

ACCOUNTING:
CASH IN SCHOOL BUILDINGS

CFG
(REGULATION)

CASH IN BUILDING All cash and checks received at a campus or department shall be kept locked in the facility's safe.

PRINCIPAL'S RESPONSIBILITY The principal in each school shall be responsible for the safekeeping of all funds received. They shall make sure that all money received from school-related activities is kept locked in the school's safe.

EMPLOYEE'S RESPONSIBILITY Any public funds entrusted to the care of individual school employees shall become the complete responsibility of such employee. Upon receipt of such funds, the employee assumes full responsibility until such funds are submitted to the school's business office for depositing.

CASH HANDLING RESPONSIBILITIES The campus secretary or business agent is responsible for:

1. Issuing the cash receipt for all cash and checks at the time the funds were received.
2. Safekeeping of all cash or checks received at the school.
3. Posting cash receipts and preparing deposits weekly or when the amount of cash on hand exceeds \$150.00.
4. Making sure the authorized bank carrier signs and dates the bank carrier log maintained at the school or department for all deposits picked up.

SPONSOR'S RESPONSIBILITY The sponsor is required to issue cash receipts when collecting money from students, parents, and staff. The sponsor should use a pre-numbered three-copy cash receipt book, original issued to payee, second given to the business office when depositing, and third kept in the receipt book. The sponsors' cash receipt books may be used to confirm the amounts deposited into the club's account. Cash receipt books should not be discarded.

CAFETERIA DEPOSITS The cafeteria manager or cashier will bring the daily lunchroom deposit to the school's business office. In order to be accepted, the deposit must be in the sealed bank deposit bag. The campus secretary/business agent will sign-off for each deposit received. The deposit will be stored in the school's safe until it is turned over to the armored car carrier.

ARMORED BANK CARRIER The secretary or business agent must make sure that each deposit is correctly noted on the bank carrier log, and that the authorized armored car bank carrier signs the bank log for each deposit picked up.

THEFTS All thefts of money and equipment must be reported to SISD Police Services, Internal Auditor and the Chief Financial Officer. District policy stipulates that all money must be documented on

an official cash receipt and stored in the school's safe.

EQUIPMENT

Equipment owned/leased by the District will only be used for the accomplishment of school objectives. District owned or leased equipment may only be removed by an employee for school use or instructional purpose after obtaining approval from his/her immediate supervisor. Upon the written approval from the supervisor, the employee is aware and understands that by signing out the equipment, they are responsible for the repairs or replacement of the equipment if damaged or stolen.

INVENTORY

Each campus/department is responsible for maintaining an accurate up-to-date inventory of their equipment.