

# ANTHONY INDEPENDENT SCHOOL DISTRICT

## DISTRICT ADMINISTRATIVE BULLETIN #3: CASH RECEIPTS

### 3.1 DESCRIPTION AND GENERAL OPERATING PROCEDURES

1. Due to the liquid nature of cash, all transactions that involve the collection of cash have to be supported with adequate documentation. Therefore, it is imperative that district employees (including but not limited to the central office cash receipt clerk, secretaries, class and or club sponsors, coaches, and administrators) assigned the task of collecting cash document the collection of cash through receipts issued at the collection point.
2. Article 3, Section 52 of the Texas Constitution prohibits the lending of credit or anything of value for private purposes. Therefore, checks cannot be cashed and money cannot be borrowed and or lent from the cash receipted.
3. The central office cash receipt clerk is responsible for assigning and maintaining a file/log which tracks all cash receipt books issued and used during the fiscal year. The file/log must be kept in numerical sequence.
4. Cash is defined as money, checks, cashier's checks, etc.
5. Cash receipts are issued only to record receipting of monies and not in lieu of a check.

### 3.2 OFFICE & MISCELLANEOUS RECEIPTS

1. When money or checks is received from any source, a pre-numbered office receipt or miscellaneous receipt must be prepared in duplicate. Please refer to **Exhibit III-A** for an example of a miscellaneous receipt and **Exhibit III-B** for an example of an office receipt.
2. The central office cash receipt clerk uses District Office Receipts to collect funds from the schools and/or departments. Employees at the sites use pre-numbered Miscellaneous Receipts to record cash receipted.
3. These receipts must be prepared at the point of collection. The monies must be counted in the presence of the payer and a receipt issued immediately. The individual remitting the money must be provided with their copy (white) of the receipt before they leave the point of collection.
4. The duplicate copy is retained as part of the central office or campus financial records.
5. The following information must be recorded on the Office and Miscellaneous Receipts:
  - a. The date the money was received;
  - b. The name of the individual or the firm from whom the money was received.
  - c. The amount received;

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- d. An explanation of the purpose for which the money was received;
  - e. The signature of the person receiving the money. District policy prohibits the use of signature stamps.
  - f. The account number(s) where the receipt is to be recorded.
  - g. The fund raiser #, fund raiser description, and an indication if the sale is tax-free.
6. Office and Miscellaneous Receipts must be used and maintained in date and sequential order.
  7. The employee receipting the cash must insure that the miscellaneous receipts and cash remitted agree. Any differences must be reconciled immediately. The employee is personally responsible for any cash missing.
  8. A receipt may not be issued to more than one person.
  9. The preparer cannot issue themselves a receipt. In these cases, have the central office cash receipts clerk receipt the funds.

### 3.3 COLLECTION LOGS

1. A collection log may be used for small individual sales where receipts would not be cost effective. The collection log is to be used for individual sales or collections less than or equal to \$5.00. The collection log may be used for individual bookroom/campus fines, classroom sales, field trip collections, laminating sales, and small fund raising payments. All individual sales or collections greater than \$5.00 must be receipted. The collection log is included as, see **Exhibit III-C**.
2. A miscellaneous receipt or collection log is not required for individual bookstore sales (of pencils, pens, erasers, etc.), individual candy grams and/or individual bake sale purchases.
3. The central office cash receipt clerk will issue an office receipt to the class or club sponsor(s), or other employees as funds are remitted.

### 3.4 VOIDED RECEIPTS

1. Never erase or otherwise alter an Office or Miscellaneous Receipt in the areas of the payer's name and the amount.
2. Any corrections, in account number and date, should be neat. The incorrect date should be lined through and the correct information placed clearly in the general area of the error.
3. Do not use liquid paper to correct errors.

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4. If an error is made, write the word "VOID" across the face of the receipt.
5. Leave all copies intact and write another receipt.

### 3.5 ACCEPTING CHECKS

1. Checks accepted should be for a specific purpose and should be for a specified amount. Checks which are in excess of the amount due (i.e., cash given back to the writer) should not be accepted.
2. All District personnel accepting checks (**point of collection**) must ensure that they record (on the **front** of the check):
  - a. The checkmaker's driver's license number and birth date;
  - b. Their initials or I.D. number (employee);
  - c. The checkmaker's home and work phone number.

This information is required by the County Attorney. Failure to capture this data will impair the District's effort to collect on returned checks.

3. The campus account number, where funds will be recorded, must be documented on checks accepted.
4. Pre-dated or post-dated checks will not be accepted.
5. Checks drawn on foreign banks (outside the US) will not be accepted.
6. The central office cash receipts clerk is responsible for collecting on bad checks.

### 3.6 CHECK CASHING/BORROWING/LENDING

1. The District has a "**NO CHECK CASHING**" policy.
2. Monies collected and awaiting deposit may not be lent or borrowed.

