Onalaska ISD
Cash Management Procedures

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 cash purchases should be made – every dollar collected should be receipted and deposited according to the collection 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 shall be maintained for funds pending deposit (collections). All accounts must be kept in balance and are subject to audit at any time.

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 cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the District Executive Assistant ***on a daily basis***. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include the single receipts, **Athletic or Ticketed Event Form**, and/or **Activity Account Daily Collections Report** that support the deposit.

General Receipt Issuance Guidelines

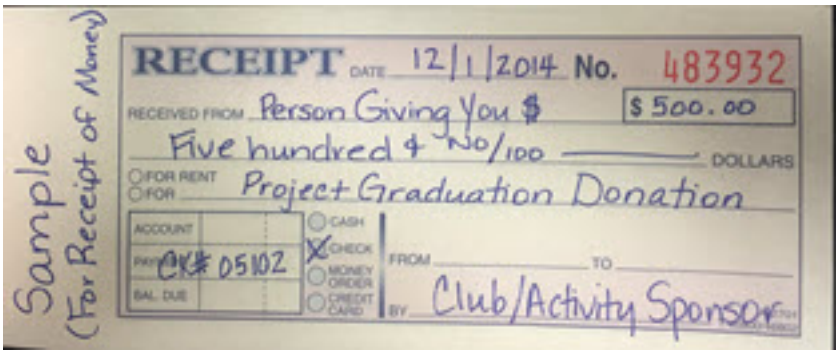
The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in triplicate
- Both parties to the money exchange should be present when the money is counted & receipted
- A copy of the receipt must be given to the person paying (sponsor) – **Original Copy**
- A copy of the receipt must remain in the receipt book

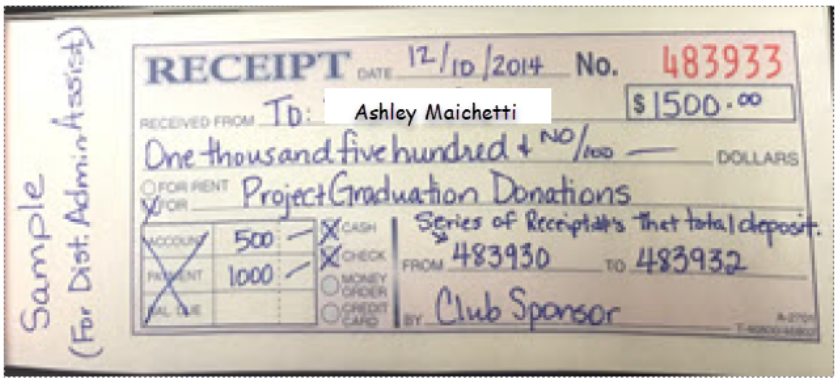
- A copy of the receipt should be attached to the deposit documentation
- Receipts should not be altered
- Voided receipts (white original copy) must be re-attached to the receipt book
- Receipts are not to be pre-dated or pre-signed
- Receipt numbers must be used consecutively

A copy of receipts or the appropriate form shall move with the funds.

Sample receipt to person from whom you are taking money.



Sample receipt to Executive Assistant.



At a minimum, the following items must be completed on a pre-numbered receipt.

- Date – the date the money was received
- Received from – Payee - the full name of the person paying the money (Address is optional – this field can be used to indicate of the payee is a student or parent.)
- Dollars – the actual amount collected in dollars and cents
- For – the reason for the payment (Note. This is essential to ensure that the correct campus, department, student organization, etc. receives credit for the funds.)
- How Paid – the type of funds received is essential to track cash and checks on the bank statement
- By – the signature (original – no stamps) of the person receiving the money

Collection Procedures

Collected by Teachers

- Cash and checks collected by teachers for student field trips or fees shall be reported on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - If payments were received from students for items such as entry fees, tickets, etc., the name of the student and amount collected should be reported on the form.
  - For sales of items, such as candy, ice cream, or other small items, the item(s) sold and the amount collected should be reported on the form.
- By the end of each day, teachers shall submit the funds collected with a copy of the Activity Account Daily Collections Report to the Principal's Secretary.
- Both the teacher and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- Teachers shall maintain a copy of the receipt received from the Principal's Secretary for their own records.

