

## SYSTEM OF FUNDS AND ACCOUNTS

The following procedures will be used in managing cash, as well as bank accounts.

### Procedures Relating to General Cash Receipts

1. The Office Manager will be the cash handler at each building site. In their absence, the Building Principal or Program Director will appoint a cash handler. Only one person will have control of the cash. When this is not possible, all transactions must have an identifying signature of the cashier handling each transaction.
2. The cash drawer will be set up in a consistent manner with all bills faced up and in the same direction, separated by denomination. Bills greater than \$50.00 will be placed under the drawer or in a separate locked enclosure.
3. The cash drawer must have a lock and must remain locked except when processing a transaction.
4. The cashier will always complete a transaction in its entirety before proceeding to another transaction or offering assistance to another customer.

### 5. Accepting Checks

When accepting checks over the counter, cash handlers should:

- A. Not allow personal checks to be cashed from the cash drawer, change fund, or petty cash.
- B. Compare the written amount and the numerical amount. State law says that if there is a difference between the two, the written amount is correct for legal purposes.
- C. Verify that the check is signed by the payer.
- D. A restrictive endorsement must be stamped on the back of each check immediately after receipting it.
- E. Refuse all 2 Party Checks.
- F. Do not accept post-dated checks.
- G. Accept checks for only the amount of the fee charged.
- H. Never accept a check written 6 months prior to today's date.
- I. Do not accept checks from someone the District has received 3 checks returned for non-sufficient funds.

### 6. Issuing Receipts

- A. Accounting as well as physical control over cash receipts should be established at the point where the money first becomes accessible to District personnel. In order to accomplish this, receipts will be issued for all monies received using the HD Baker InTouch Cash Receipting System. Each

school's Office Manager is designated as the cashier to issue the receipt through this system.

In the event that a receipt cannot be entered via the InTouch system, a pre-numbered multi-copy receipt must be used. **UNDER NO CIRCUMSTANCES** should pre-numbered redi-form receipts be used. The District Office will maintain an inventory of pre-numbered, multi-copy receipt form books. All receipt books issued to outside collection sites will be logged out and signed for by the site District Office personnel.

The numerical sequence of pre-numbered receipts will be accounted for.

The following information will be entered on all receipts:

- i. Date
  - ii. Amount
  - iii. Name of person or company which is paying
  - iv. Description of what is being paid for
  - v. Breakdown of the type of money received (i.e. cash, checks)
  - vi. Identifying signature of the cashier receiving the money
- B. All moneys received will be deposited daily according to RCW 43.09.240, which states in part..."Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public, will deposit such moneys collected or received by him/her every twenty-four consecutive hours.
- All moneys received by the District, except those received by the county treasurer on behalf of the District, will be deposited in the District's transmittal account. **If a building/site has total daily receipts of less than \$100.00; those monies may be placed in a locked, secure location. If the total of receipts equals or exceeds \$100.00, then a deposit must be done that day. A deposit must always be done on Friday to deposit any monies receipted in during the week.**
- C. Receipts from special events will be deposited intact.
- D. All moneys in the transmittal account will be transmitted weekly (every 7 days) to the Douglas County Treasurer. Such transmittals will be accompanied by a report indicating the sums to be credited to each of the District's funds. The District Office will compile and reconcile deposit data for these transmittals.

## 7. Procedure for Cash Over or Short

- A. Cash on hand must be balanced against the revenue reported on either the InTouch Cash Receipting System (student fees and fines payments) or the PrimeroEdge Point of Sale System (student and adult meal account payments). Any variance (over or short) must be entered into the reporting system to insure the receipts reported equal the amount to be deposited.

- B. If the amount of cash on hand is different than the total receipts issued, an overage or shortage has occurred. Every attempt should be made to determine the cause of discrepancy and proper steps taken to correct the error prior to the deposit being recorded.
- C. If the cause of the overage or shortage cannot be determined, then the following should occur:
  - Amounts that exceed \$10.00 over or short are considered material.
  - Overages:  
The amount of the overage should be immediately receipted on a District receipt, with the explanation of "Cash Overage" written on the receipt. The money should be deposited and transmitted.
  - Shortages:  
The transmittal or bank deposit records remitted to the Accounting Department should note the shortage. If the amount of the shortage is material, the employee should immediately notify his/her supervisor and the Executive Director of Financial Services.
- D. The Executive Director of Financial Services, or their designee, will research the variance and determine corrective action needed.

#### 8. VOIDS

A void occurs during a transaction in which the cash collection has not been completed and a receipt has not been issued. The transaction is then terminated and the reason for the void should be documented on the receipt. The receipt should not be destroyed.

