**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 is 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 longer than 24hrs unless over a holiday or weekend). *No cash purchases should be made – every dollar collected should be receipted and deposited according to the collection procedures.* Purchases should never be made using cash collected (including concession stand revenue). All purchases must follow the **Purchasing 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 commingled. A separate cash box/bag shall be maintained for Petty Cash and funds pending deposit (collections). Petty Cash should be used for making change for fundraising activities and startup cash for athletic or other school related events. (All startup cash should be returned to petty cash the morning following the event). At all times, the petty cash account shall be balanced. For example, the cash in a $500 petty cash account must equal $500 at all times and shall be subject to audit on a random basis. The only exception is when the funds are checked out for athletic or other events where change is required. All funds checked out should be documented on the Petty Cash Reconciliation / Log.

*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 Equivalents**

All checks shall be stamped upon receipt for endorsement purposes. All cash and checks received from campuses, departments, and outside entities should be counted, receipted, and prepared for bank deposit by the Campus Secretary (Bookkeeper) or designee, Nutrition Services Cashier or designee, or the Payroll and Activity Accounting Clerk or designee on a daily basis. If only a small amount of funds is collected in any one day (less than $100), the funds may be deposited the following day, but should not be held over 3 working days. The bank deposit confirmation shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include any Daily Cash Receipts from Students forms, Cash Transfer Forms, receipts or any other backup to 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:

If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies. The original shall be given to the payee, the 2nd copy shall move with the money, the 3rd copy shall remain in the receipt book for audit purposes. When students turn in money, they should be documenting amount turned in and sponsor/secretary should be double counting the money in front of the student. A Daily Cash Receipts from Students form is available to record funds collected from students. If the Daily Cash Receipts from Students form is not used, something similar should be in its place for all funds collected from students. The only exception on funds collected from students is if the amount collected is $2 or less, the daily cash receipt form is not required. Example, sale of a pencil for $0.25 would not require a student to sign a daily cash receipt form. All money should be turned in daily so it can be locked in a safe for safekeeping.

Cash Receipts (Cash Transfer Form) should always be completed when money changes hands. Copies of form should be given to both parties (Staff Member and Campus Secretary). Original signed receipt (Cash Transfer Form) should be kept with the deposit slip.

The original Daily Cash Receipts from Students form or a proper receipt and the original Cash Transfer Form shall move with the funds and be attached to the final deposit confirmation.

**Collection Procedures**

**Collected by Teachers/LISD Staff, including Activity Sponsors, from Students**

* Cash and checks collected by teachers or other staff from students for field trips, fees, fundraisers, etc. shall be reported on a Daily Cash Receipts from Students form. The form shall include the date received, amount received, student signature, student name, purpose, and activity account (if applicable) and the initials of the LISD staff member that collected the funds. *Prior to starting a fundraiser, the sponsor shall have an approval from the Campus Principal on file.*
* The teacher/LISD staff member should have all collections that exceed $2.00 per collection on the Daily Cash Receipts from Students form. Payments $2 or less shall be added to the total amount turned in by the teacher/LISD staff member and documented as extra revenue collected from students that did not exceed $2 collection.
* At the end of each day, teachers/LISD staff shall submit the funds collected with a copy of the Daily Cash Receipts from Students form to the Campus Secretary / Bookkeeper.
* Both the teacher/LISD staff member and Campus Secretary shall count the funds to ensure that the amount is verified prior to completing the Cash Transfer Form that will be filled out and signed by the teacher/LISD staff member and the Campus Secretary.
* Teachers/LISD staff member shall obtain a copy of the Cash Transfer Form from the Campus Secretary for their own records.
* The Campus Secretary shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup shall be forward by the Campus Secretary to the Payroll and Activity Accounting Clerk.

**Collected at Concessions by Activity Account Sponsors or Concession Stand Worker**

* Petty cash funds are checked out from the Campus Secretary (Bookkeeper) for making change at the concession stand. The Petty Cash Reconciliation/Log is updated to track the location of the petty cash funds.
* After the event, the petty cash funds are returned to the Campus Secretary (if the event is after hours, return the next business day) and the Petty Cash Reconciliation/Log is updated.
* The activity account sponsors or concession stand worker shall total the collections and submit the funds to the Campus Secretary on the same day of the event (if event is after hours, submit next business day), as appropriate. The cash should be secured overnight in a locked safe.
* Both the activity account sponsor or concession stand worker and the Campus Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Campus Secretary. A Cash Transfer Form should be completed.
* The Campus Secretary shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup shall be forwarded by the Campus Secretary to the Payroll and Activity Accounting Clerk.

