Cash Management and Receipt Process

Teachers and other school employees frequently collect money for various reasons from students and parents. To ensure the money is managed appropriately, specific cash management procedures have been established. The cash management procedures are applicable to all cash and checks received for all operations of the school district.

Sponsor/Teacher/Coach

It is the responsibility of these individuals to maintain adequate documentation for all money collected. This person turning in the money is also responsible for providing the secretary with the account the money is to be credited to. All money collected will be turned in to the secretary with all supporting documentation to the office in a timely manner (once weekly or when amount reaches in excess of $300.00). The secretary will verify the deposit and issue a receipt to the individual (pink copy).

Secretary's Duties

It is the responsibility of the secretary to verify deposit amount for money submitted, collect supporting documentation*, and issue a receipt. All money collected must agree with the supporting documents provided.

White Copy – Central Office
Yellow Copy – Principal's Office
Pink Copy – Sponsor/Teacher/Submitter

The Activities Secretary will prepare the Activity Fund deposit at least weekly or when cash and checks on hand exceed $500.00. The white copy of the receipt with the supporting documents will be turned into the Central Office at least weekly with the deposit. The deposit will be made by the Central Office.

Money collected for the General Fund from any office will be turned into the Central Office with the white copy of the receipt and all supporting documents. The deposit will be prepared and made by the Central Office.

*** For the purpose of this policy supporting documentation includes fundraising order forms, check stubs, spreadsheets (ex. List of students on for trip and payments received).**

Lunch Deposits

Students will turn in money for lunch accounts to the appropriate building secretary. It is not necessary or practical to provide a receipt to each student. The Secretary is responsible for entering the deposit into JMC daily and submitting the money to the Central Office for depositing.

Night Activity/Gate Receipts Collection Procedures

For activities that take place after school hours, the Activities Director, and/or Sponsor or other Administrator in charge must ensure monies collected are handled properly and secured until the money can be deposited. This includes the following procedures.

1. The ticket takers will count all money and fill out the required form before turning the money into the AD or other appropriate person.
2. The AD or appropriate person will place the money in the vault until it can be counted and deposited by the secretaries.
3. The secretary will recount and verify the deposit amount, fill out the deposit slip and submit the deposit to the central office for depositing. The secretary will fill out a receipt and forward the pink copy to the AD or appropriate event sponsor and supply the white copy with the deposit to the central office.