

RECEIPTS AND BANKING DEPOSITS

PROCEDURES THAT MUST BE FOLLOWED FOR ALL DOLLARS COLLECTED BY THE DISTRICT:

1. Deposits must be made within twenty four hours of receipt.
2. Do not cash personal checks from your cash receipts.
3. No payments are to be made from cash receipts.

A Clerk Custodian report is used for reporting receipts, and is to be processed according to the following instructions:

PROCEDURES FOR HANDLING RECEIPTS

As a general rule, any time someone turns in money, especially cash, they should get a receipt. This may not always be practical but there should be some sort of record keeping or methodology to document that someone has paid for something.

Below are the specific steps to follow when collecting money for teachers, activity advisors and clerk custodians.

I. **ACTIVITY ADVISOR/SPONSOR/TEACHER**

A. Receive money from students

1. Complete receipt; give original to student; retain one copy for your records; send one copy along with money to building clerk custodian.
2. The following activities are examples that do not require a receipt :
 - a. Copier charges
 - b. Concession sales
 - c. School store sales

3. Field Trips – Funds collected for field trips must have an audit trail. A Class Roster indicating the amount received from each student satisfies this requirement.
4. Events for which tickets are sold do not require a receipt, but must follow [ticket accountability procedures](#) as documented in this manual.

B. Complete [Building Receipt Pay in Order](#)

1. Indicate
 - a. Building
 - b. Date
 - c. Activity/Fund Name
 - d. Source
2. List each activity separately
 - a. Description for reason of collection
 - b. Account code
 - c. Amount
3. List amount of checks, currency, coin, and total.
4. Signature

D. Deliver cash/checks for receipts along with completed Building Receipt Pay in Order and one copy of each receipt to clerk custodian.

E. Your copy of the Building Receipt Pay in Order, verified by the clerk custodian, is your receipt of deposit with the clerk custodian.

II. **Clerk Custodian**

A. Verify amount received from individual submitting Building Receipt Pay in Order

1. Verify each item received; checks, currency, and coin
2. Verify total amount

Note: Should amount differ from Building Receipt Pay in Order, immediately notify the person submitting the funds.

B. Complete Clerk Custodian's Section of [Building Receipt Pay in order](#)

1. Amount received
2. Date received
3. Date Deposited
4. Signature

C. Complete your Deposit information for the bank and deposit monies within twenty-four hours of receipt.

1. Complete bank deposit ticket (3 part)
2. Verify amount on deposit ticket to make sure it matches building receipt pay in order.
3. Stamp the back of the yellow and pink copy of the deposit ticket with your school stamp
4. Stamp each check for deposit only.

5. Place all copies of deposit ticket and funds in the bank bag and take to the bank.
6. Send a copy of the deposit ticket and the building receipt pay in order to the treasurer's office.

D. Maintain file of Building Receipt Pay in Orders and receipts at the building.

III. **TREASURER OF THE BOARD OF EDUCATION**

- A. Upon receipt of the validated bank deposit ticket and accompanying deposit documentation, the treasurer's office will receipt in and post the amount.
- B. The treasurer's office will make student activity fund transaction information available to the clerk custodian.

FUNDRAISER GUIDELINES

All school district fundraisers should be in compliance with Board Policy 5830. This policy suggests that money raised from students should be limited and that all proceeds from fundraisers should be used for school purposes. The policy also states that school personnel shall not be compensated by a vendor who assists with a fundraising activity.

Before initiating any fundraiser, there must be approval from the building principal and the treasurer's office. This is done by completing the "Student Activity Sales Project Report". [Click here for the form.](#)

Steps for Completing Sales Project Report

1. Estimate potential sales revenue and cost of the fundraiser. These estimates will lead to an estimated profit. If the expected cost exceeds the expected revenue, go no further, you're not doing this to lose money. Also compare the amount of time and trouble with the expected profit to make sure this is a good use of your time.
2. Complete the top half of the form by giving the fundraising details
3. Obtain the signatures of the building principal and the treasurer's office
4. Have the fundraiser. You may want to refer to [receipt procedures](#) and [requisition procedures](#).
5. After the fundraiser, complete the bottom half of the Sales Project Report, have the principal sign it, and turn it in to the treasurer's office.

RETURNED CHECKS

There are times when checks are returned by the bank. The following steps should be taken when this occurs.

The Treasurer's Office will email you the information about the returned check.

1. Contact the parent/individual that wrote the check to provide them an opportunity to make proper payment or to arrange for a satisfactory payment schedule
2. If after 15 days the payment has not been made or the payment schedule has not been adhered to then the amount will be removed from the district's financial records.
3. When the payment is removed from the records, the treasurer's office will inform the building/department involved to remove the payment from the student's account.
4. The Treasurer's Office will post a negative receipt to adjust the deposit entry from the books
5. If at any time the funds have been received for the returned check, the Treasurer's Office will notify building/department to re-post it the student's account.
6. Upon receipt of the returned funds the Treasurer's Office will receipt the funds into the appropriate account.

REFUNDS

When money has been received and deposited by the school district, it can only be returned through the refund process. Examples of reasons for refunds are: return of school pictures, return of lost books, return of summer school fees, and reduction of fees due to moving out of the district or dropping a course.

Procedures to refund money:

1. Complete [Refund Form](#)
 - a. Include name, address and full receipt account used on original deposit.
 - b. Forward original copy (white) to Treasurer's Office. Also forward a copy of the check or receipt.
 - c. A Board of Education check will be issued.
 - d. Contact the Treasurer's Office if you have a refund of a prior year expenditure.

Note!!! Do not issue a requisition for any refunds.

STUDENT FEES

The Board of Education authorizes general fees and specific course fees to subsidize instructional material costs. School fees shall be paid in advance for each school term at the time of initial registration or initial enrollment pursuant to Policy 6152. Each school is responsible for maintaining verifiable records for audit purposes. See procedures for receipt collection documentation requirements.

Every student is expected to contribute the designated fee as appropriate.

Building principals are authorized to make discretionary exceptions.