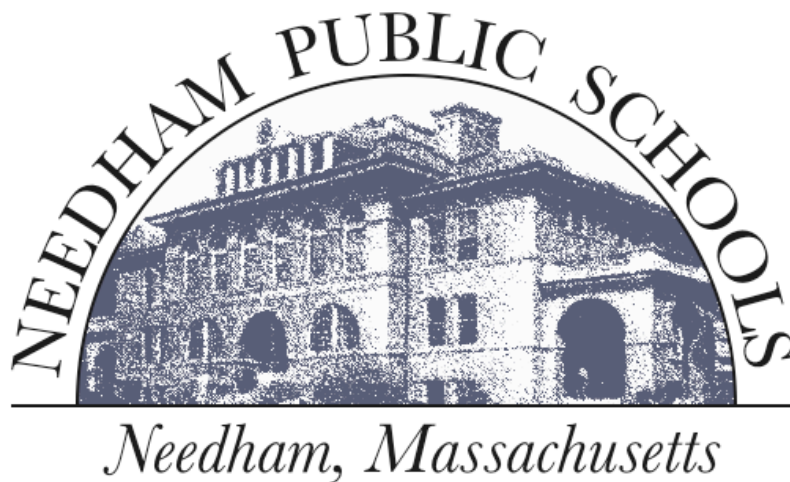


Needham Public Schools



Cash Receipts Handling, Deposit and Reporting Procedures

Revised 2/25/10, 9/1/10, 2/15/2015, Director of Financial Operations

Needham Public Schools

Cash Handling, Deposit & Reporting Procedures

The Town Treasurer and School Director of Financial Operations have established procedures for the collection, handling, deposit and reporting of cash, checks and other receivables by school departments/buildings. These procedures are designed to safeguard school assets and provide protection for school employees who handle cash.

Roles & Responsibilities:

Town Treasurer/Collector: Under M.G.L. Chapter 41, s. 35, receives and manages Town Funds (including retirement and trust funds), establishes Town bank accounts, pays all bills, and reports annually on the receipt and disbursements of funds. (M.G.L. Chapter 41, s.35)

Director of Financial Operations: In conjunction with the Town Treasurer/Collector, creates and enforces cash management procedures for school personnel, consistent with sound business practices and applicable laws and regulations. Provides oversight and review of school receipt records. Oversees activities of school bookkeepers and staff member designated as school courier, for purposes of transmitting funds to the School Business Office and Town Treasurer.

School Bookkeeper: Responsible for a) counting all cash receipts, checks, money orders, and other cash equivalents, including credit card sales, b) reconciling cash and checks to the receipt log, c) preparing deposit paperwork for turnover to the School Business Office, and d) reconciling receipts on a regular basis to revenue reports produced by the Town's Financial Management System.

General Guidelines:

- These guidelines apply to receipts of currency, coin, personal check, business check, traveler's check, money orders, and other cash equivalents, including credit card sales. For the purpose of these procedures, "cash or checks" should be expansively understood to mean all of the aforementioned forms of payment.
- Since the receipts process is the area most susceptible to abuse, the Needham Public Schools have implemented strict cash handling, deposit and reporting procedures. These procedures are identified in this document and require all individuals who handle cash or checks to recognize the importance of handling money with care, honesty and accuracy.
- Only active employees of the School Department, and students involved in approved student activities, may receive funds for deposit. Volunteers and other non-school personnel may not handle or receive school funds.
- **To maintain proper segregation of duties, to the extent feasible, students and staff members who receive funds should not also be responsible for counting funds, preparing turnovers, depositing funds, or reconciling cash and checks to the receipt log.** Bookkeepers at each school are responsible for counting funds, reconciling cash and checks to the receipt log and preparing turnovers. The Business

Office is responsible for providing oversight and review of departmental receipt records, and for creating cash management procedures consistent with sound business practices.

- All payers will be issued a pre-numbered receipt, including staff members turning over funds for deposit. These receipts serve as proof of payment by the customer. Departments are encouraged, but not required to issue receipts for: payments received by mail, payments received directly from students (when itemized on a class list/participant roster/receipts log), cash box sales (when a daily tally/sales sheet is also used), cash register sales (when the cash register is able to generate daily sales reconciliation forms) and sales of pre-numbered tickets (when payers receive a ticket stub and the ticket sales reconciliation form is used.)
- All payments received must be itemized on the Receipts Log. This log is a detailed record of all cash, checks or other funds received by your school/department, and is required to be maintained by State law.
- Checks and money orders are to be made payable to Needham Public Schools, or to the specific school/program (e.g., Eliot School, Needham High School Fine Arts.) Under no circumstances shall checks or money orders be made payable to a specific employee. Checks must be written in the correct amount (you may not give change), and may not be post dated. All checks require a name, address, and a signature.
- All cash, checks and other forms of payment should be turned over to the School Bookkeeper for deposit by the end of the business day. Funds collected after hours or on weekends (such as at sporting or musical events) should be safeguarded over night and turned over for deposit on the next business day. Funds stored for turnover or deposit should be kept in a secure and locked location such as a school safe or a locked cash box. Key access should be restricted only to those employees who receive or deposit funds. Under no circumstances, shall cash or checks be brought home, left in a vehicle, left in a classroom or unsecured location, given to another organization for safekeeping (such as the PTC or Boosters) or be deposited in an employee's personal bank account.
- Upon receipt, the School Bookkeeper shall endorse all checks with a deposit stamp and itemize all cash and checks received on a deposit ticket. Care should be taken to use the correct stamp and deposit ticket book. There are three types of accounts, each with their own set of bank supplies: the Student Activity Agency Account (for student activity deposits only), the School Cafeteria Account (for use only by Food Services), and the General Depository Account (for all other school deposits, including Athletics.)
- All cash and checks collected **MUST** be deposited to a Town of Needham bank account, without exception. Schools and departments are not permitted to retain un-deposited funds for the purpose of making purchases, making change or establishing a petty cash reserve. Temporary-use \$50 cash banks are available for use from the Business Office, if needed to issue change at an event, or school sale.
- Each school/department shall turn over funds for deposit at least once per week. Further, on any day that the cumulative cash balance exceeds \$250, or whenever the total receipts (cash and checks) collected by the department exceed \$1,500, the school/department **MUST** make a turnover.
- Funds turned over for deposit will be sent to the School Business Office, along with the accompanying deposit paperwork. The method for sending funds to the Business Office shall be by school courier, who will collect funds on a regular basis from the School Bookkeepers and deliver them to the Business Office for review and processing. The Business Office will review each deposit/turnover for accuracy and completeness, and will forward the funds to the Treasurer's Office for deposit.

- School personnel/students may not take money directly to the bank for deposit, unless doing so is required to preserve the safety and integrity of funds collected after hours or on weekends. In emergency situations, the department/school may obtain permission from the School Business Office to use the Night Depository. The Night Depository Procedures listed below must be followed in order to ensure that deposits made through the Night Depository are credited and posted to the correct school account.
- Departments should reconcile receipts on a regular basis to revenue reports produced by the Town's Financial Management System.
- **The School Committee must vote to accept all donated funds before they may be used or expended within the School Department.** The Business Office will place the donation on the next available School Committee consent agenda for approval, and will deposit the funds received.
- All pre-numbered Customer Receipts, Deposit Bags and Deposit Transmittal Slips must be used sequentially. Any form that is voided or bag that is damaged other otherwise unusable must be reported and included in the next turnover to the Business Office/Treasurer. The bookkeeper must review all voided forms and indicate by initialing the form that they have done so. An explanation as to why a form was voided or a bag was damaged is required.
- If pre-numbered tickets are used, departments should secure unused tickets in a secure location, and should be able to account for all numbers used, including voids.
- Deposit stamps, deposit tickets, cash receipt books and forms are obtained from the School Business Office. Forms include:
 - **Customer Receipt (Attachment A)** – This form is the standard customer receipt used Town-wide and serves both as proof of payment by the customer and of the amount turned over for deposit. The receipts are pre-numbered for auditing control purposes. The pink and yellow copies of the customer receipt are attached to the Deposit Transmittal Slip. Alternative forms of customer cash receipts may be used, upon prior approval of the Director of Financial Operations.
 - **Receipts Log (Attachment B)** – This is a running record of all currency, coin, paper checks, money orders, traveler's checks and other cash equivalents received by a school/department, including credit card sales. The department keeps the log in a binder and attaches a photocopy of the relevant pages from the log to the Deposit Transmittal Slip as detail backup of the items deposited.

