

FORT HANCOCK ISD

Cash Management Procedures

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.

General Cash Management Guidelines

No post-dated checks should be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home for extended periods of time. **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.

Cash of different types shall not be combined. 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 \$100 petty cash account must equal \$100 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.

Receipt of Cash or Cash Equivalent

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the Finance Officer or Business Manager on a daily basis. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include the single receipts, **Gate Duty Revenue Form, Food Service Revenue Form, General Fund Revenue Form** and/or **Campus/Student Activity Revenue Form** that support the deposit.

General Receipt Issuance Guidelines

The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in duplicate shall be used.
- Both parties to the money exchange should be present when the money is counted & receipted
- A copy of the receipt must be given to the person paying (sponsor) – **Original Copy**
- A copy of the receipt must remain in the receipt book
- A copy of the receipt should be attached to the deposit documentation

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- Receipts should not be altered
- Voided receipts (white original copy) must be re-attached to the receipt book
- Receipts are not to be pre-dated or pre-signed
- Receipt numbers must be used consecutively

**A copy of receipts or the appropriate form shall move with the funds.
All revenue forms must be counted and verified by two (2) people before submitting to business office.**

Sample Receipt

RECEIPT		DATE <input type="text"/>	Date money was received <input type="text"/>	No. 715220
RECEIVED FROM <input type="text"/>		\$ <input type="text"/>		
DOLLARS				
<input type="radio"/> FOR RENT <input type="radio"/> FOR <input type="text"/>		Fundraiser, lost or damaged items, fines, or other payments <input type="text"/>		
ACCOUNT		<input type="radio"/> CASH		<input type="text"/>
PAYMENT		<input type="radio"/> CHECK	FROM <input type="text"/>	Signature of person providing money <input type="text"/>
BAL. DUE		<input type="radio"/> MONEY ORDER		Signature of person receiving money <input type="text"/>
		<input type="radio"/> CREDIT CARD	BY <input type="text"/>	

At a minimum, the following items must be completed on a pre-numbered receipt.

- Date – the date the money was received
- Received from – Payee - the full name of the person paying the money (Address is optional – this field can be used to indicate if the payee is a student or parent.)
- Dollars – the actual amount collected in dollars and cents
- For – the reason for the payment (Note. This is essential to ensure that the correct campus, department, student organization, etc. receives credit for the funds.)
- How Paid – the type of funds received is essential to track cash and checks on the bank statement
- By – the signature (original – no stamps) of the person receiving the money
- From – the signature (original – no stamps) of the person providing the money

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Collection Procedures

Collected by Teachers, Principals, Secretaries (Campus Activity Funds)

- ❑ Cash and checks collected by teachers/principals for student field trips or fees shall be reported on a **Campus Activity Revenue Form**. The **Campus Activity Revenue Form** shall include the date received, amount received, student name, and purpose of funds collected. If more than one student, you may attach a travel itinerary to revenue form.
 - ❑ If payments were received from students for items such as entry fees, tickets, etc., the name of the student and amount collected should be reported on the form.
 - ❑ For sales of items, such as candy, ice cream, or other small items, the item(s) sold and the amount collected should be reported on the form.
- ❑ Prior to collecting cash from fundraising activities, the campus shall have an approved **Approval to Conduct a Fundraiser Form** (approved by the Campus Principal) on file with the Principal's Secretary.
 - ❑ The Principal's Secretary shall issue a receipt for all collections.
 - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with duplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each day, teachers/principals shall submit the funds collected with a copy of the Campus Activity Revenue Form to the Business Office.
- ❑ Both the teacher/principal and Business Office shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Business Office to the teacher.
- ❑ Teachers shall maintain a copy of the receipt received from the Business Office for their own records.

Collected by Student Organizations 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 **Student Organization Revenue Form**. The **Student Organization Revenue Form** shall include the date received, amount received, name, student activity and purpose of funds collected. All monies must be verified by a sponsor and a student before submitting to business office.
- ❑ Prior to collecting cash from fundraising activities, the sponsor shall have an approved Authorization to Conduct a Fundraiser form (approved by the Campus Principal) on file with the Business Office.
 - ❑ The activity account sponsor shall issue a receipt for all collections for any fundraising activities that require the student to distribute merchandise and collect funds for sales.
 - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with duplicate copies. The original copy shall be given to the payee, the 2nd copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each day, activity account sponsors shall submit the funds collected on a **Student Organization Revenue Form** to the Business Office. The **Student**

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Organization Revenue Form shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.

