
- C. If a check is received by mail from an outside source for commission, interest, refund, etc., it is not necessary that the original receipt be mailed to comply with receipting procedure since that person or vendor will have a canceled check to serve as their receipt. In these cases, the original receipt should be kept on file for review purposes.
- D. Teachers, sponsors, secretaries, cashiers, and other school staff must not alter the information on any checks received by the school.