

# CASH RECEIPT AND DEPOSIT GUIDELINES

## GENERAL INFORMATION

1. All transactions that involve the collection of cash and checks must be supported with adequate documentation. District employees collecting cash and checks on-behalf of the district **MUST** use a collection log or issue receipts for cash and checks collected at the collection point.
2. The District uses Collection Logs and Miscellaneous, Office, and Master receipts to document and record the collection and depositing of cash and checks.
3. Article 3, Section 52 of the Texas Constitution prohibits the lending of credit or anything of value for private purposes. Therefore, checks cannot be cashed and money cannot be borrowed OR lent from cash received.
4. Miscellaneous, Office, and Master Receipt Books must be tracked using a receipt book inventory log from the time they arrive at the campus. These logs should be maintained as a perpetual record.
5. Each club must be issued a separate Miscellaneous Receipt Book (Example - A sponsor who has two or more clubs must be issued a Miscellaneous Receipt book for each club).
6. All cash and checks collected must be deposited into the District's Financial Institution.
7. Documentation of cash and checks collected must be submitted to Financial Services for posting in the District's accounting system.

## RECEIPT BOOKS

1. The District uses Miscellaneous, Office, and Master receipts to document and record the collection and depositing of cash and checks.
  - **Miscellaneous Receipts** are issued by trained District employees to record the collection of cash and checks from various District approved activities.
  - **Office Receipts** are issued by the office manager/business agent to record the receipt of payments, donations, or collections made by individuals.

- **Master Receipts** are prepared by the office manager/business agent to aggregate all Office Receipts issued and are the basis for making a bank deposit.
2. Miscellaneous, Office, and Master Receipt Books must be tracked using a receipt book inventory log from the time they arrive at the campus.
  3. Receipt books **must not be issued** to other schools, the Parent Teacher Organization (PTO), Booster clubs, or other outside organizations.

In emergency situations receipt books may be lent to another school as long as proper documentation is completed. Please contact the Accountant in Financial Services for details.

4. The office manager/business agent must plan properly and order receipt books/deposit slips as needed.

## RECEIPT BOOK INVENTORY LOGS

There are three receipt book inventory logs (Miscellaneous, Office, and Master) that are maintained by the office manager/business agent to track issuance and usage of the different types of receipt books ordered and used by the campus

1. The office manager/business agent must inventory all receipt books received and log the receipt number sequence on the appropriate **Miscellaneous, Office, or Miscellaneous Receipt Book Inventory Log.**
2. A copy of the warehouse requisition should be filed along with inventory log(s) to support any additions to the log.
3. These logs should be maintained as a perpetual record – unused receipt books should be tracked year after year.
4. An inventory of completed and unused receipt books will be conducted at year end.

## MASTER AND OFFICE RECEIPT INVENTORY LOGS

1. Used to inventory the receipt and usage of Master or Office receipts ordered by the campus.
2. The following information must be logged in numerical order for each receipt book ordered:
  - a. Beginning Receipt Number

- b. Ending Receipt Number
  - c. Warehouse Requisition Number
  - d. Office manager/business agent initials next to each receipt book ordered acknowledging receipt of each book.
3. The following information must be logged during the usage of each receipt book:
- a. In Use field must be checked to identify that the receipt book is currently being used by the campus.
  - b. Office manager/business agent will then initials acknowledging that the receipt book is in use.
  - c. Once all receipts have been used or voided the office manager/business agent will then check the Fully Used Book field to identify that the receipt book has been fully used and is no longer being used by the campus.
  - d. Office manager/business agent will then initials acknowledging that the receipt book is no longer in use by the campus.
  - e. If the receipt book is still in use at the end of the year the office manager/business agent will identify the receipt number sequence of receipts issued/voided during the fiscal year in the Comments field.