- ❑ Both the activity account sponsor and Business Office shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Business Office to the sponsor.
- ❑ Activity account sponsors shall maintain a copy of the receipt received from the Business Office for their own records.

Collected by Activity Account Sponsors (Concessions)

- ❑ Cash and checks collected by activity account sponsors for concession sales shall be reported on a **Student Organization Revenue Form**. The activity sponsor and a student shall count and verify funds collected after event to ensure accuracy.
- ❑ The activity account sponsors shall complete the **Student Organization Revenue Form** and submit to the Business Office with the cash collected on the same day of the event, as appropriate.
- ❑ If the concession sales are after hours, the activity account sponsor may submit the cash and **Student Organization Revenue Form** to the Business Office on the next business day. The cash must be secured overnight in a locked safe.
- ❑ Both the activity account sponsor and Business Office shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Business Office.
- ❑ The Business Office will prepare deposit.
- ❑ **The Business Office shall have a Money Box in the amount of \$50 that shall be sign out/in on a Student Organization Log for concession sales.**

Collected by Athletic or Other Ticketed Events

- ❑ Cash and checks collected for Athletic or Other Ticketed Events [plays, concerts, dances, etc.) shall be reported on an **Gate Duty Revenue Form**, or individual receipts, as appropriate for the event.
- ❑ The tickets taker shall complete the **Gate Duty Revenue Form**, or individual receipts, as appropriate for the event and submit to the Business Office with the cash collected on the same day of the event, as appropriate.
- ❑ If the event is after hours, the ticket taker may submit the cash and appropriate form or receipts to the Business Office on the next business day. The cash must be secured overnight in a locked safe or cabinet.
- ❑ Both the ticket taker and Business Office shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Business Office.
- ❑ The Business Office will prepare deposit.
- ❑ **The Business Office shall have a Money Box in the amount of \$100 that shall be signed out/in on a Gate Duty Log.**

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Collected by Principal's Secretary (Including Campus Fundraising)

- ❑ Cash and checks collected by the Principal's Secretary/Principal/Teachers for any revenues other than Student Organization Funds and Campus Activity Funds shall be reported on a **General Fund Revenue Form**. The **General Fund Revenue Form** shall include the date received, amount received, student name, and purpose of funds collected.
- ❑ Collections by the Principal's Secretary may include:
 - ❑ Lost textbooks
 - ❑ Damage to campus supplies, equipment, facilities, etc.
 - ❑ Fees
 - ❑ Lost or damage to technology devices such as i-Pads, laptops, computers, etc.
- ❑ By the end of each day, Principal's Secretary shall submit the funds collected with a copy of the receipt or **General Fund Revenue Report** to the Business Office. The receipts and/or **General Fund Revenue Form** shall indicate the purpose of the funds, i.e. textbooks, fees.
- ❑ Both the Principal and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- ❑ Teacher shall maintain a copy of the receipt received from the Principal's Secretary for their own records.
- ❑ A district-issued locking money bag shall be used to transfer the funds from campus/department to the district office. The bag shall be locked prior to delivering the bag to the Business Office.

Collected by Food Service Department - Cashiers

- ❑ Cash and checks collected by a Food Service Manager may include the following:
 - ❑ Student payments for meals and a la carte purchases.
 - ❑ Adult payments from District staff for daily meals and a la carte sales.
 - ❑ Adult payments from non-employees for daily meals and a la carte purchases.
- ❑ The Food Service cashier(s) shall use cash register to account for any sales.
- ❑ By the end of each day, the Food Service Manager shall reconcile the cash collected with the cash register detail tape and record funds collected on the collections report. The collections shall be submitted to the Food Service Director for approval. The Cafeteria Manager shall forward the cash to the business office for deposit.
- ❑ Business Office shall issue Cafeteria Manager receipt for cash.
- ❑ Deposits which cannot be made on the same day shall be stored in a food service department locked safe or cabinet until such time as the deposit can be made.
- ❑ A district-issued locking money bag shall be used to transfer the funds from the food service department to the business office.
- ❑ The Food Service Manager shall maintain a copy of the receipt received from the Business Office with the campus records.
- ❑ **The Food Service Department shall have a Change Account in the amount of \$100 (combined for both schools).**

