

**FINANCIAL SECRETARY
CASH HANDLING RESPONSIBILITIES**

I hereby acknowledge that I have read and am aware that I am responsible for complying with cash handling procedures. In particular, I acknowledge that:

- Money collected and submitted by teachers, sponsors or other staff members must be accompanied by a properly completed form (Tabulation, Cash Receipts Voucher or Miscellaneous Deposit Form). Do not accept money for deposit without one of these forms.
- Once verified, an official skyward cash receipt must be issued to the individual and returned to them along with a copy of the form (Tabulation, Cash Receipts Voucher or Miscellaneous Deposit Form).
- Deposits must be made daily if more than \$100 or at least weekly if less than \$100
- Money must be deposited in the same form in which it was received. A personal check cannot be substituted for the cash collected.
- Postdated checks shall not be accepted by the school from any source.
- Whenever possible, a driver's license, phone number, student's name, and the organization should be recorded when accepting a check.
- All money collected *after business hours* must be counted, recorded with the appropriate form and secured until the next business day. Money should be put in the campus vault if possible. Money should never be taken home.
- Expenses may never be paid with undeposited money collected. All purchases made on behalf of the campus or a student organization must be approved in advance by the principal and processed through the district Business Office. Purchases by a student organization must also be approved by a student officer.
- All funds must be safe guarded at all times. Money on hand overnight must be locked in the vault.
- Funds availability must be verified before entering a Purchase Order or Dpay. All organizations must maintain a positive balance.
- All records must be kept by the sponsor and be available for audit for a period of 5 years.

I understand that I will be held responsible for any funds entrusted to me and that I will reimburse the student organization or the school for any money which is lost due to carelessness or fraud.

This form must be completed in blue or black ink and turned in to the office by the **1st day of October.**

Teacher/Sponsor Signature

Printed Name

Class/Club Name

Date