### **MISCELLANEOUS RECEIPT BOOK INVENTORY LOG**

1. Used to inventory the issuance and usage of Miscellaneous receipt books ordered by the campus.
2. The following information must be logged in numerical order for each receipt book ordered:
  - a. Beginning Receipt Number
  - b. Ending Receipt Number
  - c. Warehouse Requisition Number
  - d. Office manager/business agent initials next to each receipt book ordered acknowledging receipt of each book.
3. The following information must be logged during the issuance and usage of each receipt book:
  - a. Activity club name.
  - b. Activity club number.
  - c. Printed name of the individual being issued the miscellaneous receipt book.
  - d. Acknowledgment of the issuance of the receipt book is made by having the individual initial in the Issued To Initials field.

- e. When the individual returns the receipt book, the individual will acknowledge return by initialing in the Returned Initials field.
- f. When the receipt book is returned, the office manager/business agent must identify the receipt number sequence for all receipts issued or voided in the Comments field.

## **ORDERING RECEIPT BOOKS**

Miscellaneous, Office and Master Receipt Books are requested by the Office Manager/Business Agent by submitting a warehouse requisition to the Warehouse Department. A warehouse requisition can be obtained by contacting the Warehouse Department.

## **CASH AND CHECK COLLECTIONS**

All transactions that involve the collection of cash or check must be properly receipted at collection point and supported with adequate documentation by all individuals collecting money on behalf of the District.

For check collections please refer to the **Personal Check Guidelines**.

## **MISCELLANEOUS RECEIPTS**

1. Trained district employees accepting cash (sponsors, coaches, librarians, etc.) issue Miscellaneous Receipts.
2. Miscellaneous Receipts must be used and maintained in date and sequential order.
3. When money is received from any source, a pre-numbered Miscellaneous receipt (duplicate) is prepared.
4. Miscellaneous receipts must be issued when money collected is greater than \$10.00.
5. **Receipts are prepared and issued at collection point.** The monies must be counted in the presence of the payer and a receipt issued immediately. The individual remitting the money must be provided with the original (white) receipt before they leave the collection point.
6. The campus office manager/business agent may choose to use Miscellaneous Receipt Books for certain activities where numerous receipts are written for the same activity in one day (school-wide fundraisers, yearbook sales, etc.).

- a. The office manager/business agent assigns a specific title to the Miscellaneous Receipt book such as Brochure Fundraiser 001.48.005 - #1.
- b. The office manager/business agent writes Miscellaneous Receipts for each student turning in money throughout the day.
- c. The office manager/business agent prepares an Office Receipt at the end of the day for all Miscellaneous Receipts written that day.
- d. In the "Received From" space of the Office Receipt, the office manager/business agent should record the Miscellaneous Receipt book title (see (a) above).
- e. The description must contain the number sequence of Miscellaneous Receipts.
- f. The original Office Receipt is attached to the last Miscellaneous Receipt of the deposit

### **How to Complete a Miscellaneous Receipt**

- a. White Copy is issued to Payer at point of collection.
  - b. Yellow Copy remains in the receipt book. Sponsor must present the receipt book with money for deposit to the office manager.
1. The following information must be recorded on the Miscellaneous and Office Receipt:
    - a. Campus Name;
    - b. Date the money was received;
    - c. Name of individual from whom the money was received;
    - d. The amount received;
    - e. The account number(s) where the receipt is to be recorded. Please note the entire account number must be included (ex. 865.00.2198.62.001.2.00);
    - f. An explanation of the purpose for which the money was received;
    - g. The amount for each item included in the deposit.
    - h. The signature of the person making the deposit. Signature stamps are not allowed.
  2. If applicable, add the information next to the boxes:
    - a. The fundraiser number and description.
  3. A receipt may not be issued to more than one person.

4. The preparer cannot issue him/herself a receipt. It must be issued by the principal or trained alternate who has received training in the receipt process.

## **OFFICE RECEIPTS**

1. Only the campus office manager/business agent, Principal and trained alternate may issue Office Receipts.
2. Office Receipts must be used and maintained in date and sequential order.
3. When money is received from any source, a pre-numbered Office Receipt (triplicate) is prepared.
4. **Receipts are prepared and issued at the collection point.** The monies must be counted in the presence of the payer and a receipt issued immediately. The individual remitting the money must be provided with the original (white) receipt before they leave the collection point.
5. If the office manager/business agent is assisting a club sponsor by receipting monies for yearbook, fund raising projects, etc. directly from students or parents then the office manager/business agent must provide the sponsor with copies of the Office Receipts used.