To streamline the collection process for teachers and students, a pre-printed class list/participant roster may be used in lieu of the Receipts Log form to record the date and amount of student payments. In addition, a Receipts Log is not needed when a cash box is used to sell merchandise and the following forms are used to record the sale: a) a Daily Tally/Sales Sheet is used to record the number of units sold or b) a Ticket Sales Reconciliation Sheet is used to record the sale of pre-numbered tickets, including the numbers and quantity of tickets sold. Additionally, a Receipts Log is not needed if a cash register is used and the register is able to generate a daily sales reconciliation report (commonly known as a "z" report.) These alternative forms are described below.

- **Deposit Ticket (Attachment C)** - These are the bank-issued deposit tickets, which itemize cash and checks for deposit. There are three types of deposit tickets: deposit tickets for the Student Activity Agency Account, deposit tickets for the School Cafeteria account, and deposit tickets for the General Depository Account. A completed deposit ticket (including all colored copies) is attached to the Deposit Transmittal.
- **Deposit Transmittal Slips (Attachment D)** - These forms are used to describe each deposit and identify the school revenue account, to which each bank deposit should be credited. The forms are pre-numbered for auditing control purposes. Each transmittal also contains a Treasurer's acknowledgement that the money has been received by the Treasurer's Office and posted. (The Treasurer's Office will sign the acknowledgement after processing and return a signed file copy to the department.)
- **Cash Drawer Reconciliation Sheet (CASH BOXES & CASH REGISTERS ONLY – Attachment E)** – This form is used whenever a cash box or cash register is used, to record opening/closing balances and the net cash for deposit. The net cash for deposit must reconcile to a set of itemized payments entered into the Receipts Log *OR* to one of the following: a) sales recorded on a daily tally/sales sheet (used for a school sale), b) close out totals from a cash register daily reconciliation report (if a cash register is used), or c) ticket sales recorded on a ticket sales reconciliation sheet (for sales of pre-numbered tickets.) This form is attached as backup to the Deposit Transmittal.
- **Daily Tally/Sales Sheet (Attachment F)** – This form is used in conjunction with the cash box sale of goods or merchandise and is used to count the quantity of items sold and to calculate total sales revenue. When used in combination with the Cash Drawer Reconciliation sheet (Attachment E), individual payments need not be itemized on the Receipts Log (Attachment B.) Sales revenues recorded on this form must reconcile to the number of items sold, and to the amount of the bank deposit.
- **Ticket Sale Reconciliation Form (PRE-NUMBERED TICKETS ONLY – Attachment G)** – This form is used in conjunction with the cash box sale of pre-numbered tickets, to count the number of tickets sold, record starting and ending ticket numbers, and to calculate the ticket sales revenue. When used in combination with the Cash Drawer Reconciliation sheet (Attachment E), individual payments need not be itemized on the Receipts Log (Attachment B.) Ticket revenues recorded on this form must reconcile both to the number of tickets sold, and to the amount of bank deposit.
- **Student Activity Account Event Financial Report (Attachment H)** – This form is used to document sources and uses of funds, related to a specific Student Activity event. This form is required for student activity-related deposits only and is attached to the Deposit Transmittal Slip.
- **Student Activity Account Field Trip Request Form (Attachment I)** – This form is used to document field trip information, including trip budget/fee calculation. This form is required for student activity-related deposits only and is attached to the Deposit Transmittal Slip.
- **Receipt of Donation Form (Attachment J)** – This form is used to document donations of cash or in-kind goods and services to the School Department. This form is required for deposits of gifted or donated funds only and is attached to the Deposit Transmittal Slip.

- **Bag Consolidation Log Form (Attachment K)** – This form is used by the Business Office to document the daily turnover of deposit bags to the Treasurer’s Office.
- Cash Box Log (SAA-9.) - This form is used by the School Bookkeepers and Business Office to record the disbursement of petty cash to establish cash drawer starting balances.
- With the prior approval of the Director of Financial Operations, forms may be customized, provided the revised form is in substantially similar format to those referenced above.
- Other deposit supplies, provided by the Business Office include:
 - Pre-numbered, tamper-proof deposit bags for use by School Bookkeepers, and into which funds received for deposit are enclosed. The sealed bags are attached to the Deposit Transmittal slip and forwarded to the Business Office for processing.
 - Bank-issued, pre-numbered, tamper-proof deposit bags for use by Food Services and the School Business Office. Funds for deposit are enclosed in these bags, and forwarded to the Treasurer’s Office for deposit.
 - Two-part, pre-numbered coupon tickets on rolls for use at athletic contests and other school events. The ticket purchaser will receive one part of the coupon, and the seller retains the other part. The Business Office maintains rolls of pre-numbered tickets for distribution to departments.
 - Deposit stamps, customer receipt books and bank deposit tickets.

Procedures for Receiving Funds and Issuing Receipts (Students and Staff):

The following procedures apply to any school employee or student who receives currency, coin, paper checks, money orders, and other cash equivalents for deposit, including credit card sales:

1. **Accept payments of cash, coin, check, traveler’s check, or money order** according to the following steps:
 - a. Checks and money orders must be written payable to the Needham Public Schools, or to the specific school/program (e.g., Eliot School, Needham High School Fine Arts.) Under no circumstances may checks or money orders be made payable to a specific employee.
 - b. Checks and money orders must be written in the correct amount. Do not accept checks for more than the amount that is due, since you cannot give change. If the customer made the check out for less than the amount due, please bring this to the customer’s attention so that he/she can correct it.
 - c. Checks must be dated the day the check was written. Checks should not be post-dated (a check with a future date written on it, rather than the current date.) Please inform any customer who writes a post-dated check that it will be deposited immediately, without regard to the date written on the check. (Post dating a check does not prevent the check from being

deposited.) Additionally, if a check is deposited and is returned to Town by the bank as unpaid, the customer will be subject to any penalties or fees that may be levied by their bank and/or the Town of Needham.

- d. If a customer alters or changes any information that was previously written on the check, please have them initial the change(s.)
- e. All checks must have a name and address. If the check does not have an address, please ask the customer to print their address and phone number on the check. A daytime phone number is acceptable, in lieu of the home phone number. Do not accept checks that do not have a name printed on them by the bank.
- f. Make sure the check has been signed.

2. **Accept payments by credit card** according to the following steps:

- a. Process the credit card payment as instructed by the credit card processing service.
- b. Verify the credit card type, account number, expiration date and signature on the back of the card (if done in person.)
- c. Verify the current amount is charged. Do not accept payments for more than the amount that is due. A payment for less than the amount must be pre-approved by the department manager.
- d. Write any department reference number on the top of the credit card receipt.
- e. Give the customer his/her copy of the charge slip. Retain the Town's copy of the charge slip for deposit.

3. **Issue a Customer Receipt.** Fill out a **Customer Receipt** for each payment received, including payments by credit card.

- a. The **Customer Receipt** form should be filled out completely to include the date, customer's name, description, amount, name of the employee who accepted the payment, and receiving department (as indicated by the completed checkbox.)
- b. If payment is made by check, record the check number on the receipt.
- c. Give the customer the original (white) receipt. The Treasurer's copy (yellow) and accounting copy (pink) must be turned over to the School Bookkeeper for processing, along with the funds for deposit. The department copy (green) will be kept in the receipt book.
- d. If, for any reason, a **Customer Receipt** is voided, give the original (white) and accounting (pink) copies to the School Bookkeeper. The Bookkeeper will initial the voided receipts to confirm the void and will turn the voided receipt copies over to the Business Office (for subsequent turnover to the Town Treasurer) along with the next deposit.

- e. **Note:** Departments are encouraged, but not required to issue receipts for:
 - i. Payments received by mail,
 - ii. Payments received by classroom teachers directly from students,
 - iii. Cash register sales,
 - iv. Sales of merchandise when a Daily Sales/Tally Sheet is used, and for
 - v. Sales of pre-numbered tickets when the ticket sales reconciliation form also is used.

- 4. **Record each payment received on the Receipts Log.** The log is a running detail record of all cash, checks and other funds received by your department, and should be retained for your records.
 - a. All cash, checks or other funds received should be recorded on the **Receipts Log**, except in the following circumstances:
 - i. To streamline the collection process for teachers and students, a pre-printed class list/participant roster may be used in lieu of the **Receipts Log** form to record the date and amount of student payments.
 - ii. In addition, a **Receipts Log** is not needed: a) when a cash box is used to sell school merchandise, and a **Daily Tally/Sales Sheet** is used to record the number of units sold; b) when a cash box is used to sell pre-numbered tickets and a **Ticket Sales Reconciliation Sheet** is used to record the numbers and quantity of tickets sold and c) when a cash register is used and the cash register is able to generate a daily sales reconciliation report (commonly known as a “z” report.) These alternative forms are described below.

