

LOCAL SCHOOL ACCOUNTING AND REPORTING (CASH RECEIPTS)

Extreme care must be taken when receiving and recording receipts of cash by the school. The school principal is responsible for safeguarding this money and maintaining accurate records indicating the purpose for which this money is received. All funds received should be accounted for by a pre-numbered receipt form.

A. Teacher/Individual Receipt

1. Pre-numbered receipt books should be used to record receipts of cash by a school teacher or other individual. A class receipt record may be used to record small collections from students. Such a form could be made by listing each student and the amount collected from him/her. This form should be totaled and signed by the teacher, and then turned in to the school office with the money collected. For this, the teacher/individual will receive a master receipt.
2. Teacher/individual receipt books should be distributed and assigned by the principal. The receipt book should be signed for by the individual responsible for it, and shall be accounted for by the book number and receipt number. All receipts in a book should be used before a new book is requested.
3. The person preparing a receipt should carefully prepare each receipt in a way that all copies are legible.
4. Each receipt shall be issued in duplicate:
 - a. The original shall be given to the pupil or individual from whom the money is collected.
 - b. The duplicate shall remain in the receipt book and shall not be removed.
5. Each receipt shall be carefully completed with date, payee, amount purpose, and name of the person receiving funds.
6. The total amount of cash received daily should be turned in to the school office. The amount turned in should be supported by the duplicate teacher/individual receipt; the total of the duplicate receipts should be the same as the total amount of cash being turned in.

7. If it becomes necessary to void a receipt, the teacher/ individual shall mark all copies "VOID" and shall leave the original and duplicate copies in the receipt book. Do not destroy the original copy of the receipt.
8. If a receipt book is lost, the principal should be notified immediately.
9. When a receipt book is turned in, the bookkeeper shall reconcile the total of the duplicate copies of the teacher/ individual receipts to the master receipt book. The total of the duplicate copies must equal the total of the money received in the master receipt book. Any difference must be reconciled.
10. Any shortage of money should be reported in writing immediately to the principal.

B. Report on Sale of Tickets

1. Pre-numbered tickets shall be sold for admission to varsity football and other events selected by the principal such as concerts, plays, etc.
2. When pre-numbered tickets are used, the Report on Sale of Tickets form shall be completed and turned in to the principal. (Form 6-A)
3. The bookkeeper should verify this report after it is turned in. Any differences should be reconciled.

C. Master Receipt Book

1. The receipt book used for receiving and accounting for all cash received in the school office is the master receipt book. Only one master receipt book shall be used at a time for the general fund. Only pre-numbered receipt books should be used for this purpose.
2. Each master receipt is issued in duplicate and handled in the following manner:
 - (a) The original shall be given to the teacher, sponsor or individual that turns in the funds. The duplicate shall remain in the receipt book and shall not be removed.
3. When money is turned in to the office, it is verified against the duplicate teacher/individual receipt or other applicable report that accompanied the funds. The principal or his/her designated assistant shall then issue a master receipt for the total sum of the money turned

in. The money should be carefully compared to the supporting documents so that the master receipt will be for the exact amount of funds received.

4. The receipt should be carefully prepared showing the amount, date, source, teacher/individual turning in the funds, and the receipt numbers of the teacher/individual receipts. The receipt should be properly signed by the principal or his/her designated assistant.
5. The original copy of the master receipt should then be given to the teacher/individual turning in the funds, and the duplicate copy should remain in the master receipt book
6. All duplicate copies of the teacher/individual receipts and other supporting documents for cash receipts should be carefully handled in the school office each day so that none are lost. Each day the duplicate copies of the teacher/individual receipts and other documents should be added and the totals should be checked against the total of the master receipt copies for that day. The total cash received for the day should reconcile to the total of the master receipts prepared that day.
7. If it becomes necessary to void a master receipt, mark the receipt "VOID" and leave both the original and duplicate in the receipt book.
8. If an error is made in preparation of the receipt, do not erase. Draw a line through the incorrect information and insert the correct information above. The person making the correction should initial the correction.
9. The master receipt book should be safeguarded at all times. If the book cannot be located, the principal and the Superintendent of Schools must be notified immediately.

D. Bank Deposits and Care of Money

1. All money received must be deposited in the school checking account. This checking account is to be established in a bank that is a member of FDIC and located in the County.
2. Money should never be kept in a school building overnight except petty cash funds established to initiate the daily operation of school stores and lunchrooms. The principal, bookkeeper, or other school personnel shall not carry money on his/her person or keep money at home until it is convenient to deposit it.

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3. Unless otherwise authorized by the Superintendent of Schools deposits should be made daily. If it is not convenient to make deposits during the day, night depository procedures should be followed.
4. Bank deposits should be made using duplicate deposit slips furnished by the bank with the name of the school account and the account number pre-printed on the slip. The original of the slip should accompany the bank deposit to the bank and the duplicate copy should be retained by the school for possible future verification.
5. The deposit slip should show the numbers of the master receipts covered by the deposit. There should be no erasures or other alterations to a deposit slip.
6. All checks received should be endorsed "For Deposit Only" and the name of the school account and the account number. If there are many checks to be endorsed, a rubber stamp should be acquired and used for this purpose.

SOURCE: Winston County Board of Education, Double Springs, AL

ADOPTED: Sep. 26, 1986

LEGAL REF.: The Code of Alabama, 16-13-32, 16-13-38(d), 41-5-23; State Department of Education, Bulletin Number 32, 1982.