

STANDARD PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: **I-302**

PAGE: 1 OF 10

SUBJECT: CASH COLLECTIONS

CASH COLLECTIONS

TOPICS IN BULLETIN:

- I. GENERAL INFORMATION**
- II. RECEIPTING DOCUMENTS**

EXHIBITS REFERENCED:

- 1 BC-40P Departmental Receipt Book Receipt**
- 2 BC-40P Departmental Receipt Book Log**
- 3 Monies Collection Envelope**
- 4 Monies Collection Envelope Log**
- 5 BASCC Spreadsheet**
- 6 Report of Tickets Sold**
- 7 Perpetual Ticket Inventory**
- 8 Inventory Record of Tickets**
- 9 Computer Generated Official Receipt**

I. GENERAL INFORMATION

A. SCHOOL BOARD POLICY 3411 STATES

"ALL MONIES COLLECTED OR DISBURSED BY SCHOOL PERSONNEL OR BY STUDENTS WITHIN A SCHOOL, IN CONNECTION WITH THE SCHOOL PROGRAM FOR THE BENEFIT OF THAT SCHOOL, CLASS, CLUB OR DEPARTMENT SHALL BE RECORDED IN THE SCHOOL'S INTERNAL FUNDS."

B. IN CONJUNCTION WITH POLICY 3411, SCHOOL BOARD POLICY 6301 STATES

"THE PRINCIPAL SHALL BE RESPONSIBLE FOR ALL MONIES COLLECTED AND DEPOSITED WITHIN HIS/HER SCHOOL; AND FOR MAINTAINING AN ACCURATE RECORD AS TO WHOM DEPARTMENTAL RECEIPT BOOKS, MONIES COLLECTION ENVELOPES, TICKET SALES REPORTS, CASH REPORTS, ETC. ARE ISSUED."

C. IT IS STRONGLY RECOMMENDED the School Administrator in conjunction with the Bookkeeper/Budget Support Specialist establish a time of day when collections should be turned in to the Bookkeeper/Budget Support Specialist to ensure timely deposits to the bank.

D. The Bookkeeper/Budget Support Specialist MUST NOT be the initial receptor of funds.

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I. GENERAL INFORMATION (Continued)

- E. Receipting documents must be completed in ink and "white out" NEVER used.**
- F. Collections, regardless of amount, and initial receipting documents MUST be turned in to the Bookkeeper/Budget Support Specialist within three (3) working days.**
- G. Collections must be remitted INTACT. INTACT means in the same form as collected.**
- H. Disbursements (purchases, payments, etc.) MUST never be made from cash collections.**
- I. The Bookkeeper/Budget Support Specialist will count the money in the collector's presence and issue an official computerized receipt printed on the required receipt form.**

II. RECEIPTING DOCUMENTS

A. GENERAL

Monies coming into the custody of a School Board employee must be receipted using one of the following receipting instruments:

- **Departmental Receipt (BC-40P)**
 - **Monies Collection Envelope**
 - **Pre-numbered Tickets**
 - **Computerized Official receipt**
1. All receipting documents and pre-numbered tickets **SHALL** be maintained on perpetual inventories which shall be maintained and retained for audit purposes.
 2. All receipting documents **MUST** be in the Bookkeeper's/Budget Support Specialist possession and properly **LOGGED IN** unless being actively used for collections.
 3. Only approved School Board receipting documents can be used to receipt monies.

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II. RECEIPTING DOCUMENTS (Continued)

B. RECEIPTING DOCUMENT DESCRIPTION AND USE BY INITIAL RECEIPTORS

WARNING: The preservation and retention of initial receipting documents (BC-40P, monies collection envelopes, tickets, facility rental contracts, etc.) is extremely **IMPORTANT**. Loss of a document may result in the school receiving audit exceptions.