Collected by Activity Account Sponsors (Including Fundraising)

- Cash and checks collected by activity account sponsors for student trips, club fees and fundraising shall be reported on a receipt or **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
- Prior to collecting cash from fundraising activities, the sponsor shall have authorization to conduct a fundraiser by the Campus Principal on file with the Principal's Secretary.
- The activity account sponsor shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - When a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- By the end of each day, activity account sponsors shall submit the funds collected with a copy of the receipt or **Activity Account Daily Collections Report** to the District Administrative Assistant. The receipts and/or **Activity Account Daily Collections Report** shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.
- Both the activity account sponsor and District Executive Assistant shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the District Executive Assistant to the teacher/sponsor.
- Activity account sponsors shall maintain a copy of the receipt received from the District Executive Assistant for their own records.

Collected by Athletic or Other Ticketed Events

- Cash and checks collected for Athletic or Other Ticketed Events [plays, concerts, dances, etc.) shall be reported on an **Athletic Gate Receipts Form, Ticketed Events Form**, or individual receipts, as appropriate for the event. The forms shall include the starting and ending ticket numbers for adults and students.
- The tickets taker shall complete the **Athletic Gate Receipts Form, Ticketed Events Form**, or individual receipts, as appropriate for the event and submit to the Principal's Secretary with the cash collected on the same day of the event, as appropriate.
- If the event is after hours, the ticket taker may submit the cash and appropriate form or receipts to the Principal for safe keeping until the next business day. The cash must be secured overnight in a locked safe or cabinet.
- Both the ticket taker and Athletic Director or Principal shall count the funds to ensure that the amount is verified at the time the funds are submitted.
- The AD/Principal or Sponsor shall forward the **Athletic Gate Receipts Form, Ticketed Events Form**, or individual receipts, as appropriate for the event and cash to the District Administrative Assistant for deposit.
- Athletics Gate and Concession Stand must submit a requisition for start-up cash on an annual basis. The amount remaining in the teal must be accounted for on each **Athletic Gate Receipts Form or Concession Stand Deposit.**

Collected by Principal's Secretary (Including Campus Fundraising)

- Cash and checks collected by the Principal's Secretary for student trips, club fees and fundraising shall be reported on a receipt or **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
- Collections by the Principal's Secretary may include:
    - Lost textbooks
    - Damage to campus supplies, equipment, facilities, etc.
    - Campus fundraisers
    - Parking Passes
    - Lost or damage to technology devices such as i-Pads, laptops, computers, etc.

- By the end of each day, Principal's Secretary shall submit the funds collected with a copy of the receipt or **Activity Account Daily Collections Report** to the District Administrative Assistant. The receipts and/or **Activity Account Daily Collections Report** shall indicate the purpose of the funds, i.e. club fees, fundraising, etc.
- Both the activity account sponsor/teacher and Principal's Secretary shall count the funds to ensure that the amount is verified prior to the issuance of a receipt from the Principal's Secretary to the teacher.
- Activity account sponsors/teachers shall maintain a copy of the receipt received from the Principal's Secretary for their own records.
- A district-issued money bag shall be used to transfer the funds from the campus to the district office. ***The bag shall not be shipped to the Administration Building via Inner-Office mail.*** Only empty bags may be shipped via Inner-Office mail.

Collected by Child Nutrition - Cashiers

- Cash and checks collected by a Child Nutrition Department cashier may include the following:
  - Student payments for daily meals, a la carte purchases and pre-paid meal account funds
  - Adult payments from District staff for daily meals, a la carte sales and pre-paid meal account funds
  - Adult payments from non-employees for daily meals or a la carte purchases.
- The Child Nutrition cashier(s) post all cash collections to the automated system, Systems Design.
- By the end of each day, the Child Nutrition Department cashier shall count the cash collected in their drawer. The totals are reconciled with the **System Design Daily Summary Report** generated by the Cafeteria Manager. Each Campus Cafeteria Manager verifies the cash collections and approves the daily report for that campus. Any discrepancies or outages are reconciled or notated by Cafeteria Manager. Each Campus Cafeteria Manager prepares the daily deposit. The Child Nutrition Director or Assistant Director reviews the reconciled daily report along with the deposit and takes to the district's depository bank each day. After approval, the Child Nutrition Director shall maintain the **System Design Daily Summary Reports** for auditing purposes.
- Deposits which cannot be made on the same day shall be stored in a child nutrition department locked safe or cabinet until such time as the deposit can be made.
- A district-issued money bag shall be used to transfer the funds from the child nutrition department to the bank.
- The Administrative Assistant shall maintain a copy of the deposit receipt received from the Director of Child Nutrition.
- **The Child Nutrition Department shall have an annual starting cash till in the amount of $200 (combined for both schools).**

