

Central Consolidated Schools

Cash Controls

(effective 8/1/2012)(revised 8/1/2014)

Overview: Accurate records must be maintained on all monies collected and disbursed. Funds collected fall into two separate types and are deposited to the bank according to the type of funds received. The two types are operating and activity as noted below:

Operating	Activity
Fees, fines and deposits for school equipment and programs—locker fees, lab fees, etc.	Fund raising
Money for loss or damage to school property including lost or damaged textbooks	Vending machines
Athletic gate receipts	Concessions
	Parking permits
	Money from students for special drives or campaigns—Red Cross, etc.

All funds received must be secured in the school vault overnight and deposited within 24 hours or according to the schedule for special arrangements such as courier pick-up.

It should be noted that the procedures that follow comply with state laws concerning the collection and disbursement of funds. Violations of the below procedures can lead to disciplinary action, including termination and violators can be prosecuted in criminal court.

No staff members, other than authorized school administrative personnel are authorized to collect payments and store funds without prior approval from the district's Finance Department. All funds must be secured in the school vault overnight.

Cash Control Documents

The inventory of cash control documents, including receipt books and deposit slips, are maintained by the Finance Department. These items are distributed to school sites upon request. If you need additional cash control materials, please contact the Finance Department. Receipt books and deposit slips must be obtained in person and signed for upon receipt of the materials / documents.

General Receipting Procedures

Receipting of cash should be performed in the presence of the person delivering the cash or check. In the absence of any other record, the receipt book service as the record of all cash and checks delivered to the district. All checks received should be made payable to the order of Central Consolidated Schools.