

CALALLEN ISD

CASH MANAGEMENT PROCEDURES



Purpose: The District receives cash and checks from many local, state, and federal sources. These procedures are designed to ensure that all cash received by the District and its employees are deposited and tracked for the benefit of the District and its students. Adherence to these procedures is essential to mitigate fraud.

Section 1. General Cash Management Guidelines

A Receipt and/or **Cash Receipts Transmittal Form** shall support ALL cash transactions. As money moves from one person to another, a document must exist to support the movement of the money.

No post-dated checks should be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home. Funds collected should be kept in a secure location and submitted for deposit on the day it is collected. If funds cannot be deposited, they should be turned in to the Campus Bookkeeper or Business Office for placement in a safe until the deposit can be made. **No cash purchases should be made with funds collected— every dollar collected should be receipted and deposited according to the collection procedures.**

All checks shall be verified to ensure that required components (noted below) are on the check. Incomplete checks shall be returned to the check issuer for correction and resubmission.

- Bank name and address
- Pre-printed check number
- Issuer name, address and phone number
- Check date (not post-dated)
- Check amount (numeric and alpha)
- Check issuer signature
- Optional – completed “For” section

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 \$350 petty cash account must equal \$350 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.

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the Campus Secretary/ Bookkeeper daily. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits should include the receipt, **Cash Receipts Transmittal Form**, or other similar documentation, that support the deposit.

Section 2. General Receipt Issuance Guidelines

The flow of money and the **Cash Receipts Transmittal Form** must support all money collected and deposited. At a minimum, the following items should be documented:

- Date Collected – the date the money was received
- Sponsor/Teacher- individual or staff member collecting the funds
- Campus- home campus of funds collected and submitting the deposit
- Purpose of Funds- Fundraising Activity, fines, testing, dues, fees, etc.
- Club/Organization- Campus or club or organization collecting the funds
- Student Name- person who turned in the funds
- Amount – the actual amount collected in dollars and cents for each student and totaled
- Mark Cash or Check – the type of funds (cash or check) received is essential to track cash and checks on the bank statement
- Cash Receipts Totals- checks and cash should be totaled separately and combined for a “Grand Total.”
- Sponsor Counted- The sponsor or staff member turning in funds should mark Y for Yes and N for No to confirm the counting and verification of totals
- Campus Secretary/Bookkeeper Counted- Campus Secretary/Bookkeeper should mark Y for Yes and N for No to confirm counting and verification of totals
- Signatures- Both Sponsor/Staff Member turning in funds collected and the Campus Secretary/Bookkeeper must sign and date to verify funds are accurate and dually counted
- Deposit Slip Number- To be entered by the Campus Secretary/Bookkeeper using the deposit receipt number or the remote capture assigned number for checks
- Account Code- (Note. This is essential to ensure that the correct campus, department, student organization, etc., receives credit for the funds.)

Section 3. Collection Guidelines

General Collection Guidelines

- All monies, both cash and checks, collected by employees (sponsors/teachers/staff/etc.) for any purpose shall be reported on a **Cash Receipts Transmittal Form**. The document shall include the date received, amount received, student name, and purpose of funds collected.

- By the end of each day, the employee shall submit the funds collected with a copy of the **Cash Receipts Transmittal Form Report** to the Campus Secretary/Bookkeeper. Do not wait until the end of the fundraising activity.
- Both the employee and Campus Secretary/Bookkeeper shall count the funds to ensure that the amount is verified prior to signing the **Cash Receipts Transmittal Form**.
- Both the employee and Campus Secretary/Bookkeeper shall maintain a copy of the signed document for their own records.
- 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 employee, the 2nd copy shall move with the money, and the third copy shall remain in the receipt book with the Campus Secretary/Bookkeeper for audit purposes.
- If the collections occur after business hours, the employee may submit the cash and **Cash Receipts Transmittal Form** to the Campus Secretary/Bookkeeper on the next business day. The cash must be secured overnight in a locked safe.
- Campuses should bring deposits to the Business Office or Bank weekly to ensure proper processing of funds- do not wait until the end of the fundraiser.
- A bank deposit bag shall be used to transfer the funds to the Business Office or bank. The bag shall be sealed prior to delivering the bag to the Business Office or bank.
- The bank deposit supporting documentation should be forwarded to the Director of Business Services for posting to the general ledger and bank reconciliation purposes.

