

Finance Services Division	General & ASB Fund Cash Handling Procedures	Administrative Procedure 9/2/2015
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Background

Seattle Schools Board of Directors has Board Policy 6114, titled “Gifts, Grant Donations, and Fundraising Proceeds”. This policy reflects the requirements of existing Washington State law in requiring all District employees to expeditiously deposit the receipt of public funds to the Accounting Department for subsequent transfer to the district depository bank account(s) with the County Treasurer. The Policy expressly prohibits holding of Public Funds, or opening and operating any banking or checking account containing Public Funds, without the express written authorization of the District Accounting Manager. In addition, District employees cannot deposit public funds into their own bank accounts, as this is a violation of State Law. Violation of this policy may result in the District taking disciplinary action, up to and including termination, should any act of this nature occur.

What is the definition of public funds? In general, all cash and checks received by District staff, when acting as employees, or representatives of the District are defined as Public Funds. This definition is inclusive of school and program user fees, (including fees collected from students and non-students as a condition of attendance at any extracurricular event), grant program payments, donations and the proceeds of fundraising activities. The only exception pertains to fundraising activities conducted on behalf of 501(c) (3) private non-profit institutions, such as P.T.S.A. or Alliance for Education wherein proper procedures as to the administration of such fundraising and cash handling are followed.

Procedures

General Fund revenues include lunchroom proceeds, fines, damages fees (i.e., text books), material fees (i.e., Art fees, lab, pad locks, school supplies), vocational education fees, kindergarten program fees, advanced placement testing fees, and any other non-ASB activity. ASB revenues are those fees collected from students and non-students at any optional non-credit event, which is cultural, athletic, recreational or social in nature. ASB revenues also include any other money received by an ASB for support of student body programs.

All money (cash, coins and checks) shall be submitted and transmitted, intact, to the various school district depository bank account.

Receipt Book/Forms

A receipt form must be completed immediately for all proceeds/monies received. Receipt forms must be pre-numbered, and logged in sequential order. Receipt books must be the standard forms issued by Seattle School District. The receipt books are available through the warehouse.(B2B order #409594). Receipt forms are prepared in triplicate: one copy for the person making the payment; second copy may be attached to any office record of payment, and the third copy must be retained in the receipt book.

Information that must be included on the receipt includes:

The School name

Date of transaction
Name of party from whom money was received
Amount and indication of cash and/or check amounts
Signature of person receiving money

Any receipt form books issued to a teacher by the fiscal specialist/admin.secretary must be logged and signed for when issued, and all receipts in the book must be accounted for.

Receipting

Receipts must be issued in numeric order. The cash and/or check composition must be indicated. Checks are to be restrictively endorsed immediately upon receipt. If a mixture of cash and checks are received, the amount of each should be noted on the receipt.

There are situations where teachers collect funds from students such as field trips. If a receipt book is not given to a teacher, the teacher should use a class list to document funds collected from students. The teacher should note whether the funds are received in the form of cash or check. The teacher should turn in the class list with the money to the fiscal specialist/administrative secretary each day. Cash and checks should not be held in the classroom overnight as this is in violation of deposit policies.

The fiscal specialist /administrative secretary should verify the amount received, issue a receipt to the teacher and resolve any discrepancies. If the /fiscal specialist/administrative secretary cannot immediately complete a receipt in the presence of the teacher, the teacher (or depositor) can place the funds in a sealed envelope, write the cash and check amounts on the outside of the envelope, sign in ink across the seal, and place the envelope in a secure location. When the fiscal specialist/administrative secretary is ready to count the funds, another individual needs to be present. Both individuals need to examine the envelope to ensure the seal has not been broken, and then count the funds together. The fiscal specialist/administrative secretary must sign and issue a receipt; the second individual acknowledges his or her agreement by initialing the receipt.

Voiding Receipts

Voided receipts are to be noted as such – write the word “VOID” across the face of all copies and save. Top copies can be stapled to the third copy and retained in the receipt book.

Deposits

All collections are to be deposited intact daily to the school district depository account. (Intact means total cash received must match total cash deposited and total checks received must match total checks deposited).

