Payment Handling Guidelines
(Cash, Checks, Online Payments)

Forms Needed:

- **Fundraiser/Payment Collection Form:** Must be completed and signed by the appropriate building administrator. Once completed, a copy of the form must be sent to the District’s Auditor along with any flyer, order form, etc.
- **Internal Deposit Form:** Provided by the school’s secretary/bookkeeper for all payments not collected on **PaySchools Central**, such as, bake sales, bagel sales, flower sales, pencil sales, etc.
- **Cash Receipts Book:** When cash is received directly to the office, a receipt needs to be issued (i.e. dues, spirit wear, sportswear, trips, etc.). No **Cash Receipt** required when collecting for bake sales, bagel sales, flower sales, candy bar sales, pencil sales, etc.
- **Bank Deposit Slip:** must be filled out, one copy on file and one copy to the bank.

Receipts:

- It is preferred to use **PaySchools Central** or **PaySchools Events**. Any checks collected must be payable to the school. Checks cannot be made payable to “Cash” nor should cash ever be deposited into a personal bank account.
- If cash is collected, always have 2 persons counting cash and 2 signatures on the **Internal Deposit Form**; this can be advisor and/or students. Classroom collections may be submitted to the bookkeeper/secretary for second person count when accompanied by a signed class list to support deposit.
- All payments collected must be kept in the office or athletic safe until it is deposited. Payments should **NEVER** be kept in a classroom. Teachers/Sponsors who collect payments are to turn in 100% of the payments every day. Money bags are provided to the schools. Please request from school secretary/bookkeeper. Teachers/Sponsors should log payments received on a log sheet that is turned in with their deposit.
- **Payments collected on behalf of any school should never be mailed to a personal address.**
- **Payments should not leave the school building for counting or logging.**
- Payments collected in the summer can be deposited on behalf of the school at the District’s Board Office.
- For events that are held off site, payments collected are counted and verified by two persons, an **Internal Deposit Form** is completed, and payments are put into a sealed money bag.
- Have detailed backup for all deposits; needs to include, students name, payment method (cash/check), amount of payment received. Backup is attached to the **Internal Deposit Form**. Detailed documentation can be class lists, **Ticket Reconciliation Form**, original check stub, listing of participants with amount paid, or game schedule.
- If using a **cash box** for any event, need to follow the district’s **Cash Box Procedures**.
Payment Handling Guidelines
(Cash, Checks, Online Payments)

• **PAYMENTS COLLECTED ARE ALWAYS DEPOSITED INTACT.** All payments collected must be deposited as revenue received. Payments collected cannot be used to pay for expenses. Expenses must be paid by the secretary or bookkeeper upon presentation of an invoice or check request.

• **Emergency Cash Withdraw Form:** During an event where there is an unforeseen small request for funds for a purchase and a check is not possible or practical. For example, during an event you run out of ice and need to purchase a bag of ice. Follow District procedures for forms to use.

• **When deposits leave the building, it must go directly to the bank.**

• When school office receives cash, a written receipt must be issued and signed off by the person accepting payment (pertains to secretary).

• **Deposits must be made when monies reach $500 or two weeks, whichever one comes first.** Deposits must be made before any Holiday or School Break (pertains to secretary).

• All checks incoming to the office need to be endorsed immediately (pertains to secretary). If deposit is for checks only, there is no requirement for two persons counting.

• **ALL VARIANCES IN PAMENT DEPOSITS OR PAYMENT HANDLING CONCERNS NEED TO BE REPORTED TO THE DISTRICT’S BUSINESS DEPARTMENT.**