**Collected by Athletic Events – “Ticketed Events”**

* Petty cash funds are checked out from the Campus Secretary (Bookkeeper) for making change at the event. The Petty Cash Reconciliation/Log is updated to track the location of the petty cash funds.
* After the event, the petty cash funds are returned to the Campus Secretary (if the event is after hours, return the next business day) and the Petty Cash Reconciliation/Log is updated.
  + (Exception, due to the large amount, the varsity football game change is deposited on a separate deposit ticket after each varsity football game. A new requisition / check request for game change is submitted for each varsity football game. It is all recorded in and out of the Petty Cash account.)
* Cash and checks collected for Athletic Events shall be on a School Ticket Sales Report (Varsity Football only), Gate Report (all athletic events), as appropriate for the event. The School Ticket Sales Report includes the starting and ending ticket numbers for adults and students.
* The ticket taker(s) shall total all funds collected and prepare a deposit slip and complete the School Ticket Sales Report or Gate Report as appropriate for the event.
* Total collected amount should be verified by another district employee prior to submitting the forms and money to the Athletic Secretary or Game Administrator (if event is after hours). The completed forms and money should be secured overnight in a locked safe by the Game Administrator.
  + Exception for the varsity home football games:
  + Varsity home football game collected funds along with completed deposit slips and appropriate reports are gathered and taken by the Athletic Secretary (or designee) and a City Police Officer to the bank drop box.
  + The bank tellers process all deposit slips including the game change and ticket sales.
  + The following business day, the Campus Secretary (Bookkeeper) picks up the deposit confirmation slips. They keep the game change deposit confirmations and send the ticket sales deposit confirmations to the Athletic Secretary to be included with the game reports.
* The Campus Secretary will take deposit slip and funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The Campus Secretary will provide the deposit confirmation to the Athletic Secretary who will review the completed forms, funds collected, and deposit slip.
* The deposit confirmation receipt along with the deposit backup shall be forwarded by the Athletic Secretary to the Purchasing Coordinator.
* The Purchasing Coordinator will review the completed forms and deposit slips and file the game reports and submit the deposit slip to the Director of Accounting or designee for entry in the financial system.
* If any or all revenue is collected through an online payment system (Hometown Ticketing), see page 8 for additional procedures.

**Collected by Athletic Department – other than Ticketed Events**

* Cash and checks collected for Athletics (season tickets, family pass, etc.) shall be receipted. Copy of receipt should be provided to individual paying with cash or check. If a student is paying, a Daily Cash Receipts from Students form should be completed. Receipts and any forms should be provided with the deposit slip.
* The Athletic Secretary shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup (receipts, etc.) shall be forwarded by the Athletic Secretary to the Purchasing Coordinator.
* The Purchasing Coordinator will review the deposit slip for proper coding and submit the deposit slip to the Director of Accounting or designee for entry in financial system.
* If any or all revenue is collected through an online payment system (Hometown Ticketing), see page 8 for additional procedures.

**Collected for Summer Camps (or camp like activities) by Coach / Activity Sponsor**

* Cash and checks collected shall be receipted. Copy of receipt should be provided to individual paying with cash or check. If a student is paying, a Daily Cash Receipts from Students form should be completed. Receipts and any forms should be provided with the deposit slip.
* Coach/Sponsor shall maintain Student Roster for Summer Camps / Activities / Events Form that includes a list of all participants. Document payments on form. The Coach/Sponsor should also use this as a tool to reconcile revenue and expenses related to the camp/event. If the participant is attending on a “scholarship” and no funds were collected, please document on the form. The list of participants with payment activity should total the deposits that are turned into the Campus Secretary (Bookkeeper).
* At the end of each day when money is collected, the Coach/Sponsor shall submit the funds collected with the Daily Cash Receipts from Students form to the Campus Secretary (Bookkeeper). If the funds collected were sent through the mail (external or internal), you may just document the total collected on the Daily Cash Receipts from Students form with a note that these funds were received through the mail.
* Both the Coach/Sponsor and Campus Secretary (Bookkeeper) shall count the funds to ensure that the amount is verified prior to completing the Cash Transfer Form that will be filled out and signed by the Coach/Sponsor and the Campus Secretary (Bookkeeper).
* Coach/Sponsor shall obtain a copy of the Cash Transfer Form from the Campus Secretary for their own records.
* The Student Roster for Summer Camps / Activities / Events Form should be turned into the Campus Secretary (Bookkeeper) after all funds are collected for the camp/event. It is recommended that the Coach/Sponsor keep a copy of the form for their records.
* The Campus Secretary (Bookkeeper) shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup (receipts, etc.) shall be forwarded by the Campus Secretary (Bookkeeper) to the Payroll and Activity Accounting Clerk. Once the Campus Secretary (Bookkeeper) receives the roster, this should also be forwarded to the Payroll and Activity Accounting Clerk for review prior to filing with the related deposits.
* If any or all revenue is collected through an online payment system (Hometown Ticketing), see page 8 for additional procedures.

