



Cash Receipts Procedure (A/R-P001)

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

1.0 SCOPE:

- 1.1 This procedure describes the process in which monies collected are received at the Washoe County School District.

2.0 RESPONSIBILITY:

- 2.1 Chief Financial Officer

3.0 APPROVAL AUTHORITY:

- 3.1 Senior Accountant

(Approval signature on file)

4.0 DEFINITIONS:

Signature _____

Date _____

- 4.1 AC1 – First Account Clerk
- 4.2 AC2 – Second Account Clerk
- 4.3 AT – Account Technician

5.0 PROCEDURE:

- 5.1 Business office receives cash and checks from schools, departments and other sources with a Deposit Transmittal Form (A/R-F001).
 - 5.1.1 Depositor retains copy 3 of the Deposit Transmittal Form until receipt of confirmation copy from Business.
 - 5.1.2 Cash is brought to the Business office and handed to a Business office staff member. It is not sent through District mail, nor left unattended in the Business office.
 - 5.1.3 AC1 prepares a Deposit Transmittal Form for items received without one and notifies AT of non-compliance with procedure.
 - 5.1.4 Cash and checks should be submitted on separate Deposit Transmittal Forms. If they are received on the same Deposit Transmittal Form AC1 prepares a Deposit Transmittal Form for the cash portion of the deposit and changes the amount on the original Deposit Transmittal Form. AC1 notifies AT of non-compliance with procedure.
 - 5.1.5 AT sends notice of proper procedure to depositor with blank Deposit Transmittal Forms for future use and logs infraction on the infraction log.
- 5.2 AC1 verifies amount received and amount listed on Deposit Transmittal Form.
 - 5.2.1 Verification occurs in the presence of the Depositor whenever possible.
 - 5.2.2 Any discrepancies are reconciled.



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- 5.2.3 AC1 initials the Deposit Transmittal Form next to the correct amount to show it has been verified.
- 5.3 AC1 enters deposit information into Cash Receipts Log (A/R-F002) to include date received, depositor, Deposit Transmittal Form number, number of checks (or "cash") and total dollar amount of the deposit.
- 5.4 AC1 endorses (stamps) all checks with the WCSD bank endorsement stamp.
 - 5.4.1 Any check with printed information in the endorsement area on the back of the check will be forwarded directly to AT as deposit of these checks frequently commits the payee to some action.
- 5.5 AC1 places cash/checks and Deposit Transmittal Forms in briefcase, stored in vault, until time to deposit.
- 5.6 When deposit criteria is reached AC1 prints 2 copies of Cash Receipts Log and forwards 1 copy with Deposit Transmittal Forms and any backup documents to AT and retains the other copy with the cash/checks.
 - 5.6.1 AT ensures correctness of the account coding on Deposit Transmittal Forms and returns the copy of the Cash Receipt Log and the Deposit Transmittal Forms to AC1.
- 5.7 AC1 forwards 1 copy of the Cash Receipts Log with Deposit Transmittal Forms and any backup documents to AC2 and forwards 1 copy of the Cash Receipts Log with cash/checks to AT.
 - 5.7.1 AC2 processes receipts per Cash Receipts Work Instruction (A/R-W001).
 - 5.7.2 AT prepares deposit in accordance with Cash Deposits Work Instruction (A/R-W002).
- 5.8 AC1 takes cash deposit to the bank and returns the verified deposit slip to AC2. Deposit slip is filed with deposit documents.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Deposit Transmittal Form (A/R-F001)
- 6.2 Cash Receipts Log (A/R-F002)
- 6.3 Cash Receipts Work Instruction (A/R-W001)
- 6.4 Cash Deposits Work Instruction (A/R-W002)
- 6.5 Deposit Slip

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Deposit Transmittal Form	Business	5 Years	Discard as desired	File cabinet within locked



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Deposit Slip	Business	5 years	Discard as desired	office File cabinet within locked office
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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
06/15/06	A	Initial Release.
08/01/07	B	Revised Procedure for Desktop Deposit of checks.
05/01/08	C	Revised Procedure for addition of infraction procedures and Cash Receipts Log.

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