

ASHTABULA COUNTY JOINT VOCATIONAL SCHOOL CASH COLLECTION AND DEPOSIT REGULATIONS

Sources of Revenue and Collection Points in the District:

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| - Activity Accounts | Individual Classes & Student Activity Treasurers |
| - Customer Accounts | Individual Instructors |
| - Cafeteria Receipts | Cafeteria Lines & Maintenance Secretary |
| - Workforce Development | Workforce Development Office |
| - High School Student Fees | Workforce Development Office |
| - Summer School Fees | Principal's Office |
| - Student I.D. Tags Fees | Principal's Office |
| - Parking Tags Fees | Principal's Office |

Sources of Revenues of Activity Accounts

The source and/or nature of anticipated revenues are:

- collection of special assessments and/or local, state, and national membership dues
- fund-raising activities as approved by the principal and club advisor
- collection of sales tax where applicable
- donations from any source that are not unauthorized by law and are approved by the Board of Education

Procedures for Handling Cash for Activity Accounts

All individuals handling activity account funds must deposit the money in the designated Activity Account Fund. All monies must be deposited daily with the Assistant Treasurer. Absolutely no petty cash funds are permitted. All individuals involved with the handling of Activity Account funds are liable for funds collected until they are deposited with the Treasurer's office.

The Student Treasurer must keep a record for each student's balance, which is to be reviewed and approved by the instructor/advisor. The Student Treasurer must issue a receipt for all money turned in by each student. Individual students are liable for any remaining balance.

For all Activity Account money received, the following steps must be taken:

- a. Prepare a Pay-In form with the Club name and account number. Indicate the source. See that all signatures are included. The principal's signature is not necessary on the Pay-In.
- b. Count (and wrap coins if there is a large number) all money and checks received. Include last name of person issuing checks and the check number.
- c. Deposit money daily with the Assistant Treasurer. The bottom section of the Pay-In will be signed by the Assistant Treasurer as a receipt of the deposit.
- d. The yellow copy of the Pay-In will be returned to the instructor for his/her records.
- e. The transaction shall then be posted to the Activity Account balance sheet.
- f. Keep records of all money received from club members, and the date received, in the receipt book.
- g. Deposits shall be made by 2:15 pm daily, in order for the deposit to be made at the local bank on the same day.

Procedure for the School-Wide Candy Sale

DAILY PROCEDURES

1. Your treasurer must report *daily* to the Designated Office during the scheduled times to turn in money and pick up candy. Your money will be counted and verified at the end of the day. Your treasurer *must* report *daily* whether or not money is turned in or a candy order is filled. Student treasurers *must* bring their candy sale envelope with them.
2. Student treasurers must write receipts for all money received from other students.
3. If additional candy is requested, a candy order form must be turned in. Likewise, if candy is returned, please complete the return form with the candy.
4. There must be a direct relationship between daily money turned in and daily candy requested. If money is not turned in daily, candy will not be issued.
5. The following procedure is to be followed each day with pay-ins:
 - A) Complete the daily pay-in form (check your math).
 - B) *Place the daily pay-in form and the money in the security bag.*
 - C) Seal the bag.
 - D) Place the plastic moneybag and the daily drawing slips in the large brown program envelope.
 - E) Bring the brown program envelope to the Designated Office.
 - F) After the money is verified, your copy of the pay-in will be returned in your brown program envelope with a new plastic moneybag.

CANDY SALE TREASURER'S DUTIES

Your duties as treasurer are very important in making the candy sale successful. You will need to keep accurate records and be very responsible in keeping track of both the candy and the money. To help you, listed below you will find the basic procedures you shall use in working with the candy sale.

Daily procedures for each student in your class selling candy:

1. You will set up a daily "Log" sheet for each of the students in your class who will be selling candy. This "Log" will need to be updated every time a student turns money or candy in or takes candy out to sell.
2. The first step with the "Log" shall be to record the number of bars each student is receiving in the "Bars Out Daily" column. Be sure he/she signs the sheet showing that he/she received the candy.
3. Each day collect money from students who have money to turn in. The money needs to be counted while the student is with you. Be sure to count the money accurately. Take only one student at a time so there is no confusion as to who has paid you. Issue a receipt from the receipt book to each student with total money turned in.
4. Record the amount of money you received on the "Log" sheet under "Bars Out Daily" column for that student.
5. If the student needs additional candy, enter the number in the "Bars Out Daily" column of the "Log" sheet.
6. Next, if the student returns candy to you, enter the amount in the "Bars Returned" column of the "Log" sheet. Only take back candy that is in PERFECT condition.
7. Be sure to have the student sign the "Log" when he/she pays you, takes candy out, or returns candy.
8. Balance due is determined by:

Subtracting the *Money Turned In* column and the *Bars Returned* column from the *Bars Out Daily* column and added to the *current Balance Due* to get your *new total* in the *Balance Due* column.
9. You will also have a "Program" record form on the outside of your brown program envelope which will also serve as the first page of your log book. This sheet will be the record of your class as a whole and will give you a check each day on your records. Information on these two sheets must match exactly. **Total** bars taken out, **total** money turned in, **total** bars returned will be recorded on this sheet.

10. After all candy has been returned for a day, enter the total candy returned in the "Bars Returned" column of the gold "Program" sheet. A "Candy Return" form must be completed when candy is returned.
11. After all requests have been made, enter the **total** additional candy under the "Bars Out Daily" column of the "Program" sheet. You will then need to complete a "Daily Candy Order Form" and bring the form along with the daily money to the Designated Office.
12. You shall update the "Balance Due" column on both the individual student "Log" sheet and the "Program" sheet. This is done by taking the amount in the "Total Money Out" column and subtracting the amounts in the "Total Money In" and "Bars Returned" columns. When this is done to all sheets, the total of the "Balance Due" column of the "Log" sheets will equal the total of the "Balance Due" column of the "Program" sheet.
13. When you have balanced, complete a "Pay-in" form. Be sure to complete the date and Program line. Record the money received in each correct column. *You and your instructor must sign the pay-in.*
14. All coins shall be rolled in appropriate wrappers, if there are sufficient numbers to fill roll(s). Place all money and the pay-in in the security envelope and bring it to the Designated Office with your candy order in your brown program envelope. Please sign in at this time. **All deposits for morning labs are to be done between 9:00 and 10:00 a.m. and afternoon labs between 1:00 and 2:00 p.m.** Even if you do not have a deposit or need to pick up additional candy, you still must report to the Designated Office each day.
15. **ALL INDIVIDUALS WILL BE RESPONSIBLE FOR ANY MONIES LOST OR STOLEN IF A DEPOSIT IS NOT MADE. DEPOSITS WILL NOT BE TAKEN AFTER 2:15 P.M. EACH DAY.**
16. A new security envelope and a copy of the pay-in will be returned to your instructor's mailbox in the brown program envelope at the end of each day.
17. All money and candy is to be turned in on the final day of the sale to the Designated Office.

Procedures for Handling Cash for Customer Accounts

There are two procedures for payment:

- a. Payment may be made directly to the instructor at the time of service. The instructor shall mark "Paid in Full" or "Deposit", cash or check, and the date received on all copies of the pre-numbered work order form. The yellow copy shall be given to the customer and the remaining four copies, along with the payment, shall be taken to the Treasurer's office daily. There, the receipt number will be written on all copies. If paid in full, the pink and gold copies will be sent to the Principal's office and the hard copy will be returned to the instructor. The white copy will be retained by the Treasurer for filing. If the payment is a deposit or partial payment, the Treasurer will retain the work order in her office for later billing, and send a copy to the instructor and customer showing the payment.

