

Policy Title: CASH RECEIPTS	Policy No.	No. of Pages
	ACC01	4
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I. POLICY:

Receipts are reviewed to ensure that they properly belong to the School. Copies are made of all checks and are filed with the bank deposit slips.

All cash received is immediately acknowledged with an official receipt which is completed in triplicate. If an official receipt is voided, it is so marked on all three copies and is maintained in the School Business Office.

Cash receipts should be counted, verified and deposited at a minimum of twice a week (via the courier). Monies should be kept in a secure, locked area. No cash or checks shall be stored in an unsecured location.

Persons with access to the safe are limited to the following. The safe combinations are also kept at the Corporation.

- Principal
- Vice Principal
- School Business Manager/Account Clerk
- Corporation Staff

All official receipts are electronically transmitted to the School Business Manager/Account Clerk and CSMC so they can be reconciled against the bank statements.

All bounced checks are pursued to ensure that the School is made whole; this includes the collection of any and all bank fees.

Cash receipts should be counted and turned into the Secretary daily. The deadline for turning in cash is 12:00 p.m. If cash is turned in after 12:00 pm it should be locked in the school safe by the School Business Manager/Account Clerk or Clerk Typist. Teachers should not keep cash unlocked in classrooms. Deposits are made to Bank of Hawai'i.

Receipts that are deposited in the Operating Account include:

- withdrawal of DOE/FMS funds
- checks from the Charter School Commission for state funding (non-federal)

- grant checks (includes Corporation funding)
- vendor refunds
- reversal analysis credits
- reimbursements from OHCNP (meals and Fresh Fruit & Vegetable)
- student transportation fees (for non-doe transportation)
- uniform payments
- meal collection revenues (student and adult)

Receipts that are deposited into the Local School Fund Account include:

- field trip collections
- student replacement ID's
- fundraising
- donations

Cash receipts that are deposited into the Federal Account include all federal funding, with the exception of the OHCNP meal and Fresh Fruit & Vegetable reimbursements.

II. PROCEDURES:

1. Local School Fund Cash Receipts:

- a. All fundraisers must be approved by the Principal via the Fund Raising Activity Form and the following information must be provided:
 - i. Staff person who will be responsible (STAFF from here on)
 - ii. The title and purpose of the fundraiser (i.e. Shrimp Chip Sales to benefit the 9th Grade Trip)
- b. STAFF will turn in any fundraising sales in accordance with the collective bargaining contracts. (Daily).
- c. All cash or check collections are received by the designated STAFF. A three-part, numbered Fundraising receipt is issued and both the payee and STAFF sign the receipt without exception. There should be one receipt book designated for Fundraising collections.

*NOTE: In order to ensure proper controls on receipt books, ALL receipt books should be controlled by the Principal. Unused/new receipt books should be kept with the Principal or his/her designee. When a new book is needed, office staff should turn in the used book to the Principal (for filing). The Principal should issue a new receipt book and record this in a receipt control log.

- d. The white copy is given to the STAFF at the time the funds are turned in; the yellow copy

is kept with the accounting files and the pink copy remains in the book.

- e. Funds are verified by the School Business Manager/Account Clerk and stored in the deposit bag in the designated locked safe to await courier pick up/deposit.
- f. The designated STAFF completes the Daily Collections Sheet (that summarizes the Local School Account Deposits for the day) AND the Bank of Hawai'i Deposit Ticket. A separate deposit ticket should be created for Fundraisers to make reconciling the fundraising collections easier (fundraising collections should not be co-mingled with other funds such as meals, uniforms, etc.).
*NOTE: The supporting documentation, which includes the Daily Collections Sheet and all yellow receipt copies for the day are turned into the School Business Manager/Account Clerk.
- g. The validated BOH deposit ticket is returned by the courier and attached to the appropriate supporting documentation by the designated STAFF
- h. All of these documents are bundled together and provided to the Principal for his/her review and initial. The documents are returned to the School Business Office for filing.
- i. The School Business Manager/Account Clerk reviews & codes the initialed deposit information and sends to HC for review. The hard copies are filed in the Business Office.
- j. Corporation reviews the coding and forwards to CSMC for inputting into the accounting system.

2. Monthly Fundraising Collection Reviews:

- a. By the 15th of every month, the School Business Manager/Account Clerk reviews the pink copies of the fundraising receipt book to verify that all recorded payments are accounted for by cross-checking the bank statements.
- b. If there are any discrepancies in the deposits, both the Principal and Corporation staff will be notified immediately.

3. Meal Tracker Procedures:

- a. Meal Tracker Identification Number: All staff and students who wish to eat meals from the School cafeteria must have a four-digit Meal Tracker identification number.
 - i. Students are assigned four-digit Meal Tracker identification number by the Registration Clerk at the time of registration.
 - The Registration Clerk is responsible for housing the identification numbers and keeping an inventory of the available numbers.
 - The Meal Tracker identification number will remain with the student for the duration of their enrollment at School.
 - ii. The Registration Clerk notifies the Meal Tracker Clerk of the four-digit Meal Tracker identification number for inputting into the Meal Tracker system.

- iii. Staff are assigned a four-digit Meal Tracker identification number by the Registrar/Registration Clerk or designee.
 - b. Free, Reduced or Full-Paying Lunch Status: Free, Reduced or Full-Paying Lunch Status must be determined for each student in compliance with federal guidelines.
 - i. Each student is assigned a status of “Free”, “Reduced” or “Full-Paying” during the eSIS registration process.
 - ii. Registration clerk will include free and reduced lunch status in the email to staff and the shared document
 - iii. The Registration Clerk/designated STAFF notifies the Meal Tracker Clerk of student’s lunch status for inputting into the Meal Tracker system.
 - c. Point of Sale Procedure Breakfast or Lunch:
 - i. For Students in Grades PK-6:
 - Meal Clerks will scan the ID code book or manually input students at the point-of-sale
 - ii. For Staff:
 - Staff must pre-pay for meals using the procedures described below (Staff Meal Purchasing Procedures). Staff are NOT allowed to run a negative balance in their meal accounts.
 - Staff meal portions are equivalent to that of the Middle/High School student portions.
 - Staff meals will not be prepared with special orders or served ala carte.
 - d. Staff Meals: Purchasing Procedures
 - i. All staff meals must be pre-paid in cash, via the office staff or drop box located in the Admin Building. The payment should be put in the Meal Tracker envelopes that are kept with the School Front Office staff; name, date and amount of payment should be included.
 - ii. Staff may request a copy of their meal tracker account history from the School Business Manager/Account Clerk via email. These reports will be provided within one week of the request.