

Lancaster Community School District

Fiscal Management

GUIDELINES FOR HANDLING SCHOOL BUILDING MONIES

These guidelines are provided to assist school building principals in supervising proper bookkeeping procedures for handling various school funds.

Record-Keeping

1. Maintain clear, simple records. Establish clear, simple charts of accounts.
2. Use pre-numbered, duplicate receipts. Receipt all monies received clearly stating the account the money is to be deposited to, and what the receipt is for.
3. Use consecutive numbered tickets whenever necessary for games, performances, program, etc.
4. Balance cash against adding machine tape of receipts.
5. Keep the record of cash on hand in a separate location from the cash itself.
6. Reconcile bank statement monthly.
7. Do not commingle funds. Keep them separate so proper identification of the monies can be made.

Deposits

1. Deposit all receipts intact.
2. Deposit cash promptly, the day received, if possible.
3. Do not permit money to be left in teachers' desk or around the building overnight. (Use night depository or an office safe zone.)
4. All student funds shall be deposited to the student activity fund account.

Disbursements

1. Make all disbursements by pre-numbered checks, not by cash.
2. Supporting documents should be kept for all disbursements made.
3. Disbursements are made only with the written authorization of representatives of each group.

APPROVED: September 14, 1983

REVISED:

