

CASH IN SCHOOL BUILDINGS

The amount of cash that may be kept in the school building for any one day shall be sufficient for that day's operations. Funds raised by students shall be sent to the Central Office for deposit.

A minimal amount of cash shall be kept in the central administration office at the close of the day. Excess cash shall be deposited in the authorized depository of the school district.

It shall be the responsibility of the superintendent to determine the amount of cash necessary for each day's operations and to comply with this policy.

Legal Reference: Iowa Code § 279.8 (2013).

Cross Reference: 701.1 Depository of Funds
704 Revenue

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Revised

Regulation for Handling Money

Hot Lunch Funds Including A La Cart: All breakfast and lunch money, including a la cart, will be receipted in by the building secretary on three part receipts. The first receipt will go to Central Office, the second to the purchaser and the third will stay in the building. All receipts will be in numerical order. All hot lunch funds will be come a part of the “larger” deposit which will be prepared by the building secretary for deposit in the bank. The “larger” deposit will be sent to Central Office in a locked bag which will be taken directly to the bank for deposit.

Vending Machine Money: The money, from vending machines which school employees take care of, will be enclosed in one-way plastic bags provided by Central Office for deposit in the bank. The bank will note that the bag arrived at the bank in an un-tampered with condition. The contents will be counted by the bank and then deposited. The school will receive a copy of the deposit slip for record purposes. The deposit will be credited to the school’s activity account. Product for the vending machine will be paid for by check from the buildings activity account upon receipt by the Business Manager of an invoice from the vendor.

Registration Funds: All registration funds will be receipted in by the building secretary on three part receipts. The first receipt will go to Central Office, the second to the purchaser and the third will stay in the building. All receipts will be in numerical order. All registration funds will become a part of the “larger” deposit which will be readied by the building secretary for deposit in the bank. The “larger” deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Athletic Concessions Funds: Anyone responsible for concessions at athletic events, football, basketball, wrestling, volleyball, track, baseball and softball, is to make sure that the money is counted by two adults responsible for running the concession stand. The Money Counter Report Form is to be signed by those two adults. The money may be held in the high school office for transport to Central Office the next business day. The money is to be readied for bank deposit by the Business Manager’s secretary.

Athletic Gate Receipts: High School football and basketball admissions is the responsibility of the Athletic Boosters. The person responsible for running the booth is to make sure the money is counted by two adults responsible for selling admissions. The Money Counter Report Form is to be signed by those two adults. The money may be held in the school office for transport to Central Office the next business day. The money is to be readied for bank deposit by the Business Manager’s secretary.

High School Annual Book and Ad Sales Funds: High School Annual book and ad sales are the direct responsibility of the Annual Advisor. He/she is to fill out the Money Counter Report form and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. All annual funds will become a part of the “larger” deposit which will be readied by the building secretary for deposit in the bank. The “larger” deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Fruit Sales Funds: Fruit sales are the direct responsibility of the FFA Advisor. He/she is to count the money, fill out the Money Counter Report form, and sign it, declaring the sum. The money and a copy of the report is to be taken to the office. All fruit sale funds will become a part of the "larger" deposit which will be readied by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

All Fund Raisers: All fund raisers are the direct responsibility of the head of the organization responsible for the fund raiser. He/she is to count the money, fill out the Money Counter Report Form and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. It will be receipted in using the three part receipts. All fund raiser funds will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken to the bank for deposit.

Any Activity Which Collects Money: Any activity sponsored by any staff member/school/district for which money is collected and which is not covered in the directives above shall be covered by the following. If there are expenses which are paid by the sponsor, a purchase order with receipts attached are to be submitted for payment. All funds collected for the event are to be sent to Central Office to be deposited in the buildings activity account. The funds are to be counted by the person responsible for the activity and he/she is to fill out the Money Counter Report form, and sign it, declaring the sum. The money and a copy of the form is to be taken to the office. The funds will become a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank.

Latchkey Fees: The Latchkey Coordinator shall use a three part receipt book. When receiving fees from parents the coordinator shall give the parent the second copy of the receipt. The original receipt shall be given to the building secretary with the fees. The building secretary shall receipt in the funds, giving the second copy of the receipt to the coordinator, the original to Central Office (with the original copy of the individual Latchkey receipts be attached) and the third will be kept in the building. All Latchkey Fees will be come a part of the "larger" deposit which will be prepared by the building secretary for deposit in the bank. The "larger" deposit will be sent to Central Office in a locked bag which will be taken directly to the bank for deposit.

Larger Deposit Procedure: The "larger" deposit shall be a merging of all of the funds that are receipted in to the building. The various part of the "larger" deposit shall be accounted for with the second part of the three part receipts that have been written. On a document that will be called, "Deposit Report", the funds will be designated to individual accounts. The total on the "Deposit Report" shall equal the sum of the attached receipts. All of the funds in the "larger" deposit shall be accounted for on the bank deposit slip. The funds along with the Deposit Report and attached receipts, and the bank deposit slip shall be placed in a lock bank bag which will be transported unopened to Central Office and then to the bank.

Send Money To Central Office As Soon As Possible: Minimal funds are to be kept in the building. Money is to be removed to Central Office for deposit in the bank no later than the next business day after it has been received.

Lock Bags To Be Used: All buildings will be supplied with a minimum of two lock bags which will be used to transport money to Central Office.

