

Wylie Independent School District

Cash Handling Procedures



District Requirements for Employees Handling Cash Overview

- All District Employees handling funds on behalf of Wylie ISD will be required to attend a mandatory annual training session.
- All funds collected on behalf of the Wylie ISD will adhere to all board policies referring to the collection of money.
- Each employee will be required to sign an **Acknowledgement of Responsibilities for District Wide Fund Collection Procedures Form**.
- Funds collected from all sources within the District shall be receipted by the appropriate methods.
- All employees will be given a memo from the District Interim Chief Financial Officer concerning funds collected on behalf of Wylie ISD.
- Funds should be deposited to the appropriate district account at the District Depository (currently Inwood National Bank) on the same day or in a timely manner described by campus/departments individual plans.
- All funds should be secured in a sealed deposit bag prior to being taken to the depository.
- Pre-printed and pre-numbered deposit slips are to be used.
- Money should be kept in secured areas (preferably a safe) of the building at all times. A secured location will be described in each campuses and/or departments individual plan.
- The pink copy of the deposit slip (with proper budget coding and a brief description) that is bank endorsed should be sent to the Business Office ASAP (see attached for an example of deposit ticket).
- The yellow copy of the deposit slip should be attached to the **WISD Deposit Form** and kept in the possession of the campus.
- All checks deposited into a Wylie ISD bank account must be identified by their proper organization, group, activity, etc., on the bottom part of the check in the memo space.
- All campuses/departments will be assigned an endorsement stamp with a unique number

to be used on the back of each check.

- Notify the Accounting Dept. in the Business Office for additional pre-printed and pre-numbered deposit slips.
- A separate deposit slip should be used for each activity and/or fundraiser. Do not make a deposit on behalf of Wylie ISD without an official pre-printed deposit slip.
- Employees of the District shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding positions as treasurer, fund raising chairperson, or serving as a check signer.
- The District will not provide check cashing services to employees, students, or community patrons.

Campus Procedures for Employees that Handle Cash:

1. Employees must attend a mandatory training on their campus each year.
Items to send to the Accounting Department after the training:
 - A. Copy of meeting agenda
 - B. Copy of sign-in sheet
2. Employees must sign the **Acknowledgement of Responsibilities for District Wide Fund Collection Procedure** form which is to be kept on the campus.
3. Sponsors of Student Activity Groups (865) must also sign the Acknowledgement of Responsibilities for Student Activity Accounts.
4. Employees will be provided plastic deposit bags for each deposit that can be sealed prior to the being taken to the District local bank.
5. If collecting funds for a fundraiser, field trip or another event, the Application for Fundraisers/Field Trips/Event form must be completed and approved before funds can be collected.
6. Once the fundraiser, field trip or event are approved then the campus secretary must put on the school/district facilities calendar.
7. Receipts should be issued for all collections of funds from students and staff either in the form of a receipt book or a form determined by the campus. This should be described in the campus's plan.
8. All checks should be made to the campus or Wylie ISD.
9. All funds collected on behalf of Wylie ISD must be placed in a secured place at all times. A secured place must be described in the campus plan.
10. All funds must be deposited at the bank in a timely manner as described in the campus plan.
11. A Wylie ISD Deposit Form must be completed on receiving any funds collected on behalf of the District. Each form requires two signatures:
 - A. The sponsor or employee collecting the funds
 - B. Another employee that verifies the funds collected

12. After funds have been counted and verified by two employees, a pre-printed, pre-numbered district deposit slip provided by the campus secretary must be completed. A separate deposit slip should be used for each different activity.
13. The memo line on each check should include the activity name and be appropriately endorsed on the back with a Wylie ISD stamp provided by the Accounting Dept.
14. Place funds and the deposit slip in the plastic bag provided by the District and seal prior to taking to the school office.
15. Items to take to the front office after completion of deposit slip:
 - A. Sealed deposit bag which will be placed in a secured location before it is taken to the bank.
 - B. Signed Deposit Form which will be given to the campus secretary.
16. Each sealed plastic bag will be assigned a unique number and will be logged by the employee when brought to the school office. See attached Log Register.
17. Campus designee takes deposit to the District bank.
18. Any discrepancies found at the bank will be addressed at the campus level prior to sending the deposit ticket to the Business Office.
19. A completed Fund Collection Report filled out by the employee that collected the money must be given to the campus secretary within three (3) working days after completion of all funds collected.
20. Funds collected as a refund or rebate from a vendor should be forwarded directly to the Accounts Payable Dept.
21. All deposits collected for sales should be logged on the Sales Tax form.

Department Procedures for Employees that Handle Cash:

1. Employees must attend a mandatory training. Items to send to the Accounting Department after the training:
 - A. Copy of meeting agenda
 - B. Copy of sign-in sheet
2. Employees must sign the **Acknowledgement of Responsibilities for District Wide Fund Collection** form which is to be kept in the department.
3. Receipts should be issued for all collections of funds from students and staff either in the form of a receipt book or a form determined by the department. This should be described in the department's plan.
4. All checks should be made to Wylie ISD.
5. All funds collected on behalf of Wylie ISD must be placed in a secured location at all times. A secured place must be described in the department's plan.
6. All funds must be deposited at the bank in a timely manner.
7. A Wylie ISD **Deposit Form** must be completed on receiving any funds collected on behalf of the District. Each form requires two signatures:
 - A. The employee collecting the funds
 - B. Another employee that verifies the funds collected
12. The employee should include the activity name on the memo line of each check collected.
13. After funds have been counted and verified by two employees, the funds and the **Deposit Form** must be taken to the Business Office immediately where a pre-printed, pre-numbered district deposit slip will be completed by a designee of the Business Office.
17. Business Office designee will take the deposit to the District bank.
18. An discrepancies found at the bank will be addressed between the department and the Business Office.
19. Funds collected as a refund or rebate from a vendor should be forwarded directly to the Accounts Payable Dept.
20. All deposits collected for sales should be logged on the Sales Tax form.

Applicable Forms

Fund Collected on Behalf of Wylie ISD Memo

Click [here](#) for memo

Acknowledgement of Responsibilities for District Wide Collection Procedures Form

Click [here](#) for Campus form

Click [here](#) for Department form

Acknowledgment of Responsibilities as Sponsor of Student Activity Group

Click [here](#) for form

Application for Fundraising/Field Trip/Event

Click [here](#) for form

Deposit Form

Click [here](#) for Campus

Click [here](#) for Department

Deposit Bag Log form

Click [here](#) for form

Sales Tax Form

Click [here](#) for form

Board Policy for Cash Handling

Click [here](#) for form

Example of Deposit Slip

Click [here](#) for example