

Spring Hill ISD  
Administrative Procedures: Cash Management

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**Purpose:**

The District receives cash and checks from many sources. These procedures are designed to ensure that all cash received by the District and its employees are deposited and tracked for the benefit of the District and its students. Adherence to these procedures is essential to mitigate fraud.

**General Cash Management Guidelines**

No post-dated checks should be accepted. Funds should not be kept in classrooms, personal wallets or purses, or at home for extended periods of time. **No cash purchases should be made—every dollar collected should be receipted and deposited according to the collection procedures.**

Personal employee checks shall not be cashed from monies collected at the campus or district level to ensure an adequate audit trail of all funds collected by the district.

Cash of different types shall not be commingled. A separate cash box shall be maintained for Change Accounts, Petty Cash and funds pending deposit (collections). All change and petty cash accounts shall be in balance every day. For example, the cash and/or receipts in a \$350 petty cash account must equal \$350 at all times and shall be subject to audit on a random basis.

**Staff is strictly prohibited from “borrowing” from district funds. Staff who borrow (defined as temporarily removing of funds with the intent to return the funds) or steal district funds shall be subject to disciplinary action, up to and including termination of employment.**

**Receipt of Cash or Cash Equivalents**

All cash and checks received from campuses and departments should be counted, receipted, and prepared for bank deposit by the departmental designated employee on a daily basis. The bank deposit confirmation receipt shall serve as the official documentation of all cash collected. The audit trail for all deposits shall include the single receipts and any other documentation that supports the deposit.

**General Receipt Issuance Guidelines**

The flow of money and the receipts must support all money collected and deposited. All receipts issued shall follow the following guidelines:

- An official receipt book with pre-numbered, bound receipts in triplicate
- Both parties to the money exchange should be present when the money is counted & receipted
- A copy of the receipt must be given to the person paying
- A copy of the receipt must remain in the receipt book
- A copy of the receipt should be attached to the deposit documentation
- Receipts should not be altered
- Voided receipts must be re-attached to the receipt book
- Receipts are not to be pre-dated or pre-signed
- Receipt numbers must be used consecutively

**A copy of receipts or the appropriate form shall move with the funds.**

**At a minimum, the following items must be completed on a pre-numbered receipt:**

- Date – the date the money was received
- Received from – Payee – the full name of the person paying the money (Address is optional – this field can be used to indicate if the payee is a student or parent).
- Dollars – the actual amount collected in dollars and cents
- For – the reason for the payment (Note – This is essential to ensure that the correct campus, department, student organization, etc. receives credit for the funds).
- How Paid – the type of funds received is essential to track cash and checks on the bank statement
- By – the signature (original – no stamps) of the person receiving the money

**Collection procedures for Accounts Receivable Clerks**

Cash and checks collected by an Accounts Receivable Clerk may include the following:

- Student payments (during the summer months) for lost textbooks, summer school, damages to property and other related collections
- Staff reimbursements of travel funds
- Donations from external sources
- Other miscellaneous checks from vendors
- Deposits from a campus, food service department, or the media center
- All checks shall be endorsed upon receipt - For Deposit Only and appropriate account number
- All funds shall be sealed in a secure money bag.
- Deposits which cannot be made on the same day shall be stored in the department/campus safe or business office safe until such time as the deposit can be made.
- The bank deposit supporting documentation should be forwarded to the business office employee designated for posting to the general ledger and bank reconciliation purposes.
- All supporting documents for the bank deposits should be forwarded to and maintained by the Business Office for audit purposes.