1. BC-40P Departmental Receipt Book (Exhibit 1)

- a. Pre-numbered three-part (white, green and yellow) carboned or NCR paper receipts used when an individual receipt is desired regardless of amount collected. **Must** be used for individual collections \$15.01 and up, except package pictures; book fair/school store sales and fundraiser collections.
- b. BC-40 receipt books are obtained from the school's bookkeeper on an as needed basis and **MUST** be signed out on the BC-40P Distribution Log (Exhibit 2)
- c. All receipts must be completed in ink including the following information:
 - Collection date
 - Full name of payer
 - Dollar amount of collection
 - Signature of the collector (**NOT INITIALS**)
 - Complete description of purpose of collection
- d. Receipts **MUST** not be altered ("white out" use is strictly prohibited). If an error occurs:
 - Write "VOID" across the receipt
 - Staple all copies (white, green, and yellow) in the book. **DO NOT REMOVE from the book.**
 - Issue a new BC-40P

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II. RECEIPTING DOCUMENTS (Continued)

- e. Receipt book **MUST** always accompany the deposit when turned in to the bookkeeper.
- f. Collections **MUST** be remitted to bookkeeper **INTACT** (exactly as received), counted and reconciled (balanced) with the written receipts' total. You **MUST NOT**:
 - (1) Make purchases from collections
 - (2) Substitute personal checks for collections
 - (3) Hold money for change purposes
- g. The Bookkeeper/Budget Support Specialist will count the monies in the presence of the collector, verify collection amounts receipted in the BC-40P book, issue an official receipt from the computer and complete the bookkeeper's area on the front of the receipt book.
- h. The Bookkeeper/Budget Support Specialist will return green copies of the BC-40P receipts with the official receipt to the depositor (along with the book if additional collections are to be made). When collections are finished, collector will initial the BC-40P log showing the return of the book to the Bookkeeper/Budget Support Specialist for audit.

2. Monies Collection Envelope (Exhibit 3)

- a. Pre-numbered collection envelope used when multiple collections will be made with an individual collection amount of less than \$15.00 per person or collection is package pictures, bookstore/book fair sales or fundraising.
- b. Monies Collection Envelopes (Exhibit 3) are to be obtained from the school Bookkeeper/Budget Support Specialist and **MUST** be signed out on the Monies Collection Envelope Log (Exhibit 4).

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II. RECEIPTING DOCUMENTS (Continued)

2. Monies Collection Envelope (Exhibit 3) (Continued)

- c. Monies Collection Envelopes are to be completed in ink. The following information is to be completed:
 - Purpose/Activity of the collection
 - Teacher/Sponsor's Name
 - Dollar amount of collection
 - Fund Account Number
 - Date(s) of collection
 - Full Name of Payee
 - Teacher/Sponsor Signature
- d. Envelopes are not to be completed in advance of the collection. **NO PRIOR** writing of date, payee name, amount, etc.
- e. **ERRORS** made on the collection envelope **MUST BE** legible. If an error is made, a single line should be made through the entry and the correct entry written on the next line. **THE AUDITOR MUST BE ABLE TO OBSERVE THE ERROR.** (NO "white out" or heavy strike lining is to be done.)
- f. Monies Collection Envelope **MUST** always accompany the deposits when turned to the Bookkeeper/Budget Support Specialist.
- g. Collections **MUST** be remitted **INTACT** (exactly as received), counted and reconciled (balanced) with the monies collection envelope total. You **MUST NOT**:
 - 1) Make purchases from collections
 - 2) Substitute personal checks for collections
 - 3) Hold money for change purposes
- h. The Bookkeeper/Budget Support Specialist will count the monies in the presence of the collector, issue an official receipt from the computer and complete Bookkeeper/Budget Support Specialist area of Monies Collection Envelope.

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II. RECEIPTING DOCUMENTS (Continued)

2. Monies Collection Envelope (Exhibit 3) (Continued)

- i. The Bookkeeper/Budget Support Specialist will return Monies Collection Envelope and official receipt to collector if additional collections are to be made. When collections are finished, collector will initial the Monies Collection log showing the return of the envelope to the Bookkeeper/Budget Support Specialist possession for audit purposes.

3. Filemaker Pro Spreadsheet

- a. Used when receipting Before and After School Child Care collections.
- b. Provided by the BASCC Department.
- c. Completed by the BASCC coordinator.
- d. Must include the following information:
 - School Name
 - Date
 - Type of Payment
 - Authorization code from electronic terminal
 - Date of Receipt
 - Breakdown of each payment (Full fee, Partial fee, Registration, Late fee)
 - Total collection amount
- e. Print a paper copy of the spreadsheet for the Bookkeeper/Budget Support Specialist.
- f. Printout must not be altered. “white out” is strictly prohibited. If an error occurs, make the correction in the computer and reprint the spreadsheet.

