

 <p data-bbox="228 247 456 352">ASB PROCEDURES MANUAL</p>	<p data-bbox="602 205 1037 254">CASH HANDLING</p>	<p data-bbox="1214 279 1360 348">REVISED 10/18</p>
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INTRODUCTION

Associated Student Body revenues are those fees collected from students and non-students as a condition of attendance at any optional non-credit extra-curricular event of the school district, which is of a cultural, social, recreational, or athletic nature. Also considered ASB revenue is money earned from ASB activities and any other money received by an ASB for support of the student body program.

The Washington Administrative Code states in part that all ASB money, UPON RECEIPT, shall be transmitted INTACT to the district depository bank and then to the County Treasurer. (WAC 392-138-115 and WAC 392-138-205)

If you have any questions, contact the Accounting Department.

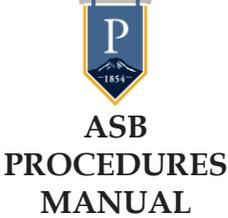
INTERNAL CONTROLS

Cash handling involving cash registers, Business Plus cash receipting, change funds and receipt books is an integral part of the internal control system of school districts. Internal control is defined as a plan of organization, methods and procedures to ensure that monetary use is consistent with state law and with district policy; and that resources are guarded against waste, loss and misuse.

All monies should come to the ASB bookkeeper on a daily basis and under no circumstances should ASB money be left in a classroom or taken home for safekeeping, either by students or staff.

The principles of internal control are:

- Clear separation of duties and responsibilities
 1. A single employee's work must be subject to automatic verification by another, and
 2. Cash handling must be separated from record keeping
- Definite written procedures for cash handling
- Independent internal monitoring
- Keep voided receipts in numerical file
- All changes to cash receipting batch proofs must be approved by the school principal or assistant principal.

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- Receipting records shall be maintained for a minimum of 6 years.

PROCEDURES

A. Receipt Forms

Official pre-printed, pre-numbered receipt forms must be obtained through the district warehouse. **Generic receipts are not acceptable.** Cash register receipts are acceptable as an alternative to the handwritten receipt.

Items that must be included on receipt:

- Date of transaction.
- From whom money is received.
- Signature of person receiving money.
- Indication of cash and/or check amounts.
- Applicable revenue codes or purpose of receipt.

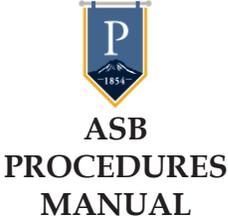
B. Receipting

An authorized ASB representative shall receipt all money at the time of collection either by a District authorized receipt book, cash register, or Business Plus cash receipting.

- Receipts must be issued in numeric order.
- Checks may **NOT** be cashed from ASB funds.
- Checks may **NOT** be written for more than the amount of purchase.
- ASB money may **NOT** be used to make change.
- The “Cash” or “Check” box on the receipt must be marked to indicate whether money received was in the form of cash or check. If a mixture of cash and checks is received, note the amount of each on the receipt.
- Checks must be endorsed immediately upon receipt.

Note: Do **NOT** hold any person’s check. Do **NOT** accept post-dated checks.

Hand-written district receipts are to be prepared in a minimum of two parts with copies as follows:

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- Original to Customer
- Second copy in Numerical File (left in book or put in a file).
- Extra copies may be used for an alphabetical file, sent to the central district office, or given to the club/activity.

C. Voiding Receipts

- Voided receipts are to be noted as such; i.e., write the word “VOID” across the face of all copies and **save**. Staple payee copy to all other copies of the receipt and leave in numerical file. A building administrator must initial the voided receipt.

CASH REGISTER RECEIPTS AND PROCEDURES

Cash registers are an alternative method of handling cash receipts. Their use is preferable at secondary schools and in large student stores. Cash registers can process receipts quickly, summarize daily activity, and keep cash and checks temporarily secure in the cash drawer.

Change funds must be established for each register. This can best be accomplished by issuing an ASB warrant (an ASB imprest fund check can also be used). By either method, checks must be payable to the custodian in charge. Change funds are to remain intact and must be closed out at fiscal year end by depositing the fund back to the activity from which it was issued. Contact the Accounting Department with any questions.

All cash received must be processed through the register using the following steps:

- Count the cash.
- Ring the amount of sale into the register.
- Enter the amount of money received. Be sure to designate cash or check or the appropriate mix. **Checks received must be for the exact amount of purchase.**
- At this time the cash drawer opens and the amount of change, if any, appears on the register. *Original bills should not be put into the cash drawer until the transaction has been completed.* (This is to alleviate any question about the amount of money received.)