- b. The Treasurer's office will do all billing of customer work. ACJVS employees, students, and non-profit organizations may be billed. If billing is desired, the instructor will complete the pre-numbered work order form and send all five copies to the Treasurer's office. The instructor shall keep a record of work orders he/she has sent to be billed. The yellow and pink copies will then be sent to the customer. Payment Plans are available if payment is not made within thirty days of work being performed. This divides payments into equal monthly installments. When payment is received in the Treasurer's office, along with the pink copy of the work order, it will be receipted in. All copies will then be marked paid and the pink and gold copies will be sent back to the Principal. The hard copy will be marked paid and sent to the instructor. The white copy will be retained by the Treasurer for filing.
- c. Programs that collect payments for services rendered in a group setting, such as cosmetology (secondary and workforce development), child care, and culinary arts, shall deposit their receipts daily on a single work order form with the Treasurer's office. Individual receipts, a cash register tape and/or a customer log(s) shall be kept for audit purposes with each work order. Copies of the work orders will then be distributed as noted above.
- d. The Harbor Room has a beginning change fund of \$57.50, which is taken back out of the ending cash at the end of each day. This is to be brought back to the Treasurer's office for safekeeping at the end of the day with the deposit.
- e. The High School Cosmetology program has a beginning change fund of \$20.00, which is taken back out of the ending cash at the end of each day. This is to be brought back to the Treasurer's office for safekeeping at the end of the day with the deposit.
- f. The School Store has a beginning change fund of \$20.00, which is taken back out of the ending cash at the end of each day. This is to be brought back to the Treasurer's office for safekeeping at the end of the day with the deposit.

Procedures for Handling Cash for the Cafeteria

The Cafeteria utilizes two cash registers, along with a pizza cash register. Register tapes are removed from the registers when full and dated. At the end of the lunch period, the registers are "z'd out" for the day. A summary is generated by the cash register, recapping the number of transactions and the dollar amount of each key on the register. Each cashier then prepares a Cashier's Daily Worksheet at which time they reconcile the money collected to the cash register tapes. The worksheets and money from the two regular cafeteria lines are given to the Maintenance secretary, who prepares a combined deposit slip and submits it with the money and worksheets to the Treasurer's office on a daily basis. The pizza cashier prepares the pizza line deposit separately and this deposit slip, worksheet and money are also taken to the Treasurer's office daily.

There are two beginning change bags for the cafeteria totaling \$134.00, a pizza change bag of \$40.00, and a change fund of \$30.65 used in the milk vending machine. The change bags are to be brought back to the Treasurer's office daily for safekeeping. The vending machine change fund stays in the machine for change, and the machine is emptied weekly of receipts and deposited on a separate deposit slip to the Treasurer's office.

Procedures for Handling Cash for Adult Workforce Development and Student Fees

Payments are received in the Adult Workforce Development office for both High School Student Fees and Adult Workforce Development Tuition. There are two separate sets of pre-numbered, three-part receipt forms that are filled out as fees or tuition is received, either in person or through the mail. The payment is recorded as cash, check, or credit card payments on each receipt. The transactions are recorded into the Classware program separately for Adult and High School and a recap sheet is printed listing each student, their amount paid, the receipt numbers used, and the method of payment. This is balanced to the actual cash on hand and a deposit slip is prepared showing a total by types of payment (cash/checks) and a breakdown by line item for receipt purposes. This deposit is prepared by the evening Adult Workforce Development secretary at the end of the day and locked in the safe in that department. This deposit is then to be brought to the Treasurer's office on a daily basis when that secretary arrives the next day.

There are two beginning change bags. One is for Adult Cosmetology for \$25.00 and the other is a combination bag for High School Student Fees and Workforce Development Tuition for \$50.00. The WFD combination change bag is used if change is needed to be given to a student. The cosmetology amount is deducted from their daily receipts and returned with the receipts and customer work order form to the WFD office to be locked in the safe, along with the change funds. This deposit is then to be brought to the Treasurer's office on a daily basis when that secretary arrives the next day.