 - b. The **Receipt Log** should be completed in the following manner:
 - i. Date Received: Enter the date the money was received.
 - ii. Employee Initials: Enter the initials of the employee who received the money.
 - iii. Received From: Enter the payer’s name.
 - iv. Description: Indicate what fee or charge is being paid.
 - v. Payment Type: Indicate type of payment (cash, check, money order, etc.)
 - vi. Received by Mail?: Indicate Yes/No.
 - vii. Receipt #/ Check #: Enter the number of the Customer Receipt that was issued for the payment. If a Customer Receipt was not issued, write the check number in this space. If the payment was made by credit card, write the confirmation number provided by the credit card processing service.

- viii. Cash Bag Control #: Enter the control number printed on the outside of the cash bag.
- ix. Amount: Enter the total amount of the payment.
- x. School/ Department: Enter the name of your school/department.
- xi. Period Beginning: Enter the date of the first transactions recorded on the receipts log.
- xii. Period Ending: Enter the date of the last transaction recorded on the receipts log.
- xiii. Page Number(s): Record the page reference from the cumulative receipts log maintained by your school/department.

5. Additional Instructions for Using a Cash Drawer to Sell Merchandise or Tickets:

- a. The following additional procedures apply whenever a cash drawer (cash box or cash register) is used to sell merchandise, regardless of whether there is a starting cash balance amount. Every time a cash drawer is used, the user must open the cash drawer, prior to making sales. At the conclusion of the event, the user must close the cash drawer and reconcile the cash balance, prior to turning over funds for deposit. If there is a starting balance in the cash drawer, the starting balance remains in the cash drawer and is returned to the School Bookkeeper at the conclusion of the event.

Obtaining the Cash Drawer:

- i. Cash boxes are available upon request from the School Bookkeeper for occasional merchandise or ticket sales. Cash registers are available from the School Business Office for permanent, departmental use only.
- ii. Students and faculty also may request a \$50 starting bank for use with the cash drawer. If a starting balance is issued, it remains in the cash drawer and is returned to the School Bookkeeper at the conclusion of the event.
- iii. The starting bank may only be used to make change while the cash box is in use. It may *not* be used:
 - 1. To bypass the School Department's accounts payable/purchasing system,
 - 2. To pay an invoice or remunerate a vendor,
 - 3. To reimburse an expenditure,
 - 4. To pay travel expenses or other incidental charges,
 - 5. To serve as a check cashing fund,
 - 6. To make personal loans or salary advances,
 - 7. For other personal use.

- iv. Each time a starting bank is issued for use with a cash box, the School Bookkeeper will record the disbursement on the **Cash Box Log**. The log is used to track who received the funds, and in what amount. The recipient must sign and date the Log, to acknowledge that he/she is the custodian of the funds and is responsible for their safety and security while on loan.
- v. Users must follow procedures for ‘opening’ and ‘closing’ a cash box, below.
- vi. Cash boxes must be stored in a secure and locked location, when not in use and are subject to audit at any time, without prior notice.

Opening the Cash Drawer:

- vii. Each time a cash box/cash register is used, the cash drawer is “opened” using the **Cash Drawer Reconciliation Sheet**. Use a new form every time a cash box is used.
- viii. Enter the following identifying information on the Reconciliation Sheet:
 - 1. Date: Enter the date the cash box is used.
 - 2. Name: Enter the student or employee’s name who is using the cash box.
 - 3. Location: Enter the location the cash box is being used.
 - 4. Register #: Enter the register number, if applicable.
- ix. Enter the starting drawer cash balance under “Cash Drawer Starting Amounts.” Record the bill and coin by denomination.

Recording Sales:

- x. Record sales on the following forms:
 - 1. **Daily Tally/ Sales Sheet**, to itemize sales of goods or merchandise.
 - 2. **Ticket Sales Reconciliation Sheet**, to count sales of pre-numbered tickets.
- xi. If neither of the above forms are used, sales must be itemized individually on the **Receipts Log**.
- xii. If a cash register is used, the register will record sales internally.

Closing the Cash Drawer:

- i. At the conclusion of the event, count the cash and checks in the drawer. Use an adding machine with printed tape if available.
- ii. Record the ending balance (including the starting balance) under “Cash Drawer Ending Amounts.”

1. Enter the total of all currency and coin under “Total Currency & Coin.”
 2. Re-enter the Cash Drawer Starting Amount on the row labeled “Minus Starting Amount.”
 3. Subtract the Cash Drawer Starting Amount from the amount entered under Total Currency & Coin to arrive at the net cash. Enter this amount under “Net Currency & Coin.”
 4. Count all of the checks received. Use an adding machine with printed tape if available. Enter this amount in the row labeled “Checks.”
 5. Count all traveler’s checks, credit card payments or money orders received. Enter this amount in the row labeled “Other.”
 6. Enter the sum of “Net Currency & Coin,” “Checks” and “Other” under “Total Monies for Deposit.” **This is the amount that will be turned over for deposit at the bank.**
- iii. Remove the total monies for deposit from the cash box. Leave the starting drawer cash balance in the box. **The starting drawer balance (if any) will be retained in the cash drawer for the next use.**

Cash Drawer Reconciliation:

- iv. Reconcile the amount recorded as “Total Monies for Deposit” to the amount of sales, as shown on the **Daily Tally/Sales Sheet**, the Cash Register tape, or the **Ticket Sales Reconciliation Sheet**.
- v. Any discrepancies between the total collected for deposit and the deposit sales backup should be noted and explained under “Cashier’s Note.”
- vi. Staple the completed **Daily Tally/Sales Sheet**, the Cash Register tape, or the **Ticket Sales Reconciliation Sheet** to the **Cash Drawer Reconciliation Sheet**. All of these documents will be turned over for deposit to the School Bookkeeper, along with the cash and checks received.

Cash Turnover Acknowledgement:

- vii. The individual who completed the **Cash Drawer Reconciliation Sheet** should complete the top portion of the “Cash Turnover Acknowledgement” as a record of the turnover. The cashier enters:
 1. Cashier’s name.
 2. Date of sale
 3. Cashier signature
 4. Total funds turned over to the School Bookkeeper for deposit, including beginning balance and net deposit amounts.

- viii. Upon turnover, the School Bookkeeper shall sign, date and acknowledgement the amount of funds received for deposit on the form.

Returning the Cash Drawer:

- i. Return the cash drawer, monies for deposit and completed forms to the School Bookkeeper by the end of the business day. Funds collected after hours or on weekends (such as at sporting or musical events) should be safeguarded over night and turned over for deposit on the next business day.
- ii. The School Bookkeeper will record the return of the starting bank in the **Cash Box Log**. The Log must be dated and signed both by the staff member returning the funds and the Bookkeeper.
- iii. The School Bookkeeper will issue a **Customer Receipt** to the individual turning over the funds and will sign the “Cash Turnover Acknowledgement” on the **Cash Drawer Reconciliation Sheet**, as described above.

6. Additional Instructions for Completing the Daily Tally/Sales Sheet:

- a. The following additional procedures apply to the sales of goods or merchandise, when a cash box and a **Daily Sales/Tally Sheet** are used in lieu of a **Receipts Log** to record payments received. **The Daily Tally/ Sales Sheet** is used to count the quantity of items sold and to calculate total sales revenue. The calculated value of items sold must equal the amount of Total Monies for Deposit recorded on the **Cash Drawer Reconciliation Sheet** and deposited at the bank. One form should be used per cashier/cash box, and a new form is used for each event.
- b. Complete the form using the instructions below:
 - i. List the items available for sale under “Item Description.” Use additional sheets as necessary to account for all items sold.
 - ii. Enter the unit price for each item under “Price/Unit.” (Note, if the sale is taxable, sales tax must be collected at the time of sale from each purchaser. The price/unit recorded on this form should exclude sales tax, although it will be included in the final sale amount.)
 - iii. Use hash marks to tally the number of items sold in the “Units Sold” column, by type of item.
 - iv. At the conclusion of the event, multiply the total units sold by the price per unit to calculate the “Amount (\$)” for each item.
 - v. Calculate sales tax, if applicable, by multiplying the total sales amount by 6.25%. Record the total tax.
 - vi. Calculate the total sales for all items, and enter this amount on the row labeled “Total Sales Amount.”

