

**MISCELLANEOUS CASH RECEIPTS**

The Board of Education believes that it is its responsibility to safeguard any monies which the school district receives so that they can be put to appropriate uses.

The Superintendent of Schools is therefore directed to develop administrative procedures which will ensure that the intent of this policy is carried out.

Revised:      May 14, 2011

**MISCELLANEOUS CASH RECEIPTS REGULATION****A. District-Wide Responsibility**

The District Treasurer is responsible for all school district cash received throughout the District.

**B. Building Responsibility**

The Building Principal is responsible for properly receipting and depositing on a daily basis with the District Treasurer all cash received at the building. School Lunch Fund and Student Activity Accounts will be received using those procedures currently in effect. All other funds will be forwarded to the District Treasurer following the procedures listed below.

1. At the beginning of each school year, the Principal will receive a supply of receipt pads from the District Treasurer which must be used when recording cash receipts. These receipt pads are pre-numbered and Principals must account for all numbers. All voided receipts are to be forwarded to the District Treasurer.
2. A properly completed cash receipt form must be issued every time cash is received at the building. This form consists of three parts which are to be distributed as follows:
  - a. White Copy: Customer's receipt
  - b. Yellow Copy: District Office copy. This copy must be forwarded to the District Treasurer along with the cash received.
  - c. Pink Copy: School Office copy. This copy is to be filed at the school office. Should a refund be necessary at a later date, a copy must be forwarded to the District Office authorizing the refund.
3. All cash is to be forwarded to the District Treasurer on a daily basis. Buildings should not allow money to accumulate at their site.
4. All cash must be verified at the building before being forwarded to the District Treasurer. Verification should ensure that the total cash forwarded to the District Treasurer agrees with the total of the receipts forwarded.
5. When the cash is received at the District Office, it will be verified again. If a discrepancy exists, the Principal will be notified immediately, and must account for the difference. No Treasurer's receipts will be issued until the cash has been verified.
6. The District Treasurer, after having verified the cash receipts, will issue a Treasurer's Receipt and will deposit the funds at the bank designated by the Board as depositor of school district funds.