



Cash Handling Procedures

Phoenix Union High School District



Why are we here today? CASH!

- Increased risk....CASH!
- Protect yourself and fellow employees
- Understand key elements when dealing with cash
- Importance of Segregation of Duties
 - Cash Handling
 - Authorization
 - Record Keeping

A decorative vertical bar on the left side of the slide, featuring a textured gold background with various financial symbols like dollar signs, yen signs, and Euro symbols.

Who is looking at all this?

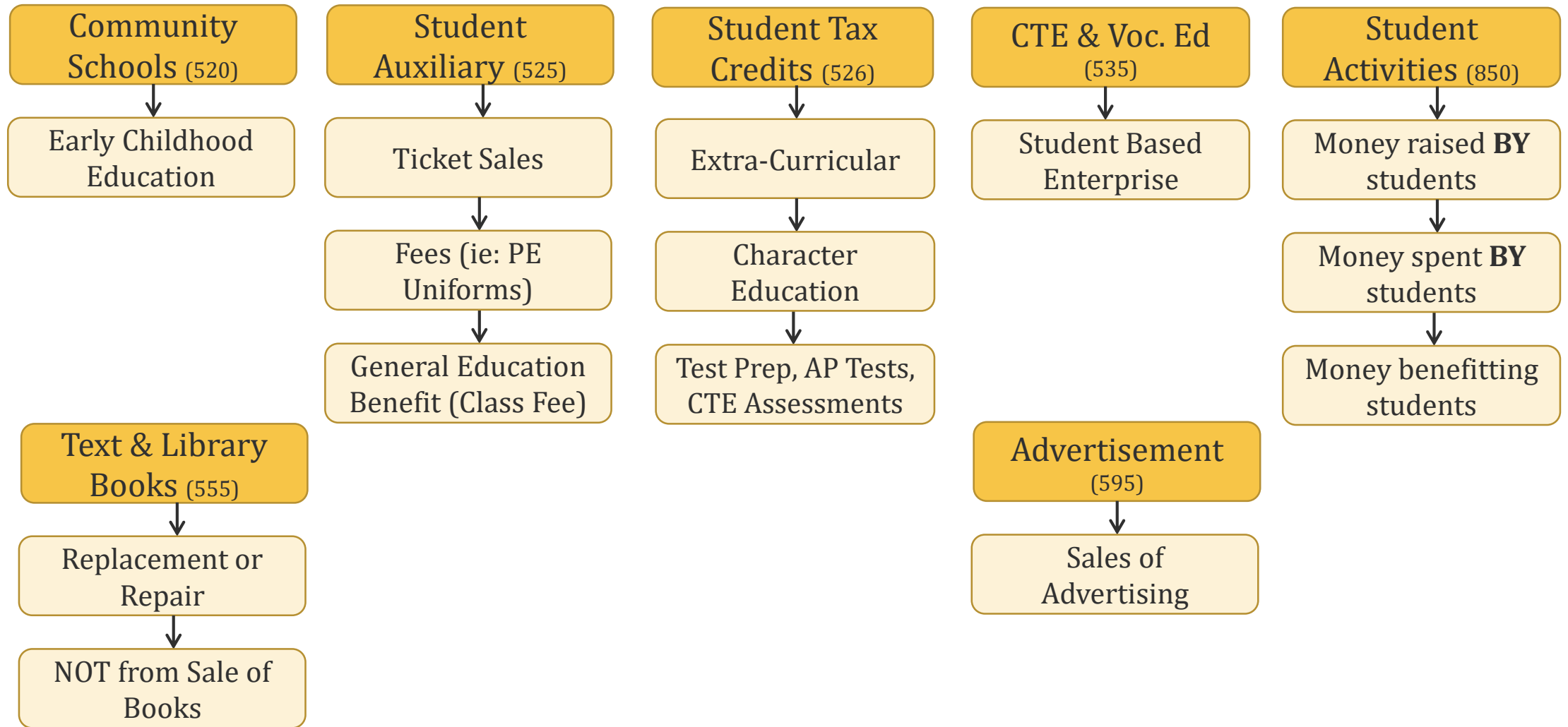
- Independent auditors
- Business office administrators
- Auditor General's Office
- Parents
- Sponsors
- Principals
- Attorney General
- Students
- Co-workers
- Media
- Other districts
- Legislators
- Anyone and everyone!