### **How to Complete an Office Receipt** (for office manager/business agent use ONLY)

- a. White Copy is issued to Payer at point of collection.
  - b. Yellow Copy is attached to the Master Receipt (white) that will be sent to Financial Services for posting.
  - c. Pink Copy must remain in the receipt book.
1. The following information must be recorded on the Miscellaneous and Office Receipt:
    - a. Campus Name
    - b. Date the money was received
    - c. Name of individual from whom the money was received
    - d. The amount received
    - e. The account number(s) where the receipt is to be recorded. Please note the entire account number must be included (ex. 865.00.2198.62.001.2.00)

- f. An explanation of the purpose for which the money was received
  - g. The amount for each item included in the deposit
  - h. The signature of the person making the deposit. Signature stamps are not allowed.
4. If applicable, add the information next to the boxes:
  - a. The fundraiser number and description.
  - b. Collection Log description and purpose when funds received over the course of the day for a specific activity (i.e., collections for a field trip). In this case, the receipt is not made out to an individual.
  - c. The ticket number sequence for the sale of athletic tickets, prom tickets, etc. (first and last ticket sold).
  - d. Miscellaneous Receipt number sequence when miscellaneous receipts are being used.
5. A receipt may not be issued to more than one person.
6. The preparer cannot issue him/herself a receipt. It must be issued by the principal or trained alternate who has received training in the receipting process.

## **MASTER RECEIPTS**

1. A Master Receipt is prepared by the campus office manager/business agent and is used as the basis for the bank deposit.
2. The original Master Receipt is attached to the Office Receipt(s) that corresponds to that Master Receipt. The carbon copy must be left in numerical sequence in the book.
3. Documentation must be submitted to Financial Services for posting and reconciliation in a timely manner.
4. Master Receipts are used and maintained in date and sequential order.

### **How to Complete a Master Receipts** (for office manager/business agent use ONLY)

- a. White Copy is sent to Financial Services (attach the yellow copy of the Office Receipt(s) that correspond to the deposit).
- b. Yellow Copy must remain in the receipt book.

The following information must be recorded on the Master Receipt:

- a. Campus Name
- b. Date the money was received
- c. The beginning and ending number of the corresponding Office Receipts.
- d. The total amount of the deposit (total amount of Office Receipts included in the deposit).
- e. The signature of the person making the deposit. *Signature stamps are not allowed.*

### **VOIDED RECEIPTS**

1. Never erase or otherwise alter a Master, Office, or Miscellaneous Receipt in the areas of the payer's name or amount. *If an error is made, write the word "VOID" across the face of the receipt. Leave all copies intact and write another receipt.*
2. Any other corrections should be neatly lined through and the correct information placed clearly in the general area of the error and initialed. For example, an incorrect date should be lined through and the correct information placed.
3. Do not use liquid paper to correct errors.
4. Corrections should be kept to a minimum. Excessive corrections will be noted.

### **COLLECTION LOGS**

1. A Collection Log may be used for small individual sales where receipts would not be cost effective. The Collection Log is to be used for individual sales or collections less than or equal to \$10.00.
2. The Collection Log may be used for individual campus fines, classroom sales, field trip collections, and small fund raising payments. Collection Logs cannot be used for payments for lost textbooks, lost or damaged library books, or any transaction where the total to be collected is greater than \$10.00 (Example: Yearbooks). All individual sales or collections greater than \$10.00 must be receipted.



- a. The person collecting money should print the payer's name and amount received.
  - b. The payer should sign and date in the appropriate columns.
  - c. Students in Kindergarten through third grade are not required to sign. His/her grade or section should be written on the signature line.
3. A Library Fine Collection Sheet is required for library fine collections.
  4. Employees using either a Collection Log or Library Fine Collection Sheet will submit the log and funds for deposit to the campus office manager/business agent. The campus office manager/business agent ensures that the total on the log agrees to the funds submitted. An Office Receipt is issued to the individual submitting the log and funds. The campus office manager/business agent must staple the original Collection Log or Library Fine Collection Sheet to the related Office Receipt (Pink Copy).
  5. The office manager/business agent may choose to use a Collection Log for certain types of activities. In these cases, the campus office manager/business agent assigns a specific title to the Collection Log.