- vii. Compute the grand totals at the bottom of the form. The Grand Total Sales Amount should reconcile to the total amount collected for deposit.

7. **Additional Instructions for Selling Pre-Numbered Tickets and Completing the Ticket Sales Reconciliation Form:**

- a. The following additional procedures apply whenever pre-numbered tickets are sold. The **Ticket Sales Reconciliation Form** is used to document ticket sales. Each time pre-numbered tickets are sold, the user must record the number of tickets sold, including beginning and ending ticket number. The calculated value of tickets sold must equal the amount of Total Monies for Deposit recorded on the **Cash Drawer Reconciliation Sheet** and deposited at the bank. One form should be used per cashier/cash box, and a new form is used for each event.
- b. Complete the form using the instructions below:
 - i. Use two-part, numbered, coupon tickets on rolls. The ticket purchaser will receive one part of the coupon; the seller retains the other part.
 - ii. Each ticket seller should be assigned their own roll(s) of tickets, a **Ticket Sales Reconciliation Form**, and a **Cash Drawer Reconciliation Sheet** with a cash box.
 - iii. Record the initial starting ticket number(s) on the Ticket Sales Reconciliation Form.
 - iv. After the ticket sales have been completed, write the number of the final ticket sold on the **Ticket Sales Reconciliation Form**.
 - v. Calculate the total number of tickets sold, by subtracting the starting number from the ending number. Note voids on the appropriate line; voided tickets will not be included in the total amount collected.
 - vi. Multiply the total number of tickets sold by the price per ticket, to arrive at the Total Amount Collected. This calculated amount should reconcile to the amount showing on the Total Monies for Deposit line of the **Cash Drawer Reconciliation Sheet**.
 - vii. At the conclusion of the event, the cash box(es), **Cash Drawer Reconciliation Sheet(s)**, **Ticket Sales Reconciliation Form(s)** and unused tickets should be turned over to the Department Head for safekeeping/ deposit. The Department Head/Bookkeeper will reconcile the cash drawers (if not already done), endorse all checks, prepare deposit documents and make deposits, per the aforementioned instructions. A copy of the **Ticket Sales Reconciliation Form** should be attached to the **Deposit Transmittal Slip**, as supporting information.
 - viii. If pre-numbered tickets are not used, ticket sales should be recorded on the **Receipts Log**. If a cash box also is used, the Total Monies for Deposit (recorded on the **Cash Drawer Reconciliation Sheet**) should reconcile to the sum total of sales recorded on the Receipts Log.

8. **Turnover Funds to the School Bookkeeper:**

- a. Students and staff must turnover all cash, checks and other monies received to the School Bookkeeper by the close of the business day, accompanied by the following documentation:
 - i. **Customer Receipts**
 - ii. **Receipts Log**
 - iii. **Cash Drawer Reconciliation Sheet** (if applicable)
 - iv. **Daily Tally/Sales Sheet** (if applicable)
 - v. **Ticket Sales Reconciliation Form** (if applicable.)
- b. Funds collected after hours or on weekends (such as at sporting or musical events) should be safeguarded over night and turned over for deposit on the next business day. Funds stored for turnover or deposit should be kept in a secure and locked location such as a school safe or a locked cash box. Under no circumstances, shall cash or checks be brought home, left in a vehicle, left in a classroom or unsecured location, given to another organization for safekeeping (such as the PTC or Boosters) or be deposited in an employee's personal bank account.
- c. All cash and checks collected **MUST** be deposited to a Town of Needham bank account, without exception. Schools and departments are not permitted to retain un-deposited funds for the purpose of making purchases, making change or establishing a petty cash reserve.

Procedures for Preparing Turnover Documentation (School Bookkeepers):

School Bookkeepers shall prepare deposit turnover documentation, according to the following procedures.

1. Upon receipt, issue a cash receipt to the individual who turned over funds for deposit, and will record the amount received on the Bookkeeper's **Receipts Log**, referencing any detail attachments received.
2. Safeguard funds in a secure and locked location prior to deposit, such as a school safe or a locked cash box.
3. Funds must be turned over for deposit at least once per week. Further, on any day that the cumulative cash balance exceeds \$250, or whenever the total receipts (cash and checks) collected by the department exceed \$1,500, the school/department **MUST** make a turnover.
4. Endorse all checks for deposit, using the appropriate deposit stamp.
5. Tally all funds for deposit. Retain adding machine/calculator tape, if used.
6. Fill out the **Deposit Ticket**, which requires you to list cash separately from checks and itemize the checks. (Be sure to use the correct type of deposit tickets.) Write the control number of the pre-

numbered tamper proof deposit bag and recap number from the **Deposit Transmittal Slip** on the deposit ticket.

7. Enclose the funds and pre-filled deposit ticket (including colored copies) into the pre-numbered, tamper-proof deposit bag provided by the School Business Office. Make sure the bag control and recap numbers are recorded on the deposit ticket. Seal the bag.
8. Fill out the outside of the deposit bag. Include: customer name, date, amount of deposit (broken out by cash, coin, checks, total.)
9. Complete the **Deposit Transmittal Slip**:
 - a. Fill in the name of the school/department making deposit, the date of deposit, and name/signature of person submitting money.
 - b. Summarize the total amount of cash, checks and other receivables being deposited under “Summary of Receipts.” **Note the deposit bag number in the “Summary of Receipts” box.**
 - c. Describe the receipts under “Receipt Detail and Revenue Accounting Schedule.” A two-letter payment type code must be indicated for each item. For all “AA” payment type codes, a general ledger account number also must be indicated. An updated listing of Needham Public Schools *payment type codes and associated general ledger account numbers* is available from the Business Office.
 - d. Enter the total deposit amount in the “Receipt Detail and Revenue Accounting Schedule.” This amount must equal the total indicated under “Summary of Receipts.”
 - e. Write the recap number from the **Deposit Transmittal Slip** on the outside of the sealed deposit bag.
10. Attach the following documents to the **Deposit Transmittal Slip**:
 - a. Yellow and pink copies of **Customer Cash Receipt(s)** issued. (The green copy is retained in the receipt book.) **DO NOT** copy the cash or checks.
 - b. Credit card receipt slips and summary reports, if applicable.
 - c. Copy of the relevant page(s) from the **Receipts Log** with related entries highlighted, including detail attachments (if any.)
 - d. Adding machine tape(s) used to tally funds for deposit.
 - e. Any other supporting documents (e.g., ticket stubs, voided receipts, etc.)
 - f. (Cash Boxes & Cash Registers Only) Completed **Cash Drawer Reconciliation Sheet**. This form is attached whenever a cash box or cash register is used to collect funds. Instructions for completing this form are presented below.

- g. (Cash Registers Only) Cash register-generated daily reconciliation sales sheets. These reports are produced by the cash register and itemize sales by cash register.
 - h. (Student Sales Only) Completed **Daily Tally/Sales Sheet**. This form is used to record the sale of merchandise or other items, and is used in combination with the Cash Drawer Reconciliation Sheet above. Instructions for completing this form are presented below.
 - i. (Pre-numbered Ticket Sales Only) **Completed Ticket Sale Reconciliation Form**. This form is used whenever pre-numbered tickets are sold at athletic and other events and is used in combination with the **Cash Drawer Reconciliation Sheet** above. Instructions for completing this form are presented below.
 - j. (Student Activities Only) Completed **Event Financial Report**. This form is attached, for every student activity-related deposit.
 - k. (Student Trips Only) Completed **Field Trip Request Form**, if applicable. This form is attached of field trip-related deposits.
 - l. (Donations Only) Completed **Receipt of Donation Form**, if applicable.
 - m. Sealed deposit bag (containing the funds for deposit and deposit ticket.)
11. Forward the deposit and turnover documentation to the School Business Office via the school courier.
12. The School Food Service Department will follow the same procedures as above, with the following deviations:
- a. The Food Service Managers will bring funds for deposit (including the Cash Drawer Reconciliations Sheets and cash register daily sales reconciliation forms) to the Central Office, where funds will be re-counted, and turnover documentation prepared.
 - b. The Food Service Bookkeeper will place the funds for deposit and pre-filled deposit tickets into a Bank-issued deposit bag. The Bookkeeper will write the control number from the deposit bag on the deposit tickets. The Bookkeeper then will seal the deposit bag. One deposit bag will be used per day, and shall contain the receipts from that particular day.
 - c. The Food Service Bookkeeper will fill out the outside of the deposit bag. Include: customer name, date, amount of deposit (broken out by cash, coin, checks, total.)

