

Community ISD

Policies and Procedures

Cash Management

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Purpose

The District receives cash and checks from many 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. Cash and checks are referred to as cash in this procedure.

Safeguarding Money

All money (inclusive of gift cards) must be properly safeguarded at all times and never left unprotected even for any period of time. Employees who fail to properly safeguard money in their possession may be held responsible for replacement of missing funds. No money (currency, checks or gift cards) should be left in a classroom or office, wallets, or purses, or at home overnight or an extended period. **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. Each campus provides a secure location to hold money received, prior to deposit. Cash should never be sent via interoffice mail from one campus to another.

Receipt of Cash or Cash Equivalents

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the campus/department secretary/bookkeeper ***once a week or once if total collected funds exceeds $150 for primary campuses and $350 for secondary campuses***. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include the bank deposit receipt, CISD deposit slip, CISD deposit form, CISD pre-numbered receipts, and any other supporting documentation. A district-issued sealed deposit bag shall be used to transfer the funds and documentation from the campus/department to the district office. The bag shall be sealed prior to delivering the bag to the Finance Office.

All supporting documentation must be legible, prepared in pen (blue or black ink only), not pencil, and must be filled out completely.

Deposit in Bank

All money received must be deposited at least weekly. If funds exceed $150 for primary campuses or $350 for secondary campuses the funds must be deposited daily.

All donations made to CISD must be approved by the Assistant Superintendent of Finance and Operations. All donations made to CISD without specific designated purpose regarding disbursement should be deposited in the district general operating account and receipted in the district's general fund (199). Donations made to CISD with a designated purpose will be deposited into the corresponding account in which the purpose may be conducted.

All deposit slips must have the campus organization/department and account code written on the deposit slip.

Pre-numbered Cash Receipt Forms

The Finance Office shall issue pre-numbered cash receipt books. No CISD employee is authorized to purchase receipt books. The Finance Office should maintain a record of persons who are issued receipt books and their associated number range. The sequential dates and number range are to be maintained and accounted for by the Finance Office.

The receipt must be completed in its entirety, including:

- the date and the amount
- the individual or firm submitting the money (a single cash receipt may NOT be issued to more than one person)
- an explanation of the purpose for which the money is received.
- the signature of the person receiving the money. The signature must be MANUAL; ***signature stamps are not acceptable.***

Under no circumstances should a receipt amount, name of payer or the signature be altered. If any of these errors occurs in the preparation of a receipt, void the receipt, and issue a new receipt. The original of the voided receipt must remain attached in the cash receipt book. Under no circumstances are cash receipts to be pre-signed or pre-dated.

Tabulation of Money Collected Form

The Tabulation of Money Collected Form may be used in place of individual receipts when stated under each collection receipt processing. This form may also be used when **ten (10) or more** students have paid for items in a single day such as club dues, field trips, etc.

Collected by Teachers

- Cash and checks collected by ***teachers*** for student field trips or fees shall be reported on a Tabulation of Money Collected form when there are **ten (10) or more** students. This

form shall include the payment type, date received, student name, amount collected, and purpose of funds collected.

- ***By the end of each day***, teachers shall submit the funds collected with a copy of the receipts or Tabulation of Money Collected form and the CISD Deposit form to the campus/department secretary/bookkeeper.
- Both the teacher and campus/department secretary/bookkeeper shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the campus/department secretary/bookkeeper to the teacher. Both the teacher and campus/department secretary/bookkeeper must sign the Tabulation of Money Collected form.
- Teachers shall maintain a copy of the receipt received from the campus/department secretary/bookkeeper for their own records.

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 on a receipt or the Tabulation of Money Collected form. This form shall include the payment type, date received, student name, and amount collected.
- The activity account sponsor shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on a Tabulation of Money Collected form. This form shall include the payment type, date received, student name, amount collected, and purpose of funds collected.
    - A CISD issued receipt book MUST be utilized at all times. The original copy shall be given to the payee, the second 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 receipts or Tabulation of Money Collected form and the CISD Deposit form to the campus/department secretary/bookkeeper.
- Both the activity account sponsor and campus/department secretary/bookkeeper shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the campus/department secretary/bookkeeper to the teacher.
- Activity account sponsors shall maintain a copy of the receipt received from the campus/department secretary/bookkeeper for their own records.

Collected by Athletic or Other Ticketed Events

- All purchases for athletic and ticketed events are cashless and must be made through either Hometown Ticketing or SuccessFunds. No cash will be accepted at these events.

Collected by the Library

- Cash and checks collected by the library may include the following:
  - Student payments for library books, library fines and damages to library books.
  - Student payments for lost or damaged computers.
- The Librarian or Library Aide shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on a Tabulation of Money Collected form. This form shall include the payment type, date received, student name, amount collected, and purpose of funds collected.
- A CISD issued receipt book MUST be utilized at all times. The original copy shall be given to the payee, the second 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 or Library Aide shall submit the funds collected with a copy of the Tabulation of Money Collected form, or receipts and the CISD Deposit form to the campus/department secretary/bookkeeper.
- The library shall maintain a copy of the receipt received from the campus/department secretary/bookkeeper for their own records.

Collected by Principal's Secretary (Including Campus Fundraising)

- Cash and checks collected by the campus/department secretary/bookkeeper for student trips, club fees and fundraising shall be reported on a receipt or Tabulation of Money Collected form. This form shall include the payment type, date received, student name, amount collected, and purpose of funds collected.
- Collections by the campus/department secretary/bookkeeper may include but are not limited to:
- Lost textbooks
- Damage to campus supplies, equipment, facilities, etc.
- Campus fundraisers
- Damage to technology devices such as tablets, computers, etc.
- The campus/department secretary/bookkeeper shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on a Tabulation of Money Collected form. This form shall include the payment type, date received, student name, amount collected, and purpose of funds collected.
  - A CISD issued receipt book MUST be utilized at all times. The original copy shall be given to the payee, the second copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.

Collected by the Food Service Department

- Cash and checks collected by the food service Manager and Assistant Manager are recorded in the district's child nutrition point of sale system by the student names.
- Upon completion of serving, food service cashiers will reconcile funds collected and the startup funds are removed for the next day. Each denomination is counted and entered into the district's Point-of-Sale system.
- The Manager and Assistant verify the other cash drawer and compare the collections to the Point-of-Sale system reports.
- If any overage or shortage exists a recount is performed.
- After all funds have been verified the deposit is prepared and taken to the Finance Office.
- Any discrepancy shall be documented.

Cash Receipt Book Management

Once all receipts have been utilized in the CISD issued receipt book, the book shall be returned to the Finance Office. At all times, the campus is accountable for all receipt books issued to them by the Finance Office.