

Cash Handling Procedures – Deposits

The information below has been taken directly from our Board Policies that pertain to cash handling. These are only excerpts, however, it is recommended that the policies be read in their entirety.



Board Policy – IGDG-R Student Activities Funds Management

- All monies must be safeguarded.
- Any money (cash and/or checks) collected from students by district employees and by room parents must be given to the bookstore or the elementary secretary daily.
 - Note – It is recommended that money not be given directly to a teacher but rather directly to the secretary or someone in the front office.
- District employees are to maintain a receipt book on all money they collect except bookstores that issue computer receipts.
 - Note – Receipt books are not needed by secretaries. They can now use the District’s InTouch Receipting System to generate receipts.
- Money is not to be kept in the classroom overnight. The bookstore or elementary secretary will make daily deposits into the student activities bank account.
 - Note – Deposits do not need to be made daily, but must be made weekly.
- Money collected cannot be given directly to a vendor.
 - Note – Purchase orders or cash envelopes need to be issued prior to vendors being paid. Vendors are to be paid by the District.
- No private bank accounts are to be used for any student activities, clubs, or organizations.

Board Policy – DM-R Cash Handling Policies

There is a relatively high risk associated with transactions involving cash; thus, a strong system of internal control is required. Accordingly, the following policies must be adopted and followed:

- Segregation of duties must be the first priority handling cash receipts and disbursements and record keeping functions.
- Cash received must be deposited intact and on a timely basis.
- Cash must be properly safeguarded and appropriately recorded.
- Access to cash must be limited to a few employees as possible.
- Prenumbered cash receipts must be prepared for all cash received.
 - Note – Receipt books are not needed by the secretaries. They can now use the District’s InTouch Receipting System to generate receipts.
- All checks received must be restrictively endorsed “For Deposit Only.”
- All NSF checks must be controlled and followed up by individuals independent of the cash function.
- All safe combinations and keys to cash boxes or files must be restricted to only an essential number of employees.
- Personal checks must not be cashed or used as an IOU to replace cash.

Recommended Procedures for Handling Money

Whenever money is involved, it is recommended that two people share the job of recording, counting, and verifying each other's amounts. It is important to have an accurate paper trail.



Money collected should be deposited using the District's InTouch Receipting System. This includes fundraisers, events using tickets, and monies collected and deposited into club accounts for field trips. The original receipt should be given to the buyer of the product being sold or to the person paying for the field trip.

If the InTouch Receipting System is not available, a receipt book should be used. Receipt books should contain duplicate, prenumbered receipt forms. The original receipt should be given to the customer and the duplicate retained. Your Parent Organizations, if not already doing so, should consider using this method if they don't have a mechanized system.

When lump-sum monies are being turned into the bookstore or secretary (elementary), a cash collection report should be completed by the individual or group who is submitting the funds for deposit. A cash collection report will verify that two individuals have counted the funds together. A secretary or bookstore employee may be the second person on the report, as long as they counted the funds together with the individual who is turning in the funds (see attached sample form). This will remove the potential liability from one party should the total funds counted be different.

Here is an example of a process that could be followed when monies are being collected:

- Teacher involvement, as little as possible.
- Someone such as a student or parent brings money to the school secretary.
- Teacher counts funds with secretary or other approved designee.
- Secretary counts the money while the person is standing there.
- The Secretary will record the transaction in InTouch and print out a receipt for the customer.
 - Note – The InTouch system should be used for receipting transactions. However, if for some reason it cannot be used, then the Secretary will need to use a receipt book (available from Student Activities). A receipt needs to be written out of the receipt book (the receipt should be from the receipt book that is prenumbered and contains duplicate copies). A copy of the receipt is given to the customer. When InTouch becomes available, these manual receipts will need to be entered in InTouch so that the total deposit will be correct.
- Checks received should immediately be stamped on the backside with the words "For Deposit Only." These stamps are issued to the schools by the Student Activities Office. Checks should be made payable to: The name of the school, Mesa Public Schools or Mesa Unified School District #4. Include the student's first and last name in the memo line. This information will be necessary in the case of non-sufficient funds checks.

(Note – District employees are not to collect money and/or checks for Parent Organizations, i.e. PTO's. Parent Organizations are responsible for collecting monies for their own activities. If a district



employee is a member of a Parent Organization, they can collect money on behalf of the Parent Organization, outside of their contracted work time with Mesa Public Schools. A secure locked box with PTO handling the keys can be made available in the office and secured in the school safe at night.)

- Secretary needs to place all currency (cash, coin, checks, money orders, etc.) in a secure place, i.e. school safe.
- When it is time to reconcile the receipts recorded in InTouch with the physical money so that a bank deposit can be made, an employee will need to be in a safe, secure area that has access to an InTouch computer.
- If a receipt book was used, these entries will need to be made into the InTouch Receipting System prior to running the EIP to be accounted for in the deposit.
- Money should be separated by denomination. Checks in a separate pile. Do not bundle currency with paperclips or paper wraps; do not roll coin.
- Conduct an EOP (End of Period) within the InTouch Receipting System. Bring any overages/shortages to the attention of a school administrator. Instructions can be found on the Student Activities website.
- Submit necessary paperwork to Student Activities:

Elementary:

- ~ White Deposit Slip
(Attach Check Tape, if Applicable)
- ~ Tender Report (1 copy)
- ~ Revenue by Summary (1 copy)

Secondary:

- ~ Cash Summary Audit Form
(White, Pink, Yellow copies)
- ~ Daily Reports (1 copy each)
Revenue Summary
Tender Report
- ~ Cash Award/Refund Forms (if applicable)
- ~ Weekly Reports (2 Copies)
Revenue Summary

- Elementary & Junior High will take gray bank bags to the School Cafeteria Manager. Armored Car Service picks up bags from cafeteria and takes to bank. High School will have pick-ups from the Bookstore. There is a handling fee per gray bag charged.

CASH COLLECTION REPORT

Account Name _____ Account Code _____

Activity for which money was collected _____

Denomination	Person A – Dollar Amount	Person B – Dollar Amount
Total Dollar Amount of Checks	\$ _____	\$ _____
\$100.00		
50.00		
20.00		
10.00		
5.00		
2.00		
1.00		
.50		
.25		
.10		
.05		
.01		
Total Account Deposit (Cash & Checks) Both Persons Must Match	\$ _____	\$ _____

Total dollar amount shown will be entered into the InTouch Transaction.

If a Receipt Book was used, attach receipt book pages to this form.

The persons signing below are verifying that the Total Deposit amount is \$ _____

 Printed Name of Person A Signature of Person A Date

 Printed Name of Person B Signature of Person B Date

 Printed Name of Administrator Signature of Administrator Date