The Treasurer will not post deposits to any school revenue account without the signature of the Director of Financial Operations on the Transmittal Slip.

Procedure for Processing Deposits (School Business Office):

Monies received for deposit shall be sent to the School Business Office for review and processing according to the following procedures. Online payments follow the “Procedure for Processing Online Payments” below.

Preparing Bank Deposits:

1. The School Deposit Courier will collect funds on a regular basis from the School Bookkeepers and deliver them to the Business Office for review and processing. The courier will follow the cash delivery procedures described below under “Procedures for Conveyance of Money By Courier.”
2. The Business Office will not open the sealed deposit bags attached to the transmittal slips, for internal control purposes.
3. The Business Office will review the **Deposit Transmittal Slips** and attached backup documentation for accuracy, completeness and consistency with school deposit procedures.
4. The Business Office will forward the **Deposit Transmittal Slips** and attached documentation to the Director of Financial Operations for approval.
5. Pending approval, funds shall be secured in the Business Office safe. All deposits stored in the safe shall be itemized on the safe **Receipts Log**.
6. Upon approval by the Director of Financial Operations, the Business Office will gather all deposits and deposit documentation intended for turnover on that day. The individual school deposit bags will be aggregated and conveyed to the Treasurer’s Office for deposit in the Consolidation Deposit Bag. The consolidation bags are separate, bank-issued, pre-numbered tamper-proof “consolidation deposit bag” provided by the Treasurer’s Office. Up to two (2) consolidation bags will be used per day, and will collect all deposits approved for processing during that day.
7. The Business Office will:
 - a. Sort all deposits by Bookkeeper name and match the deposit bags to the signed **Deposit Transmittal Slips**.
 - b. Record each deposit bag to be included in the Consolidation Deposit Log on the **Bag Consolidation Log**.
 - i. Fill out the heading completely, including date and consolidation bag number.
 - ii. Enter each individual deposit bag on the Log Form, using one line per bag. Enter the: date bag received, business office staff person initials, name of person bag received from, Transmittal Sheet recap numbers associated with deposits in bag, deposit bag control #, amount of deposit (recorded on outside of individual deposit bag.)
 - iii. Run an adding machine tape and total the Amount column on the Bag Consolidated Log. Verify that the tape total agrees with the Grand total on the Log Form and attach the calculator tape to the Log form.

- iv. Make two copies of the Log.
- c. Insert the individual (sealed) deposit bags inside the Consolidation Deposit Bag. ***Do not seal the bag yet. The total amount of money enclosed in the Consolidation Deposit Bag should equal the total amount of money recorded on the Bag Consolidation Log.***
- d. Fill out the Processor and Customer Receipt sections of the Consolidation Deposit Bag:
 - i. Complete the top portion of the bag. Under location, write “B.O. Schools,” and enter the date, processor’s initials and total amount of the bag.
 - ii. Complete the bottom portion of the bag. Fill in the following fields: From To, Initials, Date, Amount.
- e. Prepare the **Bag Consolidation Log** for Processing:
 - i. Detach the completed top strip from the Consolidation Bag and attach it to the **Consolidation Bag Log**.
 - ii. Attach the adding machine tape of the deposit bags to the **Consolidation Bag Log**.
 - iii. Make three (3) copies of the **Consolidation Bag Log**.
- f. Record the Consolidation Bag number on all associated **Deposit Transmittal Slips**. (Each transmittal slip will have both a deposit bag control number, and a consolidation bag control number.)
- g. Make two copies of the **Deposit Transmittal Slips** and associated turnover documentation (per instructions below.)
- h. Run a calculator tape of the amounts from the **Deposit Transmittal Slips**. Verify that the total of the recaps matches the amount on the Consolidation Bag. Attach the calculator tape to the first original **Deposit Transmittal Slip**. The tape totals from the Consolidation Bag and **Deposit Transmittal Slips** should agree. If they do not, check the back documentation from the deposit transmittal slips for consistency errors and correct, if needed.
- i. Place a copy of the original **Consolidation Bag Log** with the register tapes into the Consolidated Bank Bag and seal the bag.
- j. Deliver the Consolidation Bag to the Treasurer’s Office via Courier for processing.
- k. Place the following into an interoffice envelope labeled “Diane Ryan, <Consolidated Bag #>: the second copy of the **Consolidation Bag Log**, the original **Deposit Transmittal Slips** with backup, the calculator tape of the **Deposit Transmittal Slips**, and pink copies of the **Deposit Transmittal Slips**. Send the envelope to the Treasurer’s Office for processing.
- l. Place the white copies of the **Deposit Transmittal Slips** and copy of the backup documentation into another interoffice envelope and send to the Town Accountant for processing.
- m. File a copy of the **Consolidation Bag Log** with register tape in Accounting, along with the yellow copies of the Deposit Transmittal Slips and backup documentation. The **Consolidated**

Bag Log and associated yellow copies of the transmittal slips are filed together in a separate file folder, to await the return of the pink copies for matching purposes.

- n. Place the third copy of the **Consolidation Bag Log** into the Business Office Deposit Binder.

The Treasurer will not post deposits to any school revenue account without the signature of the Director of Financial Operations on the Transmittal Slip.

Matching the “Pinks” and Reconciling the Deposits:

Town Hall will return the pink copies from the Deposit Transmittal Slips through interoffice mail.

1. Any inconsistencies between the amount of funds collected, and the amounts noted on the deposit paperwork, will be identified by the Bank upon deposit, and reported to the Treasurer’s Office. The Treasurer’s Office will adjust general ledger records, as required and inform the Business Office of the adjustment. The Business Office will update its records, and notify the School Bookkeeper of the adjustment.
2. After the deposit is made, the Bank will return the imprinted deposit yellow and green deposit tickets to the Treasurer’s Office. The Treasurer’s Office will sign the turnover acknowledgement at the bottom of the **Deposit Transmittal Slip** (with any corrections noted), and will return the signed **Deposit Transmittal Slip** and stamped deposit tickets to the Business Office.
3. The Business Office will match the “pinks” and imprinted deposit tickets to the yellow **Deposit Transmittal Slip** copies on file in Accounting:
 - a. The Business Office will retrieve the filed **Consolidation Bag Log** and yellow transmittal slips.
 - b. For each “pink” that is received, locate the corresponding yellow deposit ticket.
 - c. Verify that the Bank has stamped each deposit ticket. If not, request a screen shot of the bank activity from Diane Ryan in the Treasurer’s Office.
 - d. Compare the deposit tickets to the “pinks.”
 - i. Make sure the bank account from the deposit ticket corresponds to the account on the Deposit Transmittal Slip. There are three bank accounts: one for student activities, one for Nutrition Services, and one for everything else. If there is a variance, contact Diane Ryan with the Transmittal Slip #, date and amount and she will initiate a bank transfer.
 - ii. Check the deposit amounts:
 1. Compare the deposit amount from the bottom of the “pink” (Treasurer’s confirmation of deposit) with the imprint from the deposit ticket to the amount on the Log. The “pink” should reflect the same amount as the imprinted deposit ticket. If a variance exists, contact Diane Ryan with the Transmittal Slip #, date and amount to confirm that the Bank reported a change to the deposit amount.
 2. Compare both of these amounts to the amount on the yellow Deposit Transmittal Slips and the amount from the Consolidation Bag Log. The amounts should

match. If a variance exists, update the Log and yellow Deposit Transmittal Slips to reflect the corrected deposit amount.

- e. Check off each reconciled deposit on the **Consolidation Bag Log**.
 - f. Staple the yellow deposit tickets to the appropriate yellow **Deposit Transmittal Slip**.
 - g. Assemble the reconciled documentation into three piles:
 - i. Green bank-imprinted deposit tickets
 - ii. Yellow Deposit Transmittal Slips (with stapled yellow imprinted deposit tickets)
 - iii. Pink Deposit Transmittal Slips
4. If you do not receive a “pink” and a deposit ticket for a deposit recorded on the **Consolidation Bag Log**, place the Log sheet and the yellow **Deposit Transmittal Slip** copies back in the file. Wait a few days and see if it comes in another batch. If not, contact Diane Ryan and tell her that the Business Office never received the pink copy and deposit ticket for a specific Deposit Transmittal Slip # included in Consolidation Bag # and ask her to send them.
 5. The “pinks” are sorted and mailed to the School Bookkeepers via interoffice mail.
 6. The yellow **Deposit Transmittal Slips** (with stapled yellow imprinted deposit tickets) are filed in Accounting by account.
 7. The imprinted green deposit tickets are mailed to the Town Accountant.
 8. Staple the reconciled **Consolidation Bag Log** to the copy in the Business Office deposit binder and file numerically.