Why is this important?

The most common school district audit findings are:

1. Cash not receipted
2. Cash not deposited intact and within the required timeframe
3. Cash not posted to the right account
4. Cash sales are not reconciled to cash collected
5. Procedures are designed to protect YOU and the cash you are handling!





Where the money belongs:

Fund 520: Community Schools

Early Childhood Education

Fund 525: Auxiliary Operations

Athletic ticket sales

Concession sales

Field trip fees not sponsored by a Club & not
tax credit eligible

Fund 526: Tax Credits

Governing Board approved Participation Fees &
Tax Credit

Eligible donations to those approved activities

Donations received to cover Board approved
Participation Fees

Fund 535: CTE & Vocational Ed

Sales from SBE Enterprise

Fund 555: Textbook & Library Books

Replace or repair lost or damaged textbooks

Replace or repair lost or damaged library books

Fund 595: Advertisement

Sales from Advertising

Fund 850: Student Activities

Student Fundraisers

Concession sales by Clubs

Donations to a Club when specified by donor
at time of donation

Boosters (not district funds)

Booster fundraisers

Concession sales by Boosters



What is CASH?

Cash on Hand

Petty Cash

Checks

Warrants

Money Orders



Checking ALL Payments

Accepting Checks:

- All checks need to have the persons name & address (typed, not handwritten)
- Avoid checks that are:
 - Two-party personal checks
 - Altered in any way
 - Post-dated
 - Counter checks

***Counterfeit detecting pens should be at all sites and can be used to detect a counterfeit bill**

Accepting Cash:

- Portrait
 - Genuine portrait appears life-like and will stand out from the background
- Federal Reserve & Treasury Seals
 - Genuine bills have saw-tooth points on the Federal Reserve & Treasury seals are clear, distinct, & sharp
- Border
 - Have a clear and unbroken fine line in the border of the bill
- Serial Numbers
 - Genuine serial numbers have a distinctive style, evenly spaced, and are printed in the same ink color as Treasury seal
- Paper
 - Tiny red and blue fibers embedded through out



Rules to collecting CASH

Authorized bank accounts:

- Auxiliary Operations Fund account
- Student Activities Fund accounts
- Miscellaneous Receipts clearing account(s)

- Cash must be safeguarded
- Cash must be deposited in a district authorized bank account
 - Authorized by the Governing Board
- Cash must be counted, verified, and documented
- Handling cash must be segregated among employees

General Guidelines

Segregation of Duties

Cash Handling

Authorization

Record Keeping

Timely, Intact Deposits

At least weekly, but daily if **significant**

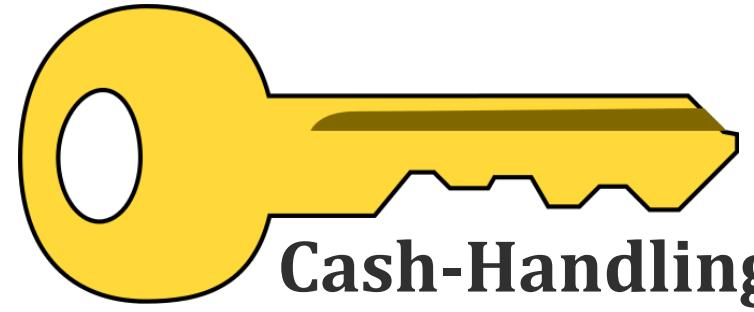
What is significant?

