St Francis School District - Cash Handling Procedures - Updated 9/17/2013

**Best practices:**
It is important to build accountability into all cash handling procedures. All cash collections require two signatures – the individual collecting and handling the money, and the individual recording the money. For example, an advisor and club treasurer.

Generally all cash must be receipted and deposited the same day received in the school office. In the case where cash is received after normal building hours, any and all cash or checks collected during the day must be kept in the building safe/vault overnight. **At no time should cash or checks ever be kept in a classroom, desk, locker, etc. after hours.**

**For Money Being Collected After Normal School Hours:**
Deer Creek - Arrange at least 24 hours in advance with your building principal/secretary or drop in overnight dropbox and give a copy of the deposit slip to your building secretary.
High School - Arrange at least 24 hours in advance with Athletic Director or Building Principal.
Willow Glen - Arrange at least 24 hours in advance with your Building Principal.
*Please see admin guideline 6610A - STUDENT ACTIVITY AND RECREATION FUND (http://www.neola.com/stfrancis-wi/search/ag/ag6610A.htm)*

Checks should never be cashed from the cash awaiting deposit, and neither purchases nor change should be made from cash awaiting deposit.

Checks or cash received for fees, events, fundraising, or other school purposes should never be deposited into a personal bank account under **any** circumstances.

**Cash boxes for events:**
Cash boxes with up to $100 startup cash are available for events/fundraisers by completing a **Fund Raiser Request** form. Cash boxes with up to $300 will be made available for ticket sales. All requests require a 48 hour notice in order for the School Secretary to be able to manage the building cash needs.

The individual requesting the cash box must be available to pick up the cash box and sign for it on the day of the event. After the event date(s), the user must return the box with startup cash included and prepare a deposit for the proceeds.

**Cash Receipts:**
All money raised must be properly receipted and deposited at the school office on the same day received – never kept in a classroom overnight.

Always issue some type of receipt in return for cash received from students, parents, or others. Be sure to include at a minimum: date cash received, amount received, purpose and initials/signature verification. A receipt can be a prenumbered slip, a pre-numbered ticket stub, etc.

**Scenarios:**
Periodic payments from students – for example fieldtrips. Issue Pre- Numbered Receipts and keep a log using the Money Collected from Students form then add total collected.

Admission events – Issue pre-numbered tickets and verify amount sold using the Event Ticket Reconciliation form to report total admissions sold. Ticket seller will sign off and athletic supervisor/secretary will verify ticket sale totals.

*Please see Admin Guideline 6611 - TICKET SALES. (http://www.neola.com/stfrancis-wi/search/ag/ag6611.htm)

Fundraising:

In accordance with Board policy, each fund-raising activity must be approved by the appropriate administrator and by the Superintendent (See Form 5830 F2). In order to be approved, the group leader or advisor is to submit a proposal in advance of the event so that all fund-raising efforts may be coordinated so as not to burden or be a nuisance to students, faculty, parents, or the community.

Fundraising form:
http://www.stfrancisschools.org/forms/Fundraising%20Request%20Form.pdf
This form can also be found under Staff Resources - Staff Forms

Sales of small items – for example fundraisers, cookouts, concessions, or supplies sales. Create an inventory control sheet for items purchased, less items leftover to report items sold; or use a Post-Fundraising form.

Services performed – for example car washes. Keep a roster of which services were performed or how many cars were washed, then multiply by fee charged to report total collected.

Donations – Submit a completed Donation Information Sheet with the deposit for all cash donations over and all gifts of property (tangible goods). Please see Board policy 7230 - GIFTS, GRANTS, AND BEQUESTS (http://www.neola.com/stfrancis-wi/search/policies/po7230.htm)

*No staff member is to accept any special gifts or bonuses of more than nominal value offered by an outside supplier or vendor for any reason or purpose.

For more information on fundraising activities review BOE policy 5830

Recreation Program:

1. Parents are to register on registration days.
2. If parents have registration forms and payment at the time of the class, the parent should deposit the registration form and payment into the drop box located outside of the recreation building.
3. No money is to be collected by the Recreation employees except on designated registration days.
4. The Recreation Secretary will inform coordinators of incoming registration and payments via e-mail.
5. Other payment options include: payments in person to the Recreation Office during school hours and mail in payments.

Vending machines – Complete a report including location of machine (or machine #), date of cash collection, amount collected, owner of the funds.

REMEMBER: *All contracts/agreements with vendors (including vending machines) must be reviewed and approved by the Business Manager prior to implementation.*

**Deposits:**
Every deposit must be properly documented at elementary, middle and high school buildings.

All funds for deposit must be submitted to the School office sealed in a District issued bank deposit bag and organized in the following manner:

- **Cash** – Sort and face bills according to denomination and fix any that are crumpled, ripped or folded. Multiple bills should be secured with cash straps or rubber bands. All money should be submitted for deposit organized and manageable.

- **Checks** –
  - Be sure all checks are written to “St Francis School District”
  - Each check must have “[school name] [club name]” written in the memo line.
  - The back of each check should be stamped with “For Deposit Only” on the endorsement line.

Regardless of the specific deposit method, be sure to document, at a minimum – deposit date, source of funds, list of currency and checks, total deposit, and two signatures.

- Complete the blanks on the outside of the deposit bag and sign for verification. The school secretary will initial the receipt and give to the depositor. Always make sure you get a signed receipt when making a deposit, never leave money unattended. The District Secretary will open the bag, add his/her second verification signature, and then prepare a bank deposit.

* Deposits should not be taken home overnight.*

All deposits must include some form of cash collection documentation to support the source and amount of the money collected (see above section on Cash Receipts). This may include:

- *Event ticket reconciliation* report
- *Pre-numbered receipt* copies
- *Money collected from Students* form
- *Post-fundraising* forms or other fundraising summary report

NOTE: Deposited funds will not be available for expenditures until appropriate documentation is received.
The District office must always issue two receipts for the money accepted –

1. Deposit verification – Complete the receipt attached to the bank deposit bag, initial and give to the advisor immediately upon accepting a deposit. Always give the deposit to a person and receive a receipt – do not leave money unattended.

2. Posting verification – Once the deposit has been posted to the respective student activity fund account, issue a signed receipt for the dollar amount, deposit bag # and date of the deposit.