Procedure for Processing Night Depository Deposits:

1. The instructions for using the Night Depository are listed below under “Procedures for Using the Night Depository.” The procedures for processing these deposits are the same as above, with the following deviations:
 - a. Be sure to use the bank-issued night depository deposit tickets. These deposit tickets are available from the Business Office, upon request.
 - b. Write ““NIGHT DEPOSITORY - CITIZENS BANK”” and the control number from the Bank-issued deposit bag on the Deposit Transmittal Slip.
 - c. Since deposits made to a night depository already have been deposited at the bank, only the turnover documentation will be forwarded to the Treasurer’s Office.

Copying Deposit Transmittal Slips:

1. **Deposit Transmittal Slips:**

- a. Separate each **Deposit Transmittal Slip** by taking out the middle two sheets.
- b. Assemble the sheets into three piles:
 - i. First pile: the original and pink sheet (okay if pink sheet is missing)
 - ii. Second pile: the white copy
 - iii. Third pile: the yellow copy
- c. If the deposit transmittal slip has more than one code on it, make a photocopy of the transmittal slip **ONLY** for each additional code. For example, Community Education often has RI, RM, XV on one recap. Make two copies of the recap sheet, so the original recap, with backup, will be filed under RI. The photocopies of the recap will be filed under RM and XV.

2. **Receipts Log** and Backup Documentation:

- a. Make two copies of the documentation.
- b. The original goes on the first pile.
- c. The copies go on the second and third piles.

3. **Customer Receipt:**

- a. Make a copy of the yellow page.
- b. The yellow page goes to the first pile.
- c. The pink copy goes into the second pile.
- d. The photocopy of the yellow page goes into the third pile.

4. Assembling the Copies

- a. The first pile gets paper clipped. It is sent to Diane Ryan, Town Hall Treasurer's Office (see above for instructions.)
- b. The second (white) pile goes to the Town Accountant and the third (yellow) pile gets stapled and filed in the Business Office.

5. Credit Card Recaps

- a. These are sorted and processed same as above, with the exception that the white copy of the credit card Deposit Transmittal Slip and associated backup are sent to the Town Accountant immediately, after the transaction happens. The yellow copies are retained by the Business Office for matching purposes.

- b. The credit card slips are copied twice; the originals go on the first pile.
- c. These recaps do not go in a consolidated bag.
- d. Send the original to Diane Ryan, send the white copy to Town Accountant, and file the yellow copy.

Procedures for Processing Online Payments (School Business Office):

Needham Public Schools uses commercial vendors for accepting online payments. The following instructions are used to prepare deposits for online debit and credit card payments.

1. Food Service Online Payments (DBS):

- a. Print the Daily Transaction Report for the previous day. The report is for all INITIATED transactions on the day(s) indicated.
 - i. Select Reports... PFI/PASS Reports... Transaction Reports... Daily Transaction (PFI)
 - ii. Change the date range to select the previous day. On Mondays, print the Daily Transaction Report for Friday/Saturday/Sunday. In the event of a legal holidays, the date range should include the holiday as well.)
 - iii. Generate report.
 - iv. At the top Export Icon, choose Excel.... Save File... OK.
 - v. Open the document in Downloaded Files.
 - vi. Save the file to the BOFFICE share drive as: BOFFICE\BODEPARTMENT\DBS Documents\ Daily Fees Paid\ "X XX XX."
 - vii. Reformat as desired and sort alphabetically by Patron.
 - viii. Make sure the date of the document is the date of the daily fees report – highlight the date.
 - ix. Save and print the report for the Daily Transaction Reports Clip Board.
- b. Print the daily Deposit Batch Report. These are daily batches that have been paid to the bank.
 - i. Select Reports.... PFI/PASS Reports... Transaction Reports.... Deposit Batch
 - ii. Sort by Batch Date
 - iii. Select today's date "CC" (for credit card) or "ACH" (for debit payments.)
 - iv. Change Report Type to "View Transaction Details."
 - v. Generate Report

- vi. At the top Export Icon, choose Excel.... Save File... OK.
- vii. Open the document in Downloaded Files.
- viii. Save the file to the BOFFICE share drive as: BOFFICE\BODEPARTMENT\DBS Documents\
Deposit Batch\ "Deposit Batch X XX XX CC" (or ACH depending on the document.)
- ix. Reformat as desired and sort alphabetically by Patron.
- x. Include the date of the transactions at the top of the report– highlight the date.
- xi. Repeat the above steps to print a daily Deposit Batch Report for both CC and ACH.

c. Prepare Deposit

- i. Compare the transactions on the Deposit Batch Report to the transactions on the Daily Transaction Report. You may need to use multiple Daily Transaction Reports.
- ii. Check off each matching transaction on both reports.
 - 1. For all transactions checked on the Deposit Batch Report, copy the corresponding Daily Transaction Report and staple to the Deposit Batch Report as backup.
 - 2. For all Deposit Transaction Reports that are completely checked off, file the original in the DBS Daily Transaction Binder and check off the corresponding date on the calendar (in the binder.)
 - 3. If the Daily Transaction Report is not completely checked off, return it to the Daily Transaction Reports Clip Board.
- iii. Complete the Receipts Log for received transactions. (For ease of use, the Receipts Log may reference attached transaction detail.)
- iv. Complete a Deposit Transmittal Slip for each daily. (Typically, there will be two batch reports per day, for ACH and CC.)
- v. Attach the following to the Deposit Transmittal Slip: Receipts Log, Deposit Batch Report(s) and corresponding Daily Transaction Reports.
- vi. Submit the deposit packet to the Director of Financial Operations for signature.
- vii. Make two copies of the Deposit Transmittal Slip and associated backup documentation. One copy is sent to Food Services; the other copy is filed in Accounting.
- viii. Make an additional copy of just the cover sheet from each Deposit Transmittal Slip.
- ix. Copy each Daily Batch Report, and associated Daily Transactions Report(s.) Attach the cover sheet copy from each Deposit Transmittal Slip to the Daily Batch Report. File in the DBS Batches Binder.

- d. Matching the “Pinks” and Reconciling the Deposits
 - i. When the Treasurer’s Office returns the pink copy of the Deposit Transmittal Slip, compare the “pinks” to the Daily Batch Report. The totals should match.
 - ii. Send the “pink” to the Food Services Department.

Procedures for Using the Night Depository:

School personnel/students may not take money directly to the bank for deposit, unless doing so is required to preserve the safety and integrity of funds collected after hours or on weekends. In the latter instance, school personnel will be permitted to take funds to a night depository, using the following procedures:

School Bookkeeper:

1. Notify the Business Office of an impending weekend/holiday event that will require a night deposit to secure cash. The Business Office will send the Bookkeeper a deposit ticket for use with the Night Depository.
2. Obtain a key for the night depository slot from the School Business Office.
3. Obtain the Night Depository deposit ticket from the Business Office.
4. Endorse all checks received as “for deposit only.”
5. Tally all funds for deposit.
6. Fill out the Night Depository deposit ticket, listing cash separately from checks and itemizing the checks received. A Bank-issued deposit bag will be used for this deposit. Write the control number from the Bank-issued deposit bag on the deposit ticket.
7. Insert the money and pre-filled deposit ticket (including colored copies) into the deposit bag. Make sure that the control number from the bag is written on the deposit ticket. Seal the bag.
8. Rip off the perforated receipt from the deposit bag. This receipt will need to be attached to the **Deposit Transmittal Slip**, in lieu of the money for deposit.
9. Fill out the Processor and **Customer Receipt** sections of the Bank-issued deposit bag, and drop off the deposit in the night depository slot at the Bank.
10. Complete the **Deposit Transmittal Slip** according to the instructions above. Write “NIGHT DEPOSITORY - CITIZENS BANK” on the front of the recap, so that the deposit will be flagged for special handling.
11. Complete the remaining deposit turnover forms, according to the above instructions.
12. Send the **Deposit Transmittal Slip** and remaining deposit transmittal forms to the Business Office for processing.