The secretary in the WFD office shall periodically put receipts in excess of \$200 in cash or \$3,000 in checks in the safe/drop slot, so that large amounts of money are not kept at the desk. The money in the drop slot will be removed at the end of the day and combined with the cash and checks in the drawer and a deposit shall be prepared by the evening WFD secretary and locked in the safe in that department. This deposit is then to be brought to the Treasurer's office on a daily basis when that secretary arrives the next day.

Procedures for Handling Cash for Summer School Fees

The Summer School Principal has a change fund of \$50.00 for Summer School Fees, which is taken back out of the ending cash at the end of each day and placed in the safe in the Principal's office. Payments are received in the Summer School Principal's office via mail and in person from parents and students. The summer school secretary has a separate pre-numbered receipt book for summer school fees only. At the end of each day, a deposit slip is prepared detailing cash and checks received and the receipt numbers used, and balanced to the receipt book. This deposit is then taken to the Treasurer's office.

Procedures for Handling Cash for Student I.D. Tags/ Parking Tags

The Principal has a change fund of \$50.00 for Student I.D. Tags/ Parking Tag Fees, which is taken back out of the ending cash at the end of each day and placed in the safe in the Principal's office. Payments are received in the Principal's office in person from students. The Principal's office secretary has a separate pre-numbered receipt book for student I.D. tag fees only and a separate pre-numbered receipt book for Parking Tag Fees. At the end of each day, separate deposit slips are prepared for each receipt book detailing cash and checks received and the receipt numbers used, and balanced to the receipt book. These deposits are then taken to the Treasurer's office.

UNDER NO CIRCUMSTANCES SHALL CASH BE SENT THROUGH INTER-OFFICE MAIL. EITHER A STUDENT OR THE INSTRUCTOR SHALL BRING THE DEPOSIT TO THE TREASURER'S OFFICE DAILY.

7-10 Compliance Requirement: Ohio Rev. Code Section 9.38 - Deposits of public money.

Summary of Requirement: Public money must be deposited with the treasurer of the public office *or* to a designated depository on the business day following the day of receipt. Public money collected for other public offices must be deposited by the first business day of the week following the date of collection.

For example, a government employee other than the fiscal officer collecting funds and issuing a receipt must deposit the funds with the government's fiscal officer on the business day following the day of receipt. As an alternative to depositing the funds with the government's fiscal officer, the employee instead may deposit funds with the government's designated depository on the business day following the day of receipt.

If the amount of daily receipts does not exceed \$1,000 and the receipts can be safeguarded, public offices may adopt a policy permitting their officials who receive this money to hold it past the next business day, but the deposit must be made no later than 3 business days after receiving it. If the public office is governed by a legislative authority (counties, municipalities, townships, and school districts), only the legislative authority may adopt the policy. The policy must include provisions and procedures to safeguard the money during the intervening period. If the amount exceeds \$1,000 or a lesser amount cannot be safeguarded, the public official must then deposit the money on the next business day.

Note: This section does not require that the fiscal officer deposit receipts with the designated depository on the business day following the day of receipt, or any other specified time. However, if the fiscal officer is holding significant amounts of cash and checks for an unreasonable period, an internal control recommendation should be made.

**Revised Section January 2004
Effective Immediately**

7-36 Compliance Requirements: Ohio Rev. Code Section 9.38 – Deposits of public moneys (cash collection points)

Summary of Requirements: Cash is the asset most susceptible to theft. In addition, at a given governmental entity, there may be multiple cash collection points. The entity should have adequate procedures in place over the various cash collection points. These procedures should include, but are not limited to, safeguarding cash received; providing receipts (where applicable) to the payee; and proper segregation of duties for the receipting, depositing, recording and reporting of cash. In addition, cash is to be deposited in an eligible financial institution or with the chief fiscal officer of the government within a timely manner. (Ohio Rev. Code Section 9.38)