

WASBO ASB PROCEDURES MANUAL	CASH HANDLING	REVISED 7/17
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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 your district office.

INTERNAL CONTROLS

Cash handling involving cash registers, point of sale programs, 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, by either 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
- Receipting records shall be maintained for a minimum of 6 years.

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PROCEDURES

A. Receipt Forms

Receipt forms must be standard throughout the district. **Generic receipts are not acceptable.** Receipt books should be obtained from the district supply. Cash register receipts are acceptable as an alternative to the handwritten receipt.

Items that must be included on receipt:

- Pre-numbered receipts.
- Pre-printed with district or school name.
- Date of transaction.
- From whom money is received.
- Signature of person receiving money.
- Indication of cash and/or check amounts.
- Applicable revenue codes.

B. Receipting

An authorized ASB representative shall receipt all money at the time of collection by either a District authorized receipt book, cash register, or point of sale program.

- 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:

- Original to Customer
- Second copy is Numerical File (left in book or put in a file).

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- 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. *Recommended Internal Control: Have a Building Administrator initial the voided receipt.*

POINT-OF-SALE COMPUTERIZED RECEIPTS

Schools can install computerized point-of-sale registers and network them within their buildings or their district. Point-of-sale registers allow all money, ASB or General Fund, to be receipted through the same register or multiple registers. Money received is separated by fund and then by the account code.

Point-of-sale registers also allow 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, checks and credit cards are identified separately. An “on account” feature is also available.

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 district office or unless your register has been set up to receipt them.*

For voids, follow the recommendation of your software provider.

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.

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

- Count the cash.
- Ring the amount of sale into the register.

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- Enter the applicable ASB activity code.
- Enter the amount of money received. Be sure to designate cash, 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.)
- 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.

DEPOSITS

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

A. Deposit Preparation

- 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.
- Be sure both school name and location code is on the front of the deposit slip.

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- Prepare deposit slip per bank and district instructions.
- Prepare deposit transmittal for the district office.

B. Reconciliation of District Depository Accounts

District office personnel will reconcile the local bank depository accounts at least once each month.

NON-SUFFICIENT FUND CHECKS

The buildings/departments will be notified when an NSF check has been received. Contact the check writer and ask for payment. If payment is received, re-deposit per your district requirements. If payment is not received, refer back to the district office. The district office will also need the activity code the check was originally receipted against.

If the district has a policy pertaining to the electronic retrieval of NSF checks, it is important to inform your parent community through the school newsletter or the student handbook, and posting that information in the school office.

If you use an electronic point of sale system, an NSF should be entered into the system. Contact the district office for further guidance.

TRANSMITTAL OF DISTRICT RECEIPTS

At the time of deposit, a summary of all receipts is reported to the District Office. Receipts are to be summarized by program and revenue code. Contact your district office for instructions.

For Handwritten receipts:

- Deposits should be listed by date and amount.
- Beginning and ending receipt numbers are to be listed.
- Receipts should be issued in consecutive order, any exceptions must be explained.
- Re-deposits should be handled according to district procedures.

CHANGE FUNDS

Schools requiring a change fund for certain activities should contact the ASB bookkeeper or the district office.