School Business Office:

1. Prepare the deposit according to the above procedures, with the following exceptions:
 - a. Night deposit recaps should be placed into a separate consolidated bag.
 - b. Make a note on the **Consolidated Bag Log** that the deposit is a Citizens Bank Night Deposit.
 - c. Notify the Town Treasurer and Assistant Treasurer of the night deposit.
 - d. Follow up to make sure that the deposit is properly posted to the correct account.

Procedures for Issuing and Accounting for Petty Cash (School Bookkeeper/ Business Office):

In the Needham Public Schools, petty cash is issued to establish cash drawer starting balances or to fund temporary-use cash boxes for staff and student use.

Petty cash may *not* be used:

- To bypass the School Department's accounts payable/purchasing system,
- To pay an invoice or remunerate a vendor,
- To reimburse an expenditure,
- To pay travel expenses or other incidental charges,
- To serve as a check cashing fund,
- To make personal loans or salary advances,
- For other personal use.

The following procedures are used for issuing and accounting for petty cash:

2. Re-issuing Petty Cash to Schools and Departments:

- a. At the beginning of the fiscal year, the Business Office will replenish petty cash balances used in the schools through the Accounts Payable process. The following uses currently are approved:
 - i. Cash drawer starting balances for nutrition services cash registers,
 - ii. Cash drawer starting balances for athletics cash boxes and
 - iii. Cash drawer starting balances for student activity account cash boxes.
- b. A standard payment voucher form shall be used, and submitted for payment on the Town Warrant. Checks are to be made payable to the Needham Public School administrator assigned to convert the check to cash at the bank. To properly account for these funds, a receivable shall be established in the source account(s) and the payment recorded on the General Ledger.
- c. The Business Office will record the annual disbursement of petty cash to School Bookkeepers on the Business Office **Cash Box Log (SAA-9)**, which tracks who received petty cash funds, when and in what amount. Each entry in the Log Book must be dated and signed by the recipient. By signing the Log

Book, the recipient acknowledges that he/she is custodian of the petty cash funds, and is responsible for their safety and security while on loan.

- d. At the end of the fiscal year, the Business Office will re-deposit all petty cash funds into the source account(s). Care shall be taken to ensure that the accounting receivable is closed and that the redeposit of petty cash funds is recorded on the General Ledger.

3. Issuing Petty Cash Balances to Schools and Departments for Use in Cash Boxes and Cash Registers:

- a. Bookkeepers will record the disbursement of temporary-use petty cash balances to students and faculty on their school's **Cash Box Log (SAA-9.)** Each entry in the Log Book must be dated and signed by the recipient. By signing the Log Book, the recipient acknowledges that he/she is custodian of the petty cash funds, and is responsible for their safety and security while on loan.
- b. Users of cash drawers will follow the aforementioned procedures for opening and closing their cash drawers and turning over funds for deposit. These procedures are described under "Using a Cash Drawer to Sell Merchandise or Tickets."
- c. Cash boxes must be stored in a secure and locked location, when not in use and are subject to audit at any time, without prior notice.
- d. Students and faculty are responsible for returning the cash drawer, monies for deposit and completed forms to the School Bookkeeper by the end of the business day. Funds collected after hours or on weekends (such as at sporting or musical events) should be safeguarded over night and turned over for deposit on the next business day.

4. Upon turnover, the School Bookkeeper will:

- a. Count the contents of the cash box, including the cash drawer starting balance, if any.
- b. Confirm the amount returned as the cash drawer starting balance (if any) is the same as the amount that was initially issued. If not the difference will be deducted from the net deposit and noted on the Cash Drawer Reconciliation Sheet.
- c. Sign and date the "Cash Turnover Acknowledgement" on the Cash Drawer Reconciliation Sheet.
- d. Record the return on the petty cash balance in the Cash Box Log. The Log must be dated and signed both by the staff member returning the funds and the Bookkeeper.
- e. Issue a **Customer Receipt** to the individual turning over the funds.

5. General Management:

- a. The School Bookkeeper should periodically audit petty cash balances on hand, to ensure that all petty cash balances are present and accounted for.
- b. In the event that petty cash funds are lost or stolen, the School Bookkeeper should notify the School Business Office, who will notify the Town's Insurance Company and/or Police Department, as appropriate.

- c. Petty cash funds must be stored in a secure and locked location, when not in use.
 - d. Petty cash funds are subject to audit at any time, without prior notice.
6. Return of Petty Cash Balances to the Business Office at the Conclusion of the Year:
- a. All petty cash balances must be returned to the Business Office at the conclusion of the event/use, and no later than the last day of the fiscal year.
 - b. The Business Office will record the return of funds in the Business Office Cash Box Log, which must be dated and signed both by the staff member returning the funds and an employee of the Business Office.
 - c. The Business Office will issue a Customer Receipt to the Bookkeeper to acknowledge the turnover of funds.
 - d. The Business Office is responsible for ensuring that all petty cash funds loaned during the year are returned in a timely basis, and in their entirety.

Procedures for Conveyance of Money By Courier:

The following procedures are to be used by the School Courier to transport money. Cash/deposits should not be placed in the outgoing mailbox, and should always be safeguarded.

1. Deposit bags are enclosed in an interoffice envelope with “Accounting” written as the delivery destination.
2. The School Bookkeeper attaches the tape from the deposit bag to the top of the interoffice envelope. The tape must be completely filled out and include the date, amount of deposit and name of the person who prepared the deposit bag.
3. The School Courier will record the name of the School Bookkeeper (or other individual) who turned over the funds for conveyance on a Receipts Log. The following additional information also shall be recorded: turnover/transport date and bag number. The School Bookkeeper will be asked to initial the **Receipts Log**.
4. The School Courier signs the Receipts Log and turns it over with the deposit bags collected to a Business Office staff member. The Business Office receiver will sign the Receipts Log to acknowledge turnover.
5. The Business Office will log the deposit bags into the Business Office Safe, using the **Safe Receipts Log** maintained in the Business Office.

Audits:

School/departments are required to reconcile their receipts to the General Ledger, and their cash drawers (if any) following each use.

On a periodic basis, the Director of Financial Operations will audit:

- The cash receipts handling, deposit and reporting process at each school, and
- The contents of cash drawers used throughout the School Department, including the proper handing and reporting of the bank used in registers and cash boxes.

The purpose of such audit will be to make sure that the aforementioned procedures are being followed throughout the District, and that cash banks are safely and accurately maintained.

Attachment A: Customer Receipt



Town of Needham
Needham, MA 02492

119795

Customer Receipt

Date: 2/29/16

Name: John Smith

Amount Received: \$ 1.00

Description: donation

Received by: P. Piewsiak

Check Department

- | | | | | |
|------------------------------------|-------------------------------------|---------------------------------------|---|-------------|
| <input type="checkbox"/> Assessors | <input type="checkbox"/> Fire | <input type="checkbox"/> Planning | <input checked="" type="checkbox"/> School Dept | Other _____ |
| <input type="checkbox"/> BOH | <input type="checkbox"/> Library | <input type="checkbox"/> Police | <input type="checkbox"/> Town Clerk | |
| <input type="checkbox"/> Building | <input type="checkbox"/> MBMB | <input type="checkbox"/> Public Works | <input type="checkbox"/> Treas/Coll | |
| <input type="checkbox"/> COA | <input type="checkbox"/> Park & Rec | <input type="checkbox"/> Ridge Hill | <input type="checkbox"/> Youth Commission | |

CUSTOMER

Attachment B: Receipts Log

**Needham Public Schools
Receipts Log**

School/Department	Period Beginning	Period Ending	Page #	Of	Pages



#	Date Rec'd	Empl'ee Initials	Received From	Payer Name	Description	Payment Type	Rec'd by Mail?	Receipt #/ Check #	Cash Bag Control #	Amount
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										

NPS Form – Receipts Log Form A 8/26/05

Attach copy of this form to Deposit Transmittal Sheet. . Retain original form in School/Department records.

Attachment C: Deposit Tickets

This is a bank issued form, upon which cash and checks are tallied for deposit. For account security, the form is not reproduced here

Attachment D: Deposit Transmittal Slip

Summary Recap # 25034

Needham Public Schools Deposit Transmittal Slip

Complete this form and retain department copy for your records. Forward with deposit ticket to School Business Office.