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II. RECEIPTING DOCUMENTS (Continued)

3. Filemaker Pro Spreadsheet

- g. Spreadsheet must always accompany the deposit when submitted to the Bookkeeper/Budget Support Specialist along with the Total collection Breakdown form which is referred to as BASCC Exhibit 10. Exhibit 10 is a BASCC form that must be completed each day showing the total collection breakdown by payment types.
- h. Collections must be remitted to the Bookkeeper/Budget Support Specialist intact
- i. The Bookkeeper/Budget Support Specialist will verify the collection totals on the collection spreadsheets equal the totals on the Total Collection Breakdown form.
- j. The Bookkeeper/Budget Support Specialist will receipt the collections in the appropriate accounts in the computer and print an official receipt for the coordinator. A separate receipt should be generated for each type of payment. (Cash, Check, MasterCard, Visa, Amex).
- k. The Bookkeeper/Budget Support Specialist will record the official receipt numbers on the Total Collection Breakdown form.
- l. The Bookkeeper/Budget Support Specialist will file the official receipts, the merchant copies, the spreadsheets and Total collection Breakdown form with the daily bank deposit.

4. Pre-numbered Tickets

- a. Pre-numbered tickets are an initial receipting document.
 - when the purchase price of a ticket is paid.
 - when the numbered ticket is given to the payee.

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II. RECEIPTING DOCUMENTS (Continued)

4. Pre-numbered Tickets

- b. Rolls of pre-numbered tickets can be purchased from office supply companies. Invoices should reflect beginning and ending numbers of each roll purchased.
- c. If special print, pre-numbered tickets are purchased, the invoice **MUST** reflect the beginning and ending number of the tickets printed.
- d. A Report of Tickets Sold (Exhibit 5) **MUST** be completed at the end of the activity using the tickets. The ticket report **MUST** be completed whether monies are collected or not (i.e. Complimentary Tickets are issued).

5. Computer Generated Receipt (AKA Bookkeeper's Official Receipt)

The Bookkeeper/Budget Support Services Official Receipt (Exhibit 8) is to be printed and issued each time the bookkeeper receives monies. There are **NO EXCEPTIONS** to receipting and printing the receipt.

- a. A receipt **MUST ALWAYS** be printed and distributed to the collector when funds are deposited with the Bookkeeper/Budget Support Services.
- b. Receipts should not be combined. **EACH** initial receipting document **MUST** have its own official receipt.
- c. Receipts issued on the computer can only be voided before the funds are sent to the bank and on the same date the receipt was issued.
- d. Voided receipts **MUST** be retained for audit purposes. The two Bank Transaction Posting Journals that print after the voiding process must be attached to the original voided receipt.

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II. RECEIPTING DOCUMENTS (Continued)

C. RECEIPTING DOCUMENT LOGS

1. BC-40P Log

- a. The Distribution Log for Departmental Receipt Books, BC-40 P (Exhibit 2) should always contain current information and be available for audit.
- b. The log requires the collector to sign out the book. **(It is important the collector verify the log reflects the return of the book to the Bookkeeper/Budget Support Specialist at the conclusion of the collections.)**

2. Monies Collection Envelope Log

- a. The Monies Collection Envelope Log (Exhibit 4) should always contain current information and be available for audit.
- b. The log requires the collector to sign out the book. **(It is important the collector verify the log reflects the return of the book to the Bookkeeper/Budget Support Specialist at the conclusion of the collections.)**

3. Report of Tickets Sold

This form is completed at the end of each activity for which the tickets were used. The report must be completed whether monies were collected or not (i.e., Complimentary tickets used).

4. Perpetual Ticket Inventory Log

This form is initiated upon receipt of ticket rolls from the vendor. This inventory sheet is applicable and auditable until all tickets have been sold and audited or the ticket inventory is destroyed. A separate form **MUST** be maintained for **EACH** ticket roll.