**Collected by Ticketed Events other than Athletics**

* Petty cash funds are checked out from the Campus Secretary (Bookkeeper) for making change at the event. The Petty Cash Reconciliation/Log is updated to track the location of the petty cash funds.
* After the event, the petty cash funds are returned to the Campus Secretary (if the event is after hours, return the next business day) and the Petty Cash Reconciliation/Log is updated.
* Cash and checks collected for ticketed events other than athletics [plays, concerts, dances, etc.) shall be submitted by the ticket taker to the activity sponsor or designee using a Cash Transfer Form. Both the ticket taker and the activity sponsor should verify the total amount collected.
* The activity sponsor shall submit the funds to the Campus Secretary on the same day of the event (if event is after hours, submit next business day), as appropriate. The cash should be secured overnight in a locked safe.
* Both the activity sponsor, ticket taker, or concession stand worker and the Campus Secretary shall count the funds to ensure that the amount is verified at the time the funds are submitted to the Campus Secretary. A Cash Transfer Form should be completed.
* The Campus Secretary shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup shall be forwarded by the Campus Secretary to the Payroll and Activity Accounting Clerk.
* If any or all revenue is collected through an online payment system (Hometown Ticketing), see page 8 for additional procedures.

**Collected by Other District Staff**

* Cash and checks collected (student 1:1 device payments, library fines, other fees and fines, employee ID badges, etc.) shall be receipted. Copy of receipt should be provided to individual paying with cash or check. If a student is paying, a Daily Cash Receipts from Students form may be completed if not individually receipted. Original receipts and any forms including the Cash Transfer Form should be provided to the Campus Secretary (all campus collected funds) or Payroll and Activity Accounting Clerk (district funds, ID badges, etc.).
* The Campus Secretary / Payroll and Activity Accounting Clerk or designee shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup (receipts, forms, etc.) shall be forwarded by the Campus Secretary or designee to the Payroll and Activity Accounting Clerk.
* If any or all revenue is collected through an online payment system (e-Funds), see page 8 for additional procedures.

**Collected by Nutrition Services Department Cashiers**

* Petty cash funds are distributed by the Nutrition Services Manager each morning.
* Cash and checks collected by a Nutrition Services Department Cashier may include student or adult payments (including non-employees) for daily meals, a la carte purchases and pre-paid meal account funds.
  + If paid with a check, full amount must be entered in Skyward for tracking purposes. No change may be returned to the payee.
  + Students are not allowed to request a cash reimbursement from their meal account.
  + Students should only be refunded account balances if leaving the district or a week prior to senior graduation.
* A Nutrition Services Cashier posts all cash collections to the automated system, Skyward.
* At the end of the day, the Nutrition Services Cashier will return the petty cash funds to the Nutrition Services prior to reconciling the remaining cash collected with the Skyward report. After the reconciliation is complete, the Cashier will prepare the deposit slip.
  + The petty cash funds will be deposited by the Cashier or designee on the last day of school (or the last day of summer feeding) on a separate deposit slip.
* The Cashier or designee shall take the deposit slip and funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup (reports, etc.) shall be turned in daily by the Cashier or designee to the Nutrition Services Secretary.

**Collected by Nutrition Services Department Secretary**

* The deposit slips that are turned in by the Campus Cashiers or designees are reconciled to Skyward and posted by the Nutrition Services Secretary.
* Cash and checks collected by a Nutrition Services Department Secretary should be for initial payments on account or NSF checks.
  + NSF check payments should be deposited and posted as a cash receipt by the Nutrition Services Secretary.
* The Nutrition Services Secretary shall take the deposit slip and funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup shall be filed with the daily deposits by the Nutrition Services Secretary.
* If any or all revenue is collected through an online payment system (e-Funds), see page 8 for additional procedures.

