



DATE: 2019-2020 School Year  
TO: District Staff Members  
FROM: JoAnn Armstrong, Executive Director Business, HR, & Operations  
SUBJECT: Cash Handling Procedures

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In the event that you will be collecting or receiving funds (field trips, fundraising, activity fees, admissions, etc), you will be required to comply with the Board Policy 664 regarding Cash Handling.

When to deposit (According to Board Policy 664):

All monies collected by district employees or student treasurers are considered district funds. Employees, volunteers or student treasurers must hand deliver money directly to the building secretary/bookkeeper and shall provide a breakdown of source of funds and person(s) collected from and must be substantiated with documentation such as pre numbered receipts, the number of tickets or items sold. The monies shall be dually counted after collection and then recounted for verification and shall be receipted and promptly deposited in designated district depositories.

Monies shall be managed in a prudent manner to insure their security. Therefore, the monies collected shall be deposited on a daily basis in accordance with established procedures. If a fund raising event is held during non office hours, the monies will be deposited in a night deposit box at a designated district depository or will be secured in a district safe until the next business day when it shall be deposited. In no case, shall monies be brought home with an employee, volunteer or student treasurer, or be stored in an unsecure place such as a desk or file.

**ALL MONIES MUST BE DEPOSITED INTACT (meaning all monies received must be deposited)**

**CASH HANDLING PROCEDURES:**

- All monies collected/received must be turned in for deposit (deposit must be intact).
- All monies must be counted before giving to the person responsible for making the deposit.
- All monies received by the depositor must be counted and verified prior to acceptance from the individual turning in the funds. (This should be done in the presence of the individual turning in the funds if feasible).
- A log or receipt book must accompany being turned in for deposit.
- Depositor must use appropriate security measures (locked cash boxes, files, safes, and vaults) to safeguard monies until deposited. **Staff members should not be holding monies in their classrooms or offices.** Funds received by staff should be submitted for deposit upon receipt.

DO'S:

- Do deposit **ALL** funds intact.
- Do keep a receipt book or log of all funds received (cash and checks)
- Do report any theft or loss to the Director of Finance immediately.

DO NOT'S:

- Do not cash personal checks for staff or use district funds for personal loans (IOU's)
- Do not hold checks or cash until a certain date before depositing.
- Do not accept postdated checks
- Do not accept checks payable to individuals. All checks must be payable to either the school or the District.
- Do not hold or accept non-District funds (such as PTO/PTA or Booster Club monies). Do not accept responsibility for monies from an independent entity.
- Do not store cash or checks in unsecured locations.
- **Do not make purchases using cash received, all cash received must be deposited.**

## **2019-2020 School Year Cash Handling Policy and Procedures**

### **EMPLOYEE ACKNOWLEDGEMENT:**

I certify that I have read and received a copy of the Cash Handling Procedures and fully understand my responsibilities with respect to the policy and procedures as outlined.

School/Department Location: \_\_\_\_\_

Extension: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_