Pre-numbered receipts, cash collections reports, & validated deposit receipts

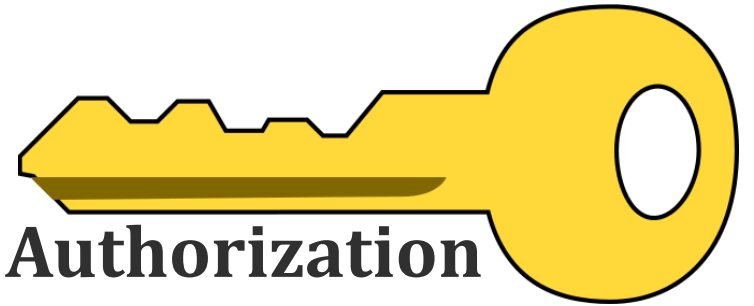
Accurate Recording



3 Key Duties



Cash-Handling

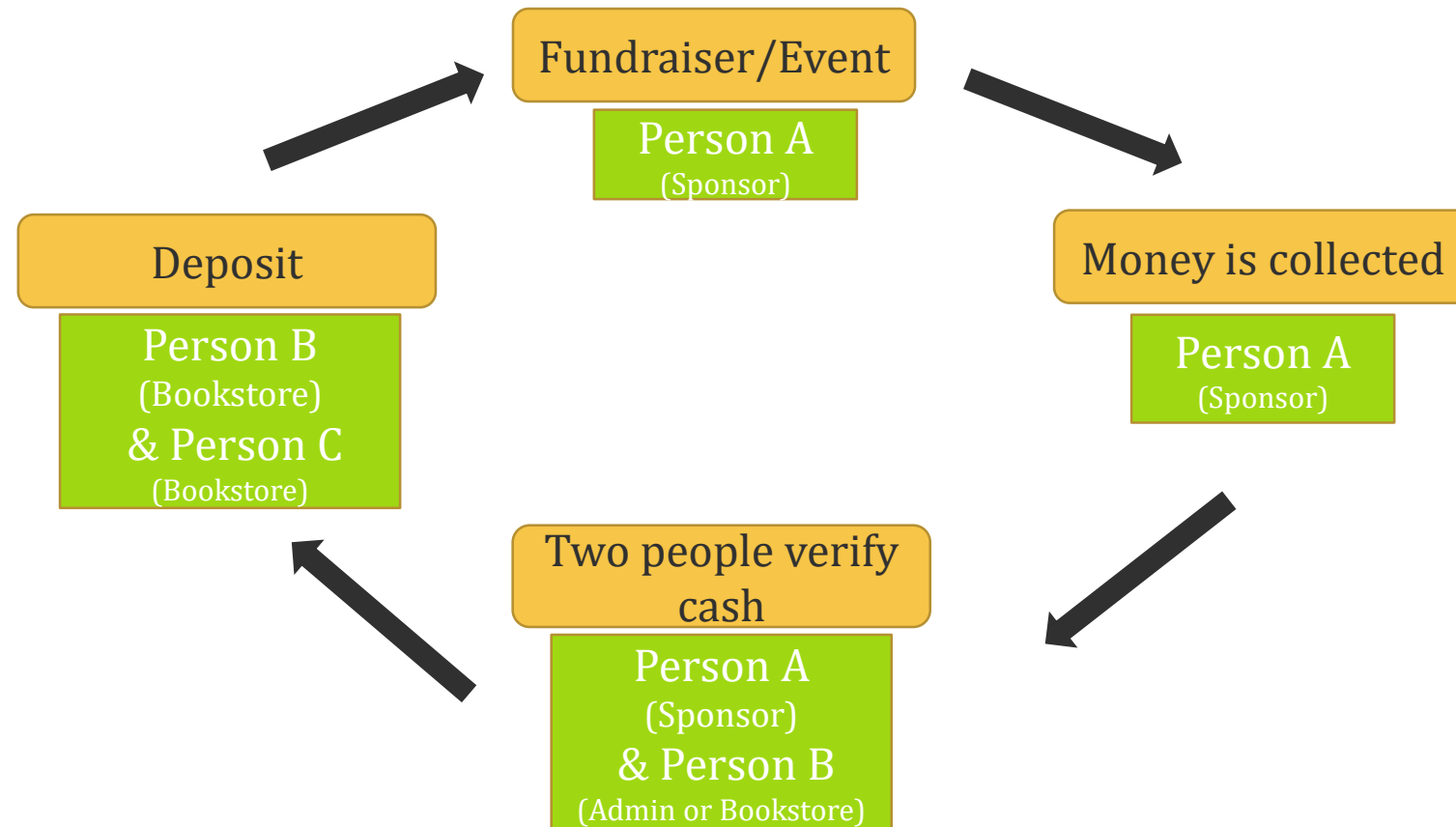


Authorization



Record Keeping

Cash Cycle





Money Collected by Bookstore

- Money is given to the bookstore
- Bookstore enters receipt in InTouch for payment or contribution
- Receipt is given or mailed to individual
- Money is locked safe until ready to deposit



Money Collected by Teacher/Student Club

- Teacher or Student Club collects money
- Teacher or Student Club has 2 individuals count the money
- Teacher or Student Club completes activity report, cash collection report, or other supporting documentation on what money was collected for
 - Activity report is done to track ticket sales (dance, car wash, play, etc.)
 - Cash collection report is done to track inventory sales (t-shirts, food sales, etc.)
 - Other types of documentation (class roster must be marked by teacher as students pay for field trip)



Common Errors

- Money collected, but no receipt issued
- Money collected but receipt issued incorrectly – wrong name, wrong amount, wrong item
- Amount in box on check does not match the amount written on the check
 - Bank goes by the dollar amount written, not the numeric amount on check
- Adding errors
- Comingling money – money collected & receipts done. New money collected and mixed with money already receipted and counted for deposit



Change Fund Cash

- Change funds may be established from the Student Activities or Auxiliary Operations fund bank account
- Should be established by a check made payable to the change fund custodian & returned at the end of the school year or when the change fund is no longer needed
- May not be taken from cash collections
- Disbursements from change funds are **not permitted**
- All change fund cash must be deposited back to the bank at the end of the school year

Verify Cash Collection

Receipts

- ✓ Pre-numbered
- ✓ System generated