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Collected by Media Center Library Specialist

- ❑ Cash and checks collected by the Library Specialist may include the following:
 - ❑ Payments for library books, library fines and damages to library books.
 - ❑ Payments for lost or damaged kindles.
- ❑ The Library Specialist shall issue a receipt for all collections. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected. The receipt issued may be from the library automation software (Alexandria) provided that the date of the payment, payment amount, student name and purpose of the funds is included in the receipt.
 - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with duplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall remain in the receipt book for audit purposes.
- ❑ By the end of each week, the Library Specialist shall submit the funds collected with a copy of the **Activity Account Daily Collections Report** and/or single receipts to the Business Office.
- ❑ Deposits shall be stored in a district's safe until such time as the deposit can be submitted to the business office at the end of the week.
- ❑ A district-issued locking money bag shall be used to transfer the funds from the campus to the district office. The bag shall be locked prior to delivering the bag or sending the bag with the district courier to the Business Office.
- ❑ The Library Specialist shall maintain a copy of the receipt received from business office with the library records.

Collected by Accounts Receivable Clerk

- ❑ Cash and checks collected by a Business Office may include the following:
 - ❑ Student payments (during the summer months) for lost textbooks, damages to property and other related collections
 - ❑ Staff reimbursements of travel funds
 - ❑ Donations from external sources
 - ❑ Other miscellaneous checks from vendors
 - ❑ Deposits from a campus, food service department, or the media center
- ❑ The Business Office shall issue a receipt for all collections. The **General Fund Revenue Form** shall include the date received, amount received, student name, and purpose of funds collected.
 - ❑ If a receipt book is used, it must be a bound, pre-numbered receipt book with duplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall remain in the receipt book for audit purposes.
- ❑ All checks shall be stamped upon receipt for endorsement purposes.
- ❑ The Finance Officer shall prepare all funds for deposit to the District's depository bank (Pecos County State Bank).
- ❑ All funds shall be sealed in a secure money bag.

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- ❑ 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 posted to the general ledger for bank reconciliation purposes.
- ❑ All supporting documents for the bank deposits should be maintained by the Business Manager for audit purposes.

Transport of Deposits to the Bank – District Courier

- ❑ The district courier should deliver all deposits to the bank branch at Pecos County State Bank in a secure money bag.
- ❑ The district courier must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller.
- ❑ The deposit confirmation receipt shall be forward to the Business Manager or Finance Officer.

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 Finance Officer or Business Manager.
 - ❑ A form letter should be prepared and sent by the Finance Officer or Business Manager to all makers of rejected checks. The established fee for rejected checks shall be noted on the form letter.
 - ❑ A JV or Cash Receipt Reversal shall be prepared by the Finance Officer or Business Manager to record the returned deposit. After approval of the JV by the Superintendent.
- ❑ All cash transfers between cash and investment accounts shall be initiated by an investment officer and posted by the Business Manager.
- ❑ All other cash withdrawals from a bank account such as ACHs or wire transfers shall be initiated by the Finance Officer or Business Manager and posted to the general ledger by the Business Manager.
- ❑ All electronic deposits to the bank accounts, such as state aid or impact aid payments, shall be coded and posted to the general ledger on a monthly basis by the Business Manager.
- ❑ All travel reimbursements to the district shall be submitted to the Business Office for receipting and depositing purposes. The Business Manager shall post the deposits to the general ledger.

Monitoring Available Cash – Accounting/Purchasing Specialist

- ❑ A **Daily Available Cash Balance Report** shall be prepared by the Business Manager submitted to the Superintendent for review on a daily basis.
 - ❑ An investment officer shall transfer out excess cash to an investment account
 - ❑ An investment officer shall transfer in sufficient funds to meet cash shortfalls prior to the disbursement of payroll and/or accounts payable disbursements.
- ❑ The Business Manager shall maintain a **Report** every month. The report shall reflect the highest cash balance during each month and the cash balance at the EOM.