

District Cash on Hand

Socorro Consolidated Schools maintains cash on hand of \$3,100.00. Any increases or decreases to this amount require Board approval. If at any future point this cash is deemed unnecessary, these funds will be deposited into the 22000.160700 account. These funds are not deposited yearly, but kept secured by the Finance Department.

Cash on hand is for the sole purpose of providing starting cash for district sponsored events that require a cash box as well as a cashier. These funds are checked out from the Finance Department and returned on an agreed upon date or prior to May 15th of each school year.

Funds are verified at the start/end of the year to ensure they are intact, as well as spot checks throughout the year.

Any school sponsored events can check out cash, however, priority is given to athletic games and concessions.

Athletic events using cash require checking out the funds and using an electronic Point of Sale system that creates a report totaling event sales. This report as well as ticket/concession reports are required documents to be included as part of the deposit documentation. The cashier/administrator shall pick up and return the starting cash and box with the Finance department. Event proceeds are deposited per district depositing procedures.

Starting cash should be returned using dominations below \$20.00 bill, not including coins unless quarters were provided with the starting cash, in which case quarters should be returned.