- ✓ Triplicate receipt book
- ✓ Class or Club lists

Ticket Logs

- ✓ Ticket logs – beginning & ending number
- ✓ Different ticket prices (ie., adult vs. student)
- ✓ Tickets collected by someone other than person selling the tickets

Inventory

- ✓ Beginning Inventory
- ✓ Ending Inventory
- ✓ Cost per item

- School Inventory Tracking form started at beginning of school year
- Updated as you purchase additional items
- Completed at end of school year
- Submitted to Student Activities no later than June 30
- Student Activities verifies the quantity sold and the amount received



Safeguard Money

- All money collected must be safeguarded
- Lock in safe or lockable cabinet – limited access
- Close and/or lock safe or cabinet after each use
- Be sure to lock safe or cabinet if leaving area or large group of people are around
- **Do not** count money in open area where you can be interrupted
- Have 2 people count money for deposit



Cash Handling Compliance

- Were cash-handling and recordkeeping responsibilities including receiving, depositing, and recording revenues separated among employees to safeguard monies?
- Was cash received supported by receipts?
- Were cash receipt summaries prepared to provide reconciliation of the amount of cash received to issued receipts?
- Was cash safeguarded?
- Was cash received deposited intact daily, when significant, or at least weekly?
- Were validated deposit slips indicating the amount of date of deposited retained and agreed to applicable bank deposit slips?
- Were disbursements made only by check or electronic payment?
- Were checks, signature stamps, and electronic signatures safeguarded?



Cash Handling Key Takeaways

Segregation of
Duties

Protect yourself &
your coworkers

Safeguard Monies

Receipts, Ticket
Records, Cash
Collection Forms

Retain Records

A decorative vertical bar on the left side of the image, featuring a gold color and a pattern of various currency symbols (dollar, euro, yen, pound, etc.) in a 3D, embossed style.

Thank You!