School Department Name:		Date:	
Moneys Submitted By:		Signature:	

Summary of Receipts:	Currency & Coin:	
	Total of Checks:	
	Other:	
	Total Collected:	

Receipt Detail and Revenue Accounting Schedule:

Deposit Code:	Account Code (Required for all "AA" Deposit Codes):	Description of Deposit/ Source:	Amount:
Total:			

Signature School Director of Financial Operations : _____

Treasurer's Acknowledgement (To Be Filled Out by Treasurer):

Received from _____ the Sum of \$ _____ For
Collections as Per Schedule of This Date, Filed in My Office:

Received By: _____ Date: _____

Attachment E: Cash Drawer Reconciliation Sheet

**Needham Public Schools
Cash Drawer Reconciliation Sheet**

Date	Name	Location	Register #

Cash Drawer Ending Amounts		Cash Drawer Starting Amounts	
\$0.01	\$	\$0.01	\$
\$0.05	\$	\$0.05	\$
\$0.10	\$	\$0.10	\$
\$0.25	\$	\$0.25	\$
\$0.50	\$	\$0.50	\$
\$1.00	\$	\$1.00	\$
\$2.00	\$	\$5.00	\$
\$5.00	\$	\$10.00	\$
\$10.00	\$	\$20.00	\$
\$20.00	\$	\$50.00	\$
\$50.00	\$	\$100.00	\$
\$100.00	\$	Rolls	\$
Rolls	\$	Total	\$
Total Currency & Coin	\$	<div style="border: 1px solid black; padding: 5px; display: inline-block;">Enter Starting Amount Here</div>	
Minus Starting Amount	\$		
Net Currency & Coin	\$	<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Cashier's Note (if needed): </div>	
Checks	\$		
Other (Money Orders, etc)	\$		
Total Monies for Deposit	\$		

Cash Turnover Acknowledgement

Date	Cashier Name	Cashier Signature	\$ Turned Over	
			Begin Balance	Net Deposit

Date	Received By	Receiver Signature	\$ Received	
			Begin Balance	Net Deposit

Attachment F: Daily Tally/Sales Sheet

Needham Public Schools Daily Tally/ Sales Sheet

Event	Date	Employee	Register/Box #

Item Description	Units Sold	Price/Unit	Total Sales Amount (\$)	Tax 6.25%*	Total Sale Amount (\$)
GRAND TOTALS			\$	\$	\$

6.25% sales tax must be calculated on sales of school supplies, calculators, recorders, computers/software, greeting cards, stationery, paper goods, dictionaries and encyclopedias, books and paperbacks (unless required for instruction), athletic uniforms (including cleats) and protective helmets, furniture, appliances. Exempt items include sales to government and 501(c)3 entities, books required for instruction, clothing (up to \$175/unit), admission tickets, items sold at school fundraisers. Tax on prepared meals (except student meals) is 7.0%. For additional information, or questions about a particular item, contact the Business Office.

Sales tax must be collected from the buyer at time of purchase, and deposited with sales receipts.

NPS Form – Daily Tally/Sales Sheet A 4/26/11.

Attachment G: Ticket Sale Reconciliation Form

**Needham Public Schools
Ticket Sales Reconciliation Sheet**

Event	Date	Employee	Register/Box #

Tickets Sold (Price A)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets <i>(Note Void #'s Below)</i>				
Net Tickets Sold				
Amount Collected @ \$_____/Ticket	\$	\$	\$	\$

Tickets Sold (Price B, if applicable)	Roll 1	Roll 2	Roll 3	Roll 4
Ticket Ending #				
Ticket Starting #				
Total Tickets Sold				
Less Voided Tickets <i>(Note Void #'s Below)</i>				
Net Tickets Sold				
Amount Collected @ \$_____/Ticket	\$	\$	\$	\$

Total Collected:		Ticket Void Numbers:	
Ticket Sales – Price A	\$		
Ticket Sales – Price B	\$		
GRAND TOTAL	\$		

NPS Form – Generic Ticket Sales Reconciliation Sheet A 3/2/10

Attachment H: Student Activity Event Financial Report Form (SAA-4)

NEEDHAM PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT
Event Financial Report

SAA - 4

Club/Class: _____
Event: _____

Date: _____
Event Dates: _____

Income:

Recap Date:	Recap #	Source	Amount
Subtotal Income			0

Expenditures:

Check Date	Check #	Source	Amount
Subtotal Expenditures			0
Net Event Balance			0

Prepared By: _____ Date: _____
Reviewed By: _____ Date: _____

Attachment I: Student Activity Field Trip Request Form (SAA-1)

<input type="checkbox"/> Overnight
<input type="checkbox"/> Out of State
<input type="checkbox"/> International

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial approval of the School Committee. The Superintendent approves all subsequent trips, with 30 days prior notice. This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

SCHOOL: _____ **SCHOOL CLUB/CLASS:** _____

TRIP INFORMATION:

Trip Destination:			
Trip Contact Name & Phone:			
Travel Agent Name & Phone:			
Travel Dates and Times:	Departure:		Return:
Mode of Travel:			
Purpose of Trip/ Connection to NPS Curriculum:			
Additional Information for Overnight Trips:	Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information.		
Global Competence Program Requirements Satisfied? (NHS Only)			

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-NPS Personnel)

Trip Leader Name:		Parent/Non-NPS? <input type="checkbox"/>
Trip Co-Leader Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>
Chaperone Name:		Parent/Non-NPS? <input type="checkbox"/>

TRIP BUDGET/ FEE CALCULATION:



Expense Budget: <i>(Include cost of all students and chaperones. Attach travel budget if available.)</i>		\$ Amount
1	Cost of Travel:	\$
2	Cost of Admission:	\$
3	Other Cost:	\$
4	Other Cost:	\$
5	Grand Total Expenses:	\$
Funding Sources:		
6	Anticipated Donations from Outside Sources: <i>(Describe below)</i>	\$
7	Anticipated Revenue from Fundraising: <i>(Describe below)</i>	\$
8	Subtotal Donations & Fundraising <i>(Excluding Student Fees):</i>	\$
9	Additional Funding from Student Fees: <i>(Row 5 Minus Row 8)</i>	\$
10	Grand Total Funding Sources: <i>(Must Equal Line 5)</i>	\$
Calculating Per Student Fee:		
11	Total # Students Traveling:	
12	Anticipated # Student Scholarships:	
13	Net # Student Fees to Collect: <i>(Row 11 Minus Row 12)</i>	
14	Per Student Fee Amount: <i>(Collect this fee from students.) (Row 9 Divided by Row 13)</i>	\$
Description of Outside Funding Sources (including In-Kind Contributions):		
Fundraising Plan (if applicable)*		
<small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Needham Public Schools (NPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTCs and Boosters, must agree to indemnify and hold harmless NPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small>		

Signatures:

Principal:		Date:	
Nurse:		Date:	
Superintendent: <i>(Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)</i>		Date:	
School Committee: <i>(Required for Initial Overnight Out-of-State/ International Travel)</i>		Date:	

Attachment J: Receipt of Donation Form

Needham Public Schools
Receipt of Donation Form

Receiving Department: _____ Date: _____

Department Contact: _____

Donation Type (Check One):

Monetary:

Non-Monetary (In-Kind Good or Service):

Description of Donation: _____

Restrictions on Donation: _____

Donor's Estimated Value: \$ _____

Name & Address of Donor: _____

Will Donation Require Additional Costs to Be Incurred by NPS? _____

Description of Additional Costs: _____

Principal Signature/Approval: _____

Instructions:

- For monetary donations, attach this form to Deposit Transmittal Slip, and forward to Business Office.
- For non-monetary donations of goods and services, forward this form to Business Office.

Attachment K: Consolidation Bag Log Form

**Needham Public Schools
Consolidation Bag Log**

School/Department	Date of Turnover	Consolidation Bag #	Page #	Of	Pages

#	Date Rec'd	Empl'ee Initials	Received From	Recap Numbers Enclosed in Bag	Cash Bag Control #	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
					TOTAL	

NPS Form – Bag Consolidation Log Form 8/31/10
 Attach copy of this form to Consolidated Deposit Bag.

Attachment J: Cash Box Log (SAA-9)

NEEDHAM PUBLIC SCHOOLS
STUDENT ACTIVITY ACCOUNT
Cash Box Log

SAA - 9

School: _____

Cash Box Out			
Date Out	Class/Club	Amount	Advisor Signature

Cash Box In			
Date Out	Class/Club	Amount	Advisor Signature