**Collected by the Payroll and Activity Accounting Clerk**

* Cash and checks collected (donations from external sources, staff reimbursements, other miscellaneous checks from vendors, etc.) shall be receipted. If the individual is present and providing cash or checks, then a copy of a receipt should be provided to individual paying with cash or check. If a check was mailed to the district, then no receipt is required.
* The Payroll and Activity Accounting Clerk shall prepare a deposit slip and take funds to the bank and must wait for the deposit to be processed and a deposit confirmation receipt issued by the teller. If money is not deposited immediately, it should be secured in a locked safe.
* The deposit confirmation receipt along with the deposit backup (receipts, forms, etc.) shall be forwarded by the Payroll and Activity Accounting Clerk to the Director of Accounting or designee for posting to the general ledger and bank reconciliation purposes.
* All supporting documents for the bank deposits should be forwarded to and maintained by the Director of Accounting for audit purposes.

**Collected through the online payment systems (*e~Funds for Schools or Hometown Ticketing*)**

* Reports are run and cash receipt entries are processed by the Director of Accounting or designee for revenue collected through the online payment systems.
  + Online e-Funds revenue may be for Nutrition Services payments, 1:1 device payments; and other activity fund revenue payments including fundraisers and donations.
    - Nutrition Services payment reports are reviewed and posted in Skyward by the Nutrition Services Secretary.
    - 1:1 device payment reports are run by the Accounting Clerk and posted into Skyward.
      * Technology and library employees may access 1:1 student balances as necessary in Skyward Fee Management.
    - Activity fund revenue payment reports for fundraisers or donations are run by the Accounting Clerk and posted into Skyward.
  + Online Hometown Ticketing revenue may be for athletic events, other ticketed events, or summer camps.
    - Athletic Secretary will run reports for themselves and/or the event / camp activity sponsor once the event / camp is closed (not accepting additional payments). The reports will reflect revenue that will be necessary to complete the required forms (i.e. game report, fundraiser form, etc.)
    - Accounting Clerk will also run reports that will show the daily revenue deposited by event. The Accounting Clerk will enter the cash receipt entry by event for each day into Skyward.

**Posting of Deposits, Withdrawals and Transfers**

* Notices of checks which were not deposited due to “insufficient funds” shall be received by the Director of Accounting or designee and forwarded to the appropriate campus for research and collection. There should be an attempt to collect on all NSF checks. If NSF check is not collected, the Director of Accounting should be notified.
* A cash receipt reversal shall be entered in Skyward by the Director of Accounting or designee to record the returned deposit. (Nutrition Services Secretary records their cash receipt reversals.)
* All cash transfers between cash and investment accounts shall be initiated by an investment officer (Director of Accounting or Chief Financial Officer) and posted by the Director of Accounting or designee. Deposits and withdrawals from investment accounts shall be posted as journal entries.
* All other cash withdrawals from a bank account such as ACH or wire transfers shall be initiated by the Director of Accounting or Chief Financial Officer and posted to the general ledger by the Director of Accounting or designee.
* 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 Director of Accounting or designee.
* All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Payroll and Activity Accounting Clerk for receipting and depositing purposes. The Director of Accounting or designee shall post the deposits to the general ledger.
* The Payroll and Activity Accounting Clerk will record the deposit for all activity accounts in the district’s financial system. (Exception, LHS Bookkeeper records all LHS deposits in the financial system prior to sending the deposit and backup to the Payroll and Activity Accounting Clerk.)
* The Chief Financial Officer reviews all cash receipts, journal entries, and bank statements at month end after reconciliation is completed by the Director of Accounting.

**Monitoring Available Cash**

* The review of daily cash balances shall be done by the Director of Accounting or the Chief Financial Officer.
* The Director of Accounting or Chief Financial Officer, an investment officer of the district, shall transfer in to meet cash shortfalls prior to the disbursement of payroll and/or accounts payable disbursement and transfer out excess cash to an investment account (primarily pool accounts), as needed.
* The Director of Accounting or designee shall maintain a summary ledger of all cash balances at month end to be used in preparing the quarterly investment report.
* The Director of Accounting shall verify that the district’s deposited funds are fully collateralized at all times in accordance with state law.