Immediately upon receipt, all checks are to be stamped with your school issued endorsement stamp which includes, “For Deposit Only”, the school or department name, and bank account number.

Prepare a deposit slip per bank instructions. The first copy (white bank deposit slip) should go with the deposited items in a self-locking red bank bag. Make sure the bag is secured and locked before scheduled pickup. Verify the correct bag number has been recorded on the driver’s log before signing and releasing the bag to the district driver. Original drivers’ logs are maintained in the Central Cash Office.

Reporting to Central Cash Office

General Fund

Record the deposit on the **General Fund Deposit Summary Form**, (see MySPS => Departments => Accounting => Business & Finance Forms) The second (yellow copy) of the deposit slip must be sent along with a completed general fund deposit summary form to the Central Cash Office (MS 33-343). Under the documentation section, list any check over \$99.00 by the check writer name. Note the cash and currency amount in the appropriate line item. Make a copy of each check over \$99.00 to accompany the general fund deposit summary form.

Batching Receipts

Place no more than seventy five (75) checks in a single GF batch for deposit. On occasion, there are more revenue codes than can be listed on the deposit summary form. If that occurs, you may prepare your own spreadsheet listing. Label the columns: Cost Center; Amount; Revenue Code; and Text Notes. Be sure to reference your deposit slip number on your spreadsheet. Your total cash by revenue code per your spreadsheet plus your total checks must equal the amount being deposited to the bank. Attach the completed deposit slip that will be placed in the deposit bag. Complete the deposit slip in the usual manner, including date, currency, coins, checks, and deposit totals, etc. There is no need to list additional checks on the back of the deposit slip. Review deposit slips for correctness before placing in the red deposit bag. **Note: one deposit slip per deposit summary.** Please complete a separate deposit slip if you would like to make more than one deposit per day. Do not use multiple deposit slips under any circumstances for one deposit. You are **not** limited to one deposit in a 24 hour period.

ASB Fund

Download the Excel spreadsheet ASB Daily Summary of Cash Deposits (DSCD) from the District website and enter deposit information per the instructions. (See MySPS => Departments => Accounting => Business & Finance => Forms.) Submit Excel spreadsheet to Central Accounting as an email attachment. For ASB deposits you must submit one deposit summary per day.

All receipts must be placed in a locked safe in the school building until deposited.

Physical Security and Safekeeping

If a safe is available, cash and checks on hand are to be kept there. If a safe is not available, the cash and checks are to be kept under lock and key in the school building. Persons receipting funds are not to keep these funds among their personal possessions. Funds are not to be taken home or kept in a car; school funds must be secured on school premises until deposited.

Responsibility for funds is entrusted directly and only to school principals or a department manager. The principal or department manager may choose to select an employee from their staff to carry on the functional operations on his/her behalf related to the maintenance, disbursement, record keeping, and safekeeping of the funds. However, the responsibility of safekeeping the cash still ultimately rests with the principal or department manager.

The principal/department manager is accountable for all moneys entrusted to him/her and should be aware of District policy and procedures surrounding the handling of money. Disciplinary action may occur if the principal/department manager does not follow District policy and procedures resulting in a loss of funds. If repeat offence occurs due to non-compliance, disciplinary action may occur potentially leading to termination.

Loss of funds

In the event there is a loss of funds, ensure that the existing funds are secured and immediately notify the police department of the loss and obtain a case number. Notify the Accounting Manager with detailed information of what transpired. This information will be turned over to the State Auditor as required by law.

****Checks may not be cashed from General & ASB fund receipts****

****General & ASB fund money may not be used to make change****

****Payments may not be made out of General & ASB fund collection monies****

For Central Cash Office only -Scanning Receipts

Direct deposits by Central Cash Office are separated by fund type such as general, capital projects, ASB, Trust, etc. A user ID and password are required before accessing Key Capture of Key Bank. Once logged in, select deposit type from the menu and scan accordingly. Print out a copy of the checks scanned after each batch. Checks rejected/unreadable by the scanner must be deposited through the red deposit bag. Prepare the deposit slip in the usual manner. Scanned checks can be placed in a recycled envelope and properly marked before placing in the safe. The destruction date of previously scanned checks is every 60 days. There should be two (2) previous months on hand at all times.