### 3.7 AUTHORIZED AGENT

1. Each employee collecting cash on behalf of the District is considered an authorized agent in regards to cash collections and as such must comply with the guidelines illustrated in this Bulletin.
2. The central office cash receipts clerk is assigned the task of accepting cash, receipting, reconciling and depositing funds collected from other employees or at the central office,
3. In cases where the central office cash receipts clerk is ill or on leave, the payroll support specialist is the designated alternate.

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4. In emergencies, the principal and Finance Director are also authorized to accept cash and write receipts.
5. All miscellaneous receipt books will be issued by the central office cash receipt clerk. Said clerk must maintain a log which identifies to whom she issued the miscellaneous receipt book(s) and the sequential numbers issued. **Exhibit III-D** illustrates the Miscellaneous Receipt Log which should be maintained during the fiscal year. All Miscellaneous Receipt books must be submitted to the central office cash receipts clerk at the end of the year for accounting and audit purposes.
6. Designated employees (i.e., coaches, sponsors, etc.) may receipt money. However they must issue Miscellaneous Receipts at the collection point.
7. These guidelines require that employees remit cash collections, to the central office financial clerk, on a **daily basis** or when funds exceed \$25.00 and that: under no circumstances are any monies to be left in desks or file cabinets. Any employee who does not follow the above procedures will be held accountable and expected to reimburse the school in case of loss or theft.

### **3.8 CASH CONTROL/TRAINING**

1. The principal must ensure that this Bulletin is provided to those employees who are authorized to accept and record cash from students, parents, community, etc.
2. The principal should ensure that training, through the Finance Office, is provided to impacted employees.
3. Designated employees must become familiar with this Bulletin.

### **3.9 REFUNDS FROM CASH RECEIPTS**

1. The District has a NO CASH REFUND policy.
2. Librarians, coaches, sponsors, etc. are not authorized to give refunds from change funds available or from cash collected.
3. All refunds must be processed through the accounts payable section.

### **3.10 LIMITS ON AMOUNTS HELD IN THE VAULT**

1. The amount of money held in the Central Office vault should not exceed \$1,000. Deposits should be made when amounts exceed the \$1,000 or at a minimum once a week.

### **3.11 RESTRICTED FEES**

As outlined in Section 11.158 of the Texas Education Code, schools may not charge fees for:

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1. Textbooks, workbooks, laboratory supplies, or other supplies **necessary for participation in any instructional course**, except as authorized under this code;
2. Field trips required **as a part of a basic education program or course**;
3. Any specific form of dress necessary for any required educational program or diplomas;
4. The payment of instructional costs for necessary school personnel employed in any course or educational program required for graduation;
5. Library books required to be used for any educational course or program, other than fines for lost, damaged, or overdue books;
6. Admission to any activity the student is required to attend as a prerequisite to graduation;
7. Admission to or examination in any required educational course or program; or
8. Lockers.

### 3.12 WAIVERS

1. Section 11.158 of the Texas Education Code states that “A school district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student’s parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual, and in the student handbook.”
2. Upon receipt by the District of reliable proof that a student and his or her parent or guardian are unable to pay a fee or deposit required by the school, such fee or deposit may be waived by the Superintendent. Such student and his or her parent or guardian must present evidence of their inability to pay to the appropriate principal who shall petition the Superintendent for the waiver. Approval of such waiver will be in writing
3. The principal should ensure that written evidence of the waiver is maintained and available for review.

### 3.13 PICTURES/SUBSCRIPTIONS/BOOK SALES

1. If the vendor does not collect monies directly from students, then all collections for student pictures must be receipted and deposited with the secretary on a daily basis.

Picture sales are taxable and if the school receipts the individual sales, then sales tax should be collected by the school and remitted to the district (unless a tax-free day is elected).

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2. Book orders (from Troll, Scholastic and similar companies) must be processed through the secretary. Collections less than or equal to \$5.00 should be recorded on the collection log. Collections greater than \$5.00 must be receipted.
3. Payment to the vendor will be made with a school activity check. The transactions should be recorded in account 179.

### **3.14 SPECIFICS – CENTRAL OFFICE CASH RECEIPTS**

1. Employees receiving cash/checks on the District's behalf must count the money in front of the person remitting the cash.
2. A cash receipt must be issued at the collection point.
3. Cash and checks remitted must be receipted in the right Fund (the three funds are General, Cafeteria and Activity).
4. When funds exceed \$1,000.00, or at a minimum once a week, the central office cash receipt clerk will prepare a tally sheet (see **Exhibit III-E**), complete a deposit slip (the cash must equal the total on the tally sheet and deposit slip), seal the cash and deposit slip in a deposit bag.
5. The day before a deposit is made, the central office cash receipts clerk will contact the security guard and advise him/her that he/she will be making a run to the bank to deposit the funds.
6. Any debit/credit memos from the bank must be reconciled immediately by the central office cash receipts clerk.
7. The central office cash receipt clerk and other employees collecting cash on the District's behalf will be held accountable for compliance with the aforementioned guidelines.