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- Count change back to customer.
- Give customer the register receipt.
- Put money in the drawer. Endorse all checks immediately upon receipt.
- Close the drawer. *The cash register drawer should remain closed between transactions.*

Money collected from pop machines, ticket sellers, or ASB activity groups (such as school stores) can be entered into the register in total and the receipt given to the person depositing the money.

At the conclusion of each day's business, a "Z" tape should total the cash register out. The tape will show the receipt total summarized by account code. Count the money in the till, the total should match the amount on the "Z" tape. Any large discrepancies must be accounted for & signed by the person(s) counting the till. Any small differences may be adjusted to a revenue account as cash "over & short" and recorded in a log for periodic review. The original change fund should be locked in the school safe for the next day's business.

A summary of the daily receipts by fund and activity should be prepared with the "Z" tape using the transmittal of district receipts form. The deposit should be prepared according to procedure and the amount of receipts deposited intact daily.

BUSINESS PLUS COMPUTERIZED RECEIPTS

Schools are required to receipt all money using the Business Plus cash receipting module. Business Plus cash receipting allows all money, ASB or General Fund, to be receipted through the same station or multiple stations. Money received is separated by fund and then by the account code.

Business Plus cash receipting allows ASB and General funds to be deposited together as the computer receipts revenue to the proper fund, identifies receipts by code, individual or activity, and can offer a detailed transaction report or a summary by account code report. Cash is closed out at the end of the day and balanced to the cash drawer report. Cash and checks are identified separately.

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It is helpful to write the system generated receipt number on each check received as, in the event of an NSF, this process aids the identification of the student for which the items/services were purchased

Individuals receipting money should have their own password prior to logging on. This creates internal accountability so that transactions can be assigned to individuals. *These transactions should not be attempted without specific instructions from the Accounting Department.*

DEPOSITS

All collections are to be deposited intact daily to the District ASB depository account. *Intact means that total cash received must match total cash deposited and total checks received must match total checks deposited.*

Deposit Preparation

- Print out the short form of the Business Plus cash receipting batch proof. If any changes are needed, they should be noted on the specific line requiring the change. Flag each page (suggest using a post-it note) needing changes. Any changes must be initialed by a building administrator or designee. The Accounting Department will verify and internally make the change upon receipt of the batch proof.
- Print out the long form of the Business Plus cash receipting batch proof for your files.
- Cash/check composition on the deposit slip must match the cash/check composition of the batch proof. A second staff person must count the cash and checks and verify that the deposit slip and batch proof agree. Proof of this verification should be noted by the person's initials and date.
- All checks are to be endorsed "For Deposit Only" with your building and/or district name and bank account. Each building location should have its own stamp so NSF checks can be identified. Contact the Accounting Department for the exact specifications of the stamp.
- Be sure both school name and location code is on the front of the deposit slip.
- Prepare deposit slip per bank and district instructions.

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- The cash, checks and two copies of the deposit slip should be placed in a locking bank bag.
- An authorized adult employee should transport original deposit slip and money on a daily basis to the bank or district courier.
- Send the **short form** of the Business Plus cash receipting batch proof to the Accounting Department on the same day the deposit is made.
- When the posting is returned to you from the Accounting Department, attach this to the long form for a complete record of your deposit.

REPORTING

Cash receipts are not available for viewing in the Business Plus system until the cash receipting batches are posted. To expedite this process, it is important to make timely deposits and send the cash receipting batch proof to the Accounting Department immediately after deposit. When the Accounting Department receives both the batch proof AND verification of deposit from the bank, batch proofs will be posted and available for viewing.

NON-SUFFICIENT FUND CHECKS

The Accounting Department is notified by the bank when an NSF check has been received. When feasible, accounting staff contacts the check writer and asks for repayment. If payment is not received, the dishonored checks are referred to a collection agency who will pursue collection efforts.

It is important to post the district collection policy in the school office or bookkeeper window.

CHANGE FUNDS

Type 1



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Schools requiring a change fund for certain activities may establish such a fund in a minimal amount by drawing a check on the school's revolving fund checking account. When not in use, the change fund should be kept in the school safe. The bookkeeper/office manager should not request reimbursement for the change fund, but keep as a reconciling item throughout the year. For security reasons, limit the amount of money available in the schools.

Type 2

When necessary, a change fund for a larger activity or periodic event can be withdrawn from the revolving fund checking account. A check is written, made out to the club advisor. The club advisor cashes the check and uses the cash for change as necessary during the activity. At the conclusion of the activity, the change fund is returned to the bookkeeper/office manager for deposit back into the revolving fund.