



Cash Handling Procedures

Cash handling is a priority in a school office or district department whenever money is collected. This applies to all funds including the General Fund and the ASB Fund.

All cash received from school sanctioned activities must be receipted,
(by ticket sales, cash register, point of sale register, or district approved receipts)
secured in the school safe,
or deposited to the night depository of the school district banking facility.
This is done immediately following the activity.

By law, (RCW 43.09.240) deposits must be made once every 24 hours. The deposit must be INTACT, which means you may not substitute a check for cash or vice versa or take money from the deposit to purchase items.

Under no circumstances should money be taken home for safekeeping either by students or staff.

Contact your school's Office Manager, ASB Bookkeeper, or the District Business Office if you have questions or need information on how to deposit fundraising, field trip, or other activity money.



Fundraising

PRIOR TO SALE

Who is going to handle the Fundraising ~ PTA? Boosters? The Students? If it's a parent group, they must organize, supervise, direct, and collect all monies.

If it's students.....then most likely,

- The fundraising will be done in the ASB. Plan ahead and get permission. In grades 7-12, get **prior** approval from the Principal (or their designee), the Athletic Director (if related to sports) or the ASB Activity Coordinator (if related to ASB activities Classes/Clubs).
- The first step is to complete the district/school's Fundraising Activity Form and secure the necessary signatures, including the ASB Bookkeeper, which insures they are aware of money coming in.
- In grades 7-12 obtain **prior** approval of the Student Body Council.
- Do not use independent consultants (such as Avon, Tupperware, Pampered Chef).
- Have a purpose for the funds (cultural, athletic, recreational, or social).
- Set a beginning and ending date and stick to it. (~2 weeks)
- Set a selling price based upon the percentage of profit.
- Decide on the prizes ~ remember this comes out of your profit. Keep in mind any Risk Management issues with prizes. Cash should never be given to students as a prize. Prizes are to be of a "deminimus" amount, which will be determined by the Board. Prizes may be donated by an outside organization such as PTA/PTSA or the Booster Club and may be more than the District's "deminimus" policy, but should still be a reasonable amount considering the age of the student.

- Contracts —The Principal may initiate the contract & sign it, but the School Board has given the final approval for contractual obligation to the District Business Office. The Principal may appoint a designee, but Teachers, ASB Advisors, Parents, or Coaches should not sign contracts.
- Place a Purchase Order through your Office Manager or Bookkeeper. All orders must have the school address for delivery.
- Obtain a Parent Permission Form to let parents know that the student is responsible for all goods checked out and to give them the opportunity to approve or disapprove of their student's participation.
- When merchandise is received, be sure it is:
 - Counted
 - Signed for
 - Kept in a secure place
- Money raised for charitable purposes is considered **private non-associated** ASB money and must follow School District policy and procedures. These monies are deposited into a specific 6xxx account in the ASB monitored by the District Business Office.

DURING THE SALE

- If it's decided to do a merchandise sale - store and secure the merchandise/inventory in a safe, locked area.
- Maintain individual student record sheets for reconciliation.
- Money must come to the Office Manager/Bookkeeper on a daily basis, who will receipt it, and then in turn, create a daily deposit for the bank.
- DO NOT store money in a classroom, a desk, or a locked file cabinet. In all cases, the Office Manager must store money in the school safe until the next day's deposit.
- DO NOT open a separate checking or savings account.

AFTER THE SALE

- Verify record sheets - Reconcile the Fundraiser! (money and the unsold merchandise). This is the bottom part of the Fundraising Activity Form.
- Secure the unsold merchandise.
- Return the unsold merchandise to the vendor for credit if that was a part of the initial contract. Send the invoice to the Accounts Payable Office for payment to the vendor.
- Send the completed Fundraising Activity Form to the Business Office.
- Maintain a file containing:
 - The district Fundraising Activity Form with Reconciliation.
 - Copies of all vendor invoices, purchase orders, receipts, student record sheets and any other back-up documents.
 - A record of physical inventory of unsold merchandise.
 - A copy of the vendor's credit memo for returned merchandise.
 - Parent Permission form if used.
- Manage any merchandise inventory carefully. Each item sold plus remaining unsold items must match the original amount received. Every piece must be accounted for.



TICKET SALES

- No complimentary tickets are to ever be given out.
- Tickets represent cash.
- Tickets should be kept in a safe and secure place.
- Must use pre-numbered tickets distinctly identified for each admission price.
- Utilize a ticket log (form).
- Utilize a daily ticket sales form.
- Tickets must be sold in number sequence.
- Two individuals are needed to control admissions:
 1. One person collects money and issues tickets
 2. Another person collects and tears the tickets.
- Tearing prevents tickets from being reused.
- The numbered half of the torn ticket provides a means of reconciling receipts to money.
- The two ticket workers together count money and complete a Cash Reconciliation Summary Form (or use another method to separate duties).
- Explain any differences on the Reconciliation Form and give this to the ASB Bookkeeper.
- At the end of the event:
 - Return unused tickets to a safe and secure place.
 - Return the change fund to the ASB Bookkeeper.
- Complete a final daily Ticket Sales Form.

So to quickly review . . .

HANDLING MONEY

- Plan ahead. Get permission from your Principal, Athletic Director or Activity Coordinator and complete the Fundraising Activity Form.
- All cash received from students is to be receipted **INTACT** either by district approved receipts, a cash register, or an electronic “point of sale” program on a daily basis. Receipts should indicate the customer, the amount, the account to be deposited, and whether it is cash or check.
- **Under no circumstances should class fees, ASB club or athletic money be taken home for safekeeping either by students or staff, nor stored in a classroom or car trunk, nor deposited to an individual’s personal bank account.**
- Reconcile cash vs. check composition of the deposit between receipts and money on hand. **Do not cash checks.**
- Receipt books must be pre-printed, pre-numbered School District authorized receipt books.
- Make purchases with a District Purchase Order, and not in an individual’s name. All items should come to the school address and not to an individual’s home address.
- Keep all records and documentation in one place for the District Business Office or Washington State Auditor’s review.