

COLLECTING MONEY AND DEPOSIT PROCEDURES

RECEIPTS

- ❖ Receipt books are available from each campus office
 - White copy given to the person paying money to the district
 - Yellow copy must be paperclipped to the deposit slip
 - Pink copy remains in the deposit book
- ❖ Receipts should total the amount of the deposit.
- ❖ Receipts need to have a description and account number.
- ❖ Receipts **MUST** be given for **ALL** cash and checks received by an employee of MISD.
- ❖ **There MUST be –**
 - **A yellow receipt for each person money was collected from; OR**
 - **Order forms (fundraiser) with**
 - each purchaser's name listed and amount turned in. Include a list to tally total of all forms and one yellow receipt for the total amount on the list.
 - If money and order envelope is collected and passed on to vendor, the envelope should be sealed and turned in and put into the vendor lock box; **OR**
 - **Collection sheets** (such as a field trip) – have a list showing the amount collected by each person with their initials or signature verifying the amount turned in with a yellow receipt for the total amount on the list; **OR**
 - **Small item sales** (such as suckers) – receipt per student with the number of items given to sell and amount collected; **OR**
 - **Tickets sold at the door – duplicate tickets are available in the Admin office for you or your group to use. These tickets should be totaled to match the number of tickets used and turned in for the deposit.**

CASH

- ❖ **MUST be deposited!**
- ❖ **Cash should never be used to purchase anything.**
- ❖ **The only time this is permitted is for lock box issued by a vendor for collection.**

MONEY SECURITY

- ❖ Money should be secured in a locked cabinet or drawer;
- ❖ Staff members are responsible for all money they collect; and
- ❖ Each campus office can secure money.

- ❖ Money should never be taken home.

DEPOSITS – books and check stamps available in campus offices.

- ❖ **MUST** be made in a timely manner
 - Deposits are to be made weekly; or
 - When receipts are \$100 or more; and
 - **Checks are not to be held more than a week**
- Separate deposit slips must be made for each fundraiser activity
- Deposit slips need to have a description and an account number.
- TOTALS of the yellow receipts and deposit slip should MATCH.
- Campus procedures vary by campus.
 - Money delivered to an office **MUST** be signed in.
 - Steps are taken for each exchange of hands... from your hands, to the office, to the administration office.
- Deposits are delivered by designated campus staff to the Administration office and signed in.
- Deposits are **RECOUNTED** at Administration office with campus sponsor/personnel and business office personnel.
- Deposits are taken to the bank by the CFO.

DEPOSITS/CASH RECEIPTS FOR YOUR ACTIVITY ACCOUNTS

- ❖ will be posted to the activity accounts AFTER they are picked up from the bank.
- ❖ This process takes 3-5 days.

SALES TAX

- ❖ **MUST** be paid as defined by the Texas Comptroller of Public Accounts.
 - If your group sells a qualifying item, this tax will be taken from your activity account at the end of each quarter.

STUDENTS may only COLLECT MONEY only via

- ❖ Order Form
 - must reflect \$\$\$ collected from each individual
- ❖ Numbered tickets
 - must be issued to students
 - collected money must match ticket sales