Collected by Media Center Librarian

- Cash and checks collected by the Librarian may include the following:
  - Payments for library books, library fines and damages to library books.
  - Payments for lost or damaged kindles.
- The Librarian shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected. The receipt issued may be from the library automation software provided that the date of the payment, payment amount, student name and purpose of the funds is included in the receipt.
  - If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- By the end of each day, the Librarian shall submit the funds collected with a copy of the **Activity Account Daily Collections Report** and/or single receipts to the Administrative Assistant.
- Deposits which cannot be made on the same day shall be stored in a campus safe until such time as the deposit can be made.
- A district-issued money bag shall be used to transfer the funds from the campus to the district office.
- The Librarian shall maintain a copy of the receipt received from the Administrative Assistant with the campus records.

Collected by Business Office

- Cash and checks collected by a Business Office employee may include the following:
  - Student payments (during the summer months) for lost textbooks, damages to property and other related collections
  - Staff reimbursements of travel funds
  - Employee payments for insurance or COBRA
  - Donations from external sources
  - Other miscellaneous checks from vendors
  - Deposits from a campus, Child Nutrition department, or the media center

- The Business Office shall issue a receipt for all collections that exceed $5.00 per payment. Payments less than $5.00 shall be recorded on an **Activity Account Daily Collections Report**. The **Activity Account Daily Collections Report** shall include the date received, amount received, student name, and purpose of funds collected.
  - If a receipt book is used, it must be a bound, pre-numbered receipt book with triplicate copies shall be used. The original copy shall be given to the payee, the 2nd copy shall move with the money, and the third copy shall remain in the receipt book for audit purposes.
- All checks shall be stamped upon receipt for endorsement purposes.
- By the end of each day, the Executive Assistant shall prepare all funds for deposit to the District's depository bank.
- All funds shall be sealed in a secure money bag.
- Deposits which cannot be made on the same day shall be stored in the business office safe until such time as the deposit can be made.
- The bank deposit supporting documentation should be posted to the general ledger for bank reconciliation purposes.
- All supporting documents for the bank deposits should be forwarded to and maintained by the Business Office for audit purposes.

Posting of Deposits, Withdrawals and Transfers – Administrative Assistant

- Notices of checks which were not deposited due to "insufficient funds" shall be received by the Administrative Assistant who will then notify the proper Department Director, Campus Secretary or Sponsor. Each is responsible for the first attempt of insufficient funds.
- All cash transfers between cash and investment accounts shall be initiated by an investment officer and posted by the Administrative Assistant or Business Manager. Deposits from investment accounts shall be posted as cash receipts journals. Withdrawals from investment accounts shall be posted as general journal vouchers.

- All other cash withdrawals from a bank account such as ACHs or wire transfers shall be initiated by the Business Manager and posted to the general ledger by the Administrative Assistant.
- All electronic deposits to the bank accounts, such as state aid or impact aid payments, shall be coded by the Business Manager and posted to the general ledger on a monthly basis by the Administrative Assistant. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Business Manager.
- All recurring miscellaneous revenue, such as vending commissions, shall be forwarded to the Executive Assistant for receipting and depositing purposes. The Administrative Assistant shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Business Manager.
- Any travel reimbursements to the district shall be submitted to the Administrative Assistant for receipting and depositing purposes. The Administrative Assistant shall post the deposits to the general ledger. Clarifications, if needed, on the appropriate revenue codes shall be forwarded to the Business Manager.

Monitoring Available Cash – Business Office

- The Superintendent's Executive Assistant shall maintain a **High Cash Balance Report** every month. The report shall reflect the highest cash balance during each month and the cash balance at the EOM.
  - The **High Cash Balance Report** (spreadsheet) shall be forwarded to the Business Manager by May 2nd and September 2nd for audit purposes.
  - The Business Manager shall verify that the district's deposited funds are fully collateralized at all times in accordance with state law.