Collected by Food Service Department - Cashiers

- Cash and checks collected by a Food Service 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 Food Service cashier(s) post all cash collections to the automated system, Systems Design.
- By the end of each day, the Food Service Department cashier shall reconcile the cash collected with the System Design Daily Summary Report and submit the collections report to the Food Service Director for approval.
- Deposits which cannot be made on the same day shall be stored in a food service department locked safe or cabinet until the following business day.
- A bank deposit bag shall be used to transfer the funds from the food service department to the bank. The bag shall be sealed prior to delivering the bag to the bank.
- The bank deposit supporting documentation should be forwarded to the Director of Business Services for posting to the general ledger and bank reconciliation purposes.

Collected by Business Office

Upon receipt of cash/checks from a campus or department, the Business Office shall:

- Verify that the supporting documents (s) total the amount of the deposit.

- By the end of each week, the Business Office Specialist should prepare all check funds for deposit to the District's depository bank (Frost Bank) no later than 4:00 pm through the Remote Deposit service.
- By the end of each week, the Business Office Specialist should prepare all cash funds for deposit to the District's depository bank (Frost Bank).
- All funds shall be sealed in a secure money bag.
- Deposits which cannot be made on the same day shall be stored in the business office safe until such time as the deposit can be made.
- The bank deposit supporting documentation should be forwarded to the Director of Business Services for posting to the general ledger and bank reconciliation purposes.

Section 4. Online Collections

Lunch Money Now (LMN) – Food Service Department

- The Food Service Department shall prepare a Systems Design LMN report at the end of each month that indicates the total amounts paid into student meal accounts through the LMN system for all school days in the calendar month.
- The Food Service Department shall submit the LMN report to the District Accountant.
- The collections shall be reconciled by revenue account and posted to the general ledger.
- At the end of the month, as part of the EOM Process, the Director of Business Services shall reconcile all LMN deposits with the bank statements.

RevTrak – General Online Payments, Fundraising, Donations, Sales, etc.

- The Business Office and Campuses create items for sale on the RevTrak system.
- On at least a monthly basis, the Director of Business Services shall generate a Sales Report from RevTrak and reconcile with an inquiry of deposits from the depository bank.
- The reconciliation shall be used to complete an online transfer of funds to/from the appropriate bank accounts.
- The deposits shall be reconciled by revenue account and posted to the general ledger.
- At the end of the month, as part of the EOM Process, the Director of Business Services shall reconcile all RevTrak deposits with the bank statements.

HomeTown Ticketing –Athletic Ticket Sales

- HomeTown Ticketing utilizes Stripe as the payment processor for all online sales
- The Athletic Department is responsible for the management and creation of all items for sale on HomeTown Ticketing.
- On at least a monthly basis, the Director of Business Services shall generate a Sales Report from RevTrak and reconcile with an inquiry of deposits from the depository bank.
- The reconciliation shall be used to complete an online transfer of funds to/from the appropriate bank accounts.
- The deposits shall be reconciled by revenue account and posted to the general ledger.

- At the end of the month, as part of the EOM Process, the Director of Business Services shall reconcile all Hometown Ticketing deposits with the bank statements.

Section 5. Posting of Deposits, Withdrawals and Transfers

- Notices of checks which were not deposited due to “insufficient funds” shall be received by and processed by the Director of Business Services.
- Envision Payment Solutions handles the collections of all returned checks
- The Director of Business Services shall prepare a journey entry to record the returned deposit.
- All cash transfers between cash and investment accounts shall be initiated by an investment officer and posted by the Director of Business Services. Deposits from investment accounts shall be posted as cash receipts journals or journal vouchers. Withdrawals from investment accounts shall be posted as general journal vouchers.
- All other cash withdrawals from a bank account such as ACHs or wire transfers shall be initiated by the Director of Business Services or Assistant Superintendent and posted to the general ledger by the Director of Business Services.
- All electronic deposits to the bank accounts, such as state aid or grant payments, shall be coded and posted to the general ledger on a monthly basis by the Director of Business Services. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Assistant Superintendent.
- All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Business Office for receipting and depositing purposes. The Director of Business Services shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Assistant Superintendent.