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C. RECEIPTING DOCUMENT LOGS

5. Inventory Record of Tickets

Log of tickets sold during each fiscal year. This form is used to track each roll of pre-numbered tickets from the beginning of the roll to the end of the roll, date issued, to whom issued, numbers used and the event represented.

BC-40P

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

A 648905
(STUDENT COPY)

Received

From _____ Date _____
(STUDENT NAME)

Explanation -	Amount	
	\$	
TOTAL	\$	

School _____

Signature _____

BC-40P

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

A 648906
(STUDENT COPY)

Received

From _____ Date _____
(STUDENT NAME)

Explanation -	Amount	
	\$	
TOTAL	\$	

School _____

Signature _____

BC-40P

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

A 648907
(STUDENT COPY)

Received

From _____ Date _____
(STUDENT NAME)

Explanation -	Amount	
	\$	
TOTAL	\$	

School _____

Signature _____

BC-40P

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

A 648908
(STUDENT COPY)

Received

From _____ Date _____
(STUDENT NAME)

Explanation -	Amount	
	\$	
TOTAL	\$	

School _____

Signature _____

MONIES COLLECTION ENVELOPE

A N^o 08848

(Purpose of Collection)

Teacher/Sponsor

If this collection is for a field trip, and the collection per child is \$15.00 or less, record the per each amount on the line below.

\$ _____
Collection Amount

CIA Account# _____

			For Bookkeeper's Use Only			
	Date	Student Name	Amount Collected	Total	Official Receipt #	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						

I hereby certify that the above funds were received by me for deposit on the date(s) shown:

Signature of Teacher/Sponsor

EXHIBIT 10 **BEFORE AND AFTER SCHOOL CHILDCARE** **Total Collection Breakdown Form**

Period*: _____													
Date: _____													
Type of Payment	BC-40P Receipt #s	6070 Before	6071 After	6072 Partial	6073 Reg	6074 Late PU	6076 Staff	Non School	Total	Official GP Receipt			
	FROM THRU												
Cash									\$0.00				
Checks									\$0.00				
Amex									\$0.00				
MasterCard									\$0.00				
Visa									\$0.00				
Total:		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			

Prepared By _____

Date _____

* If you are collecting fees for different payment periods, you need to complete a separate form for each payment period.

System: 12/6/2010 9:31:07 AM
 User Date: 12/6/2010

BANK TRANSACTION POSTING JOURNAL
 Bank Reconciliation

Page: 1
 User ID:

Audit Trail Code: CMTRX00005242
 * Voided transactions

Checkbook ID	Type	Number	Date	Posting Date	Amount
Paid To/Rcvd From		Description			
WACHOVIA CHECKI	Cash Receipt	RCT0000005376	12/6/2010	12/6/2010	\$107.01
Kruszowski/Freshman/Car Wash		MC/426340			
Account Number	Account Description			Debit	Credit
0015-0000	Wachovia Checking			\$107.01	\$0.00
3025-0000	Classs of 2014/freshman			\$0.00	\$107.01
				\$107.01	\$107.01

Total Transactions: 1

ACTIVITIES ACCOUNT

THE SCHOOL BOARD OF BROWARD COUNTY, FL

CORAL SPRINGS, FLORIDA 33065

System: 12/6/2010 9:31:07 AM
 User Date: 12/6/2010

TRANSFER POSTING JOURNAL

Page: 3
 User ID:

Batch ID: CMTRX00005242
 Batch Comment: Bank Transaction Entry

Batch Total Actual:	\$214.02	Batch Total Control:	\$0.00
Trx Total Actual:	1	Trx Total Control:	0

Journal Entry	Transaction Date	Source Document	Transaction Reference		
13,348	12/6/2010	CMTRX	MC/426340		

Account	Description	Debit	Credit
0015-0000	Wachovia Checking	\$107.01	
3025-0000	Classs of 2014/freshman		\$107.01
Total Distributions:	2	Totals:	\$107.01 \$107.01

Total Journal Entries: 1

ACTIVITIES ACCOUNT

THE SCHOOL BOARD OF BROWARD COUNTY, FL

CORAL SPRINGS, FLORIDA 33065