**EXAMPLE:** INSIGHTS FIELD TRIP (\$4.50 each) - Week Ending September 12, 20xx. The Collection Log would be handled as follows:

- a. The individual's name and total transaction amount is recorded on the log and signed by the payer.
- b. The campus office manager/business agent must consider the guidelines that govern deposits. At appropriate intervals, the campus office manager/business agent completes an Office Receipt for the activity.
- c. For example, the campus office manager/business agent has \$108.00 in trip collections on September 10, 20xx. On September 10, 20xx, the clerk prepares an Office Receipt. The clerk records "INSIGHTS FIELD TRIP LOG September 12, 20xx" in the "Received From" space.
- d. The original Collection Log is stapled to the Office Receipt (Pink Copy).

**Use of this log is restricted to individual receipts less than or equal to \$10.00.**

# DEPOSITS

## GENERAL OPERATING PROCEDURES

1. Deposits must be made when funds collected:
  - During a given day are greater than or equal to \$100.00 (excluding petty cash funds); or
  - At the end of the week, regardless of the amount collected.
2. District employees (sponsor, coaches, librarians, etc.) are required to submit cash or checks collected to the office manager/business agent when:
  - a. The aggregate amount collected during a given day exceeds \$50.00, or
  - b. At the end of the week, regardless of the amount collect.

All District collections, regardless of amount, are subject to this requirement.

**In the event that cash on hand does not exceed the \$50 threshold, funds collected must be secured in locked cabinet or closet.**

3. A tally sheet must be used to prepare or submit cash and checks for deposit
4. **The campus office manager/business agent must ensure that the Miscellaneous Receipts/Collection Logs and cash remitted agree. Any differences must be reconciled immediately and noted on the Office Receipt. Any significant difference must be reported in writing to the Financial Services Accountant.**
5. The campus office manager/business agent must ensure that funds receipted are deposited in numerical and date sequence.
6. The principal should require that all employees submit funds to the campus office manager/business agent for deposit on or before 1:00 p.m. This will enable the campus office manager/business agent to count and receipt the funds before school closes.
7. All funds received must be receipted or the 'after hour fund collection' process must be followed before being placed in the vault for safekeeping. Periodic vault checks will be conducted by Financial Services personnel.
8. The Financial Services Accountants will inform the campus office manager/business agent of any NSF Checks.

**9. Refunds cannot be made from cash collections.**

**AFTER HOUR FUND COLLECTIONS**

After Hour collections are those in which the office manager/business agent is not able to perform a cash count at collection point but monies are placed in the vault as required by deposit guidelines. When following the after hour process, it is still necessary to have the cash count verified by the sponsor prior to submitting the tamper resistant deposit bag to the administrator for safe keeping.

Funds collected must be secured in a tamper resistant deposit bag and locked in the school's safe/vault until the next business day. As soon as possible, on the next business day, the bookkeeper must count the money in the presence of the individual who remitted the funds and issue an office receipt.

All transactions that involve the collection of cash must be supported with adequate documentation. The sponsor responsible for the after hour activity **MUST** issue receipts for cash collected at the collection point.

The process noted below is allowable for evening and weekend academic and athletic events. The tamper resistant deposit bags are available through the campus office manager/business agent. Before the monies collected are placed in the school's safe/vault, the monies must:

1. The funds collected must be counted by the sponsor and noted on the Deposit Tally Sheet. The tally sheet must be signed by the sponsor to confirm funds were verified.
2. The collection log and miscellaneous receipt book must be submitted with the funds in the tamper resistant deposit bag, if applicable.
3. The tamper resistant deposit bag must be completely sealed before submitting to the campus administration for placement in the safe/vault.
4. The After Hour Fund Collection Log must be signed by the sponsor to confirm the receipt of funds by the administrator.