#### 9. IMPREST/BANK ACCOUNTS

- A. The amount will be approved by the Eastmont Board of Directors.
- B. The Superintendent or his/her designee will appoint a staff member to serve as custodian of the fund. A surety bond will be secured in the amount of the fund.
- C. Use of imprest funds and/or petty cash will be restricted to those obligations which cannot be handled by voucher.
- D. Imprest funds and/or petty cash may not be used to circumvent any laws related to purchasing.
- E. All receipts which are submitted for reimbursement will be dated and signed by the submitter.
- F. An accurate record will be kept of all expenditures from each imprest and bank account. Imprest accounts will be replenished at least monthly by check payable to the custodian. The replenishment must be made by voucher with appropriate receipts attached.
- G. Whenever an individual's appointment as custodian is terminated the imprest

fund must be replenished and turned over to the fiscal officer.

- H. Local audits of each imprest account by someone other than the custodian of the account will be made on a surprise and unscheduled basis at least once per year. In addition, whenever there is a change of administrator, the imprest accounts which he/she administered will be audited by the District.

10. Accounts Receivable:

Every fee and/or fine incurred by a student is entered on their account in the Student Fee/Fine system (InTouch) or the Food Service Point of Sale system. Every effort is made to collect payments from the parent or guardian. Past due amounts on student accounts are referred to the District's collection agency.

- A. Statements for student fees and fines are sent to households according to the following schedule:
- Elementary Schools  
Statements are sent out at end of September, January and June.
  - Secondary Schools  
Statements are sent out at end of each calendar quarter.
- B. Invoices for PreSchool Tuition are mailed by the 30th of each month and are due by the 10th of the following month.
- C. Past Due Notice: In the event a bill remains unpaid after the due date, the Accounting Office staff will send a reminder letter informing the student's parent or guardian of the amount past due, the due date, and the expectation of payment within 2 weeks.
- D. Past Due Notices:
- In the event a bill remains unpaid 30 days after the due date, a reminder letter will notify the student's parent or guardian of the amount past due, the due date, and the fact that the obligation has not been paid. The letter will also invite the parent or guardian to contact the office to arrange a payment schedule within 10 days. The letter will also inform the parent that continued failure to pay the past due amount MAY result in the referral of the matter to the District's collection agency, as well as removal of the child from the fee for service program.
  - In the event a bill remains unpaid after 60 days and in the absence of a payment schedule, the District Accounting Office will notify the parent or guardian to discuss the dismissal of his/her child from the fee for service program and will refer the past due amount to the District's collection agency.
  - This schedule may be modified as needed to accommodate the District delivery of program services.

Procedures Specific to the Associated Student Body Fund

The following procedures will be in effect in the operation of the respective associated student bodies (ASB):

1. The principal will appoint the primary advisor to the ASB. He/she will be responsible for designating advisors to the various student subgroup organizations affiliated with the ASB. For schools with no grade higher than grade six, the board may delegate the authority to a staff member to act as the associated student body.
2. The principal will be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures will be consistent with the accounting functions performed at the District Office level.
3. At the beginning of each year, the ASB will submit a report which describes in summary those activities which constitute ASB programs.
4. The ASB will participate in the determination of the purposes for which ASB financial resources will be budgeted and disbursed. Such purposes will be reflected in the ASB budget which is submitted to the Board of Directors for its approval.
5. The ASB will approve all expenditures before money will be disbursed from the fund. In the event that an associated student body student group conducts fund raising or solicits donations for scholarships, student exchanges and charitable purposes, the associated student body group will approve all expenditures of money so raised.
6. ASB funds may be used for purposes consistent with District policy and approved by the governing body of the organization, subject to the provisions incorporated into the student body constitution and bylaws. Private non-associated student body fund money held by the District is limited to scholarships, charitable contributions, and student exchange programs, and is limited to funds denoted for that specific purpose, that have been so identified at the time of their collection, and that have been held in trust exclusively for donative purpose. Such funds must be contributed and raised on a voluntary basis.
7. Fundraising activities not associated with an ASB sponsored organization, including raising private non-associated student body funds, are not permitted by law to be done under the direction or supervision of staff nor with the use of District equipment, supplies, facilities or other District resources unless the District is fully reimbursed for all such costs. The principal will have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund, so long as students are informed in advance that a charge will be made to cover the full cost of the service.
8. For schools with students in grade seven or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
9. ASB moneys must be on deposit with the county treasurer with the exception of an imprest banking account and petty cash. Such funds will be administered in the manner required by the regulations of the state board of education.