Business Services Division

Cash Receipt Policy

Purpose

The Cash Receipt Policy provides procedures and guidelines to encourage an effective administration and internal control of cash handling operations in the Business Services Department at Evergreen School District. Note: The term, "cash," includes currency, coins, personal checks, money orders, and cashier's checks.

Basic Guidelines

- Checks must be properly endorsed and receipted immediately.
- Currency (coins/dollars) must be dual counted and receipted immediately using the Fiscal Services *Cash Count Form*. **Never send and/or accept cash through inter-office mail.**
- A receipt must be issued for each transaction.
- Cash must never be left unsecured.
- During hours of operations, areas where cash is handled must be restricted.
- During all other times, cash must be kept in a secured device or location until deposited.
- Under no circumstances should an individual keep Evergreen School District funds with their own personal fund, deposit funds in a personal bank, or take funds home, nor hold cash in their possession for any reason.

Segregation of Duties

Cash handling operations may be subject to daily supervisory review and management. To minimize the potential for mistakes or misappropriation of cash, the components of cash handling, collection, deposit preparation, and reconciliation should be separated among different individuals. **At times when the separation of duties is not feasible, strict individual accountability and thorough management supervision and reconciliation review is required.**

Maintaining Current and Accurate Records of the Funds

Records should provide clear documentation of cash receipts from the time of collection to the time of deposit. This information should always be readily available for internal and external audit review. All

receipt numbers (including voids) utilized must be accounted for. Check stubs, invoices, or other back-up information pertaining to the receipt is to be held with the office receipt copy.

Reconciliation of Cash Receipts and Preparing the Deposit

On a monthly basis, collections are to be counted and reconciled with cash receipt records (for most sites, this is object 8699 on your Donation account) and local bank account deposit slips. All currency and checks should be accurately counted before completing the deposit. Any differences between the deposits and records of receipts are to be investigated and resolved.

Cash Receipt Procedures

Receipts

Receipts or receipt books must be sequentially pre-numbered and in triplicate form. Receipts should be pre-numbered and provide for the following information: revenue account, date of payment, purpose of payment, amount of payment, mode of payment, payer's name, and the initials of the person preparing the receipt. Receipts are to be issued in numeric sequence, and the numeric sequence is strictly controlled. Receipt books must be stored in a secured area, and used in sequential order. All receipts, including those that are voided, must be accounted for. Receipts are to be issued for each transaction and receipt copies are to be distributed as listed below:

- Original copy - customer receipt.
- Second copy - retained by department and stored with any backup information.
- Third copy - should remain in the receipt book for reference purposes.

Checks

- Checks should be reviewed for authenticity.
- All checks must be endorsed immediately upon receipt.
- No third party checks will be accepted.

If checks are returned for any reason from the bank, such as stale-dated checks, the district will be imposed a fee, which will be charged to the originating site/department initiating the deposit.

Currency/Checks

Currency (coins or dollars) need to be dual counted immediately upon receipt. Once the dollar amounts are confirmed between both counters, the currency should be secured in an envelope and sealed with both counters signature on the sealed flap of the envelope with the date they dual counted the currency. All currency/checks must be delivered to the Business Services office no later than 4:00 p.m. every Friday. No cash/currency is to be left on the site premises over the weekend or holiday breaks.

Counterfeit dollars will not be accepted by the Fiscal Department.

Reconciliation and Deposits

Accounting Personal (as assigned):

- Reconciles cash to receipts.
- Prepare a deposit slip.
- Delivers deposit to bank and returns bank deposit receipt to accounting personnel.
- Files bank deposit receipt.

Fiscal Services Supervisor:

- Reviews and approves reconciliation and deposit slip before deposit at the bank.