**BANK DEPOSIT PREPARATION**

1. Bank Deposit Slips are prepared in 3-part forms for campuses and 4-part forms for lunchrooms.

3-Part Deposit Slips for Campuses

- a. The White Copy is submitted to the bank with the monies being deposited.
- b. The Yellow Copy is sent to Financial Services attached to the Master and Office Receipts related to the deposit.
- c. The Pink Copy is maintained in the deposit booklet for the campus' records.

#### 4-Part Deposit Slips for Lunchrooms

- a. The White Copy is submitted to the bank with the monies being deposited.
  - b. The Yellow Copy is sent to Financial Services attached to the Master and Office Receipts related to the deposit.
  - c. The Pink Copy is sent to Food Services Department.
  - d. The blue copy is maintained in the deposit booklet for the lunchroom's records.
2. The following information must be recorded on the bank deposit slip.
- a. Date of the deposit;
  - b. Amount of currency and coins in the deposit;
  - c. Total # of checks to deposit. In the event that the deposit slip does not have enough spaces for all the checks being deposited, attach a list of checks with the maker's name and amount. Write "see list" on the front of the deposit slip. Make sure to attach a copy of the list to your copy of the deposit slip. Checks may be listed on the deposit slip if only a few are being deposited but **DO NOT** send more than one deposit slip for each deposit.
  - d. Total amount of deposit (includes currency, coins & checks);
  - e. The deposit bag number must be included on the deposit slip.
  - f. ALWAYS use one deposit slip per deposit bag – **DO NOT** use one deposit slip for two or more bags.
3. Paper clip or rubber band the completed deposit slip, currency and checks. Currency should be in wrapped when possible (bills of the same denomination per wrapper). Roll coin or place in coin envelope and seal. Place the deposit in a disposable bank bag. Be sure to seal the bag.
4. Document the following information on the front of the deposit bag:
- a. Customer name: Canutillo ISD
  - b. Location: Campus Name or Lunchroom
  - c. Date: Date of Deposit
  - d. Deposit Said to Contain: Amount Enclosed
  - e. Identify Deposit Contents: Place a check mark next to Currency, Coins, or Checks

- f. The top detachable section of the deposit bag should be retained for your records, attach to the deposit slip copy.
5. Once the deposit is processed and picked up by the courier service. The deposit documentation must be submitted to the Finance Department for posting to the TEAMS system, must be submitted in the order listed below:
  - a. Deposit slip (yellow copy)
  - b. Master receipt (white copy)
  - c. Tally Sheet
  - d. Office Receipts (yellow copy)
  - e. Copies of checks
  - f. Adding Machine Tape (optional)
6. Lunchroom deposits will be prepared by the cafeteria manager, recorded on the Lunchroom Bank Deposit Log and left with the office manager/business agent for safekeeping in the vault until picked up by the carrier service. The office manager/business agent will sign the lunchroom's log and record the deposit on the Carrier Log.

Requests for additional bank deposit books can be made by sending an email to Financial Services. The email request should contain the last deposit slip number that is in inventory.

### **CARRIER SERVICE**

The District uses a carrier service to facilitate the depositing of money collected into the District designated bank. Each campus or designated site is required to complete a manifest book and log each deposit.

1. Document the following data on the Carrier Log:
  - a. Bag number (last 4 digits);
  - b. Deposit date;
  - c. Total deposit amount; and
  - d. Signature of deposit maker.
2. The carrier will sign and date the log when he/she picks up the sealed deposit bag.
3. The log should be filed and maintained in date order sequence.

Additional manifest books can be requested by sending a request to [azar\\_co28@yahoo.com](mailto:azar_co28@yahoo.com) or by calling in a request to (915) 691-2595.

**DEPOSITS - CAMPUS CLERK ABSENCE OR OFF DUTY (CAMPUS FINANCIAL CLERK'S ABSENCE (greater than three days)**

1. The principal and/or campus office manager/business agent is encouraged to notify the Financial Services Accountants of cases where the campus office manager/business agent expects to be absent more than three days.

**CASH CONTROL/TRAINING**

1. The principal must ensure that annual training on cash receipts and deposits are provided to the following employees: Sponsors, librarian, alternate, and any other employee the principal designates to accept and record cash from students, parents, community, etc.