



Procedure Title: District Cash Management Receipts Procedure for Revenues Received

Introduction: To provide clear guidance on revenues received.

Policy Context: Policies 702 and 721

Responsibility: The Director of Business Services is responsible for the oversight and maintenance of revenues received.

Procedure: (Note: All deposits are to be deposited within one week of receipt in the district. Money not deposited shall be held in the building office's secure location.)

1. Teaching or other staff fill out a Deposit Collection Form, count, and sign for various functions.
2. Then the money is forwarded to the building offices.
3. Building office staff verify the deposit and sign the verification, if they are responsible for the Deposit Collection Form another office staff person must verify the deposit.
4. Each building makes deposits to the bank using bank deposit slips. They are written up by office staff and food service employees and then put in locked bank bags that are delivered to the bank by the school delivery driver.
5. A copy of the deposit slip and backup is sent to the Secretary at the District Office.
6. Deposit receipts from the bank are returned to the District Office by the delivery driver.
7. District Office Secretary matches the bank receipts with the deposit slip copies and writes up the district receipts for any deposits made by the district office (county checks, insurance payments, etc.)
8. Credit card payments are collected by Community Education, Food Service, and Activities.
9. Accountant runs a report from R-schools and Rev Track that match the deposit on the bank statement to verify proper account code.
10. Accountant reconciles the credit card deposits to the bank statement and enters the district receipts.
11. Accountant develops the receipt for credit cards with proper coding.
12. For reimbursement of grants or aids the Accountant follows the Reimbursement of Grants and Aids procedure.

13. Accountant prepares the local, state, and federal receipts and draws which are electronically deposited to the District Account at MSDLAF and/or Bremer Bank.
14. Accountant forwards to Director of Business Service for verification and signature for IOWA Authorization before draw is completed.
15. The daily deposits are coded and entered into the finance system by Accounts Payable/Accounts Receivable.
16. The system assigns receipt numbers.
17. Accountant reconciles the receipts to the bank statement each month.
18. Accountant forwards reconciliation to the Director of Business Services for review and signature.
19. Director of Business Services reviews all revenues monthly to ensure all receipts are entered and coded correctly.

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