

ACCOUNTING:
CASH IN SCHOOL BUILDINGS OR OTHER DISTRICT
LOCATIONS

CFG
(REGULATION)

GUIDELINES The following guidelines apply to the handling of cash:

1. The principal of each campus or building/ program manager is responsible for implementing procedures for the safe handling of cash. Plans will be submitted to the Business Manager for approval.
2. An audit trail will be established at the campus level to clearly indicate the source of funds received. A detailed description of the source will be indicated on the receipt sent to the business office.
3. All cash received for the District by District personnel will be deposited with the bank or the business office daily. Money will not be kept overnight in a campus office or classroom under any circumstances.

RECEIPTS /
DEPOSIT SLIPS

A receipt will be issued each time funds change hands, i.e., from employee to supervisor, from supervisor to campus administrator, from campus administrator to the business office. The person making the deposit at any level will be responsible for obtaining a receipt indicating the amount deposited.

Any claim for money deposited that is not verifiable by a receipt becomes the financial obligation of the employee who did not obtain a receipt.

A copy of the deposit slip will be acceptable proof that a deposit was made.

AUDIT

All monies are subject to audit by authorized personnel designated by the Board.

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