

CASH HANDLING PROCEDURES FOR WUS STAFF

We strongly encourage all staff to register your event/item on RevTrak, which allows online credit card payments. The form to register your event is located on the school website: Administration, Forms, HR and Business Office Forms, RevTrak Event/Item Registration. Building of the RevTrak registration must be completed a minimum of three weeks from event start and can be completed as soon as information is available. Use of this tool will allow you to direct people to our website and pay online eliminating cash handling altogether. In the event this option is not used, the following guidelines must be adhered to by ALL staff.

All funds for student activities or any other qualified activity that is not funded through General Fund resources need to be deposited directly to the Student Activity account. The coach/director of the event can collect cash or checks (made payable to the school) for the group. The coach/director CANNOT accept a check payable to his or her self.

Numbered receipt books are available at each building to use specifically for events/items. See your secretary. When cash/checks are received for any purpose, a receipt is provided to the payer, and a copy is retained at the school related to the event. The receipt details the date funds were received, the amount received, and the purpose of the funds. A staff member in charge of a particular Student Activity fund may conduct the original receipting of funds, but ALL receipts must be taken to the school office, where a secretary verifies and balances the receipts prior to deposit. This should occur on the next school day after funds in excess of \$10 is collected. The receipt books are numbered and will serve as back up for ALL funds received. -- DO NOT take receipt copies from book.

When checks are received by the office, they are immediately stamped "For Deposit Only." Checks are copied, and copies are retained by the Building Secretary to refer to if refunds are needed or questions regarding payment are asked.

Deposits are made by a secretary or the courier service provided by United Bank in a timely manner. (United Bank's courier phone number is 792-2283.) The bank indemnifies cash deposits of up to \$2,500 per pick-up. A written contract for this service is held by the Business Office at the Administration Building.

Documentation will be retained at the School to allow for reconciliation of all Student Activity fund receipts and deposits. All documents are subject to internal and/or external reviews or audits.

A Cash Handling Acknowledgement form must be signed by all staff handling cash. The form is located on the website, or you can contact Accounting at ext. 3004. The form must be sent to Administration before funds are collected. Failure to follow these cash handling procedures will result in the group or staff member not being allowed to collect funds for any future activities.

Cash Handling Procedures Acknowledgement Form

I, _____ acknowledge that I have read and understand the Cash Handling Procedures that are associated with Funds that I am collecting for _____ (group/activity).

I will comply with the procedures and understand that I will be unable to collect funds in the future should I not follow the guidelines.

Signed

Date

Printed name

**This form should be sent to Administration Business Office attention:
Accounting, before any funds are collected.**

For Business Office use:

_____ Receipting procedures followed

_____ Receipting procedures not followed-- school notified of non-compliance/loss of privileges.