

CITY OF NEWTON

FINANCIAL AUDIT ADVISORY COMMITTEE

RISK ASSESSMENT, MONITORING & COMPLIANCE
SUB-COMMITTEE REPORT

Wednesday, July 16, 2014

Present: Ald. Ruthanne Fuller, Ald. Victoria Danberg, and Gail Deegan
David Wilkinson (Comptroller) and Sue Dzikowski (Director of Finance; School
Department)

Risk Assessment Policy for Cash Receipts

School Department

School Department Director of Finance Sue Dzikowski provided the attached Cash Handling Procedures from Whitsons Culinary Group, the Internal Control Guidelines for the Student Activity Funds and the Instructor/Student Cash Out Procedures for the Tiger Loft, as requested at the sub-committee's previous meeting. Each of the three sets of procedures has been in place for at least three years. The sub-committee reviewed each of the three sets of guidelines beginning with Whitsons. The Whitsons procedures are an excellent template and the sub-committee suggested that the Treasurer might find it helpful to look at the procedures. It was pointed out that Whitsons provides the School Department with a monthly report to reconcile the school lunch program. Whitsons has a vested interest in following all procedures as they are responsible for any deficit. Sue Dzikowski and the sub-committee feel confident in Whitsons cash handling procedures.

The Tiger Loft Cash Out Procedures have been in place since the restaurant opened over twelve years ago and were readily provided when asked for. The Tiger Loft operates through a revolving account as the school district does not provide any funding. There is a surplus in the revolving account; however, the Tiger Loft is not paying its own debt service as it is part of the school's vocational program. The sub-committee reviewed the procedures for the restaurant and is comfortable with them.

The sub-committee moved on to review of the internal control guidelines for student activity funds. There are hundreds of locations where many checks and a minimal amount of cash are collected for student activities. The Business/Finance Department relies heavily on the bursars at each school. Sue Dzikowski feels that the bursars take cash/check collection seriously and keep meticulous records. The bursars and advisors provide separate counts for each activity. Accounts are checked to make sure that all listed monies exist in the accounts. If there were ever a shortage in a student activity fund, the Operating Budget would have to cover it.

It is easy to reconcile funds collected from students for programs because there will be a shortage if each student does not pay the program fee. The provided internal control guidelines for student activity funds have been reviewed by the City's outside auditor and

Ms. Dzikowski believes that the controls, policies and guidelines provide a good summary on how to handle the cash/checks related to student activities.

The sub-committee feels comfortable that the School Department has procedures and policies in place for cash/check handling and knows how to use them. The written procedures are available and easy to follow. Members of the sub-committee suggested that Sue Dzikowski let the School Department's finance staff know that the sub-committee is pleased with the work on cash collection.

The Mayor has created a working group for cash collection and custody and a separate working group for electronic payments. At the appropriate time, Chief of Staff Maureen Lemieux will brief the sub-committee on the work of those two working groups.

Treasurer Jim Reardon could not attend the meeting but at the next meeting he will report whether he has decided to survey departments regarding cash/check controls and what the possible survey would include. In addition, Chief of Staff Maureen Lemieux may also provide an update on the City's on-line bill pay and cash collection.

Respectfully submitted

Robert Fox, Chairman



Newton Public Schools
Cash Handling Procedures 1-25-2011
EFFECTIVE IMMEDIATELY

High Schools:

- Each High School has a lockable safe and its own change fund.
- Each Location Supervisor (Cook) is responsible for ensuring they have proper change in their change fund.
- Deposits are sealed in deposit bags, logged on deposit logs, and locked in safe daily. All safes are to be locked at all times.
- Deposits are given to the driver on the next business day. Driver must sign for the deposit bag on the log before they leave the school.
- All deposits are returned to the Whitsons office daily where they are logged in and processed.
- The only time deposits are allowed to leave the school with anyone besides the driver's is if permission is given by the food service director or assistant director.

Middle Schools:

- Each Middle School has a lockable safe and its own change fund.
- Each Location Supervisor (Cook) is responsible for ensuring they have proper change in their change fund.
- Deposits are sealed in deposit bags, logged on deposit logs, and locked in safe daily. All safes are to be locked at all times.
- Deposits are given to the driver on the next business day. Driver must sign for the deposit bag on the log before they leave the school.
- All deposits are returned to the Whitsons office daily where they are logged in and processed.
- The only time deposits are allowed to leave the school with anyone besides the driver's is if permission is given by the food service director or assistant director.

Elementary Schools:

- All deposits are entered in to the POS daily.
- There is to be a record of all cash transactions (see attached Daily Deposit Form).
- This record is to be filled for all money that is collected.

- Cash transaction records will be included with the money in a sealed envelope on a daily basis.
- Deposit bags are locked in blue bags.
- Deposits are given to the drivers. Driver must sign for the deposit bag on the Deposit Pick up Log before they leave the school.
- All deposits are returned to the Whitsons office daily where they are logged in and processed.
- The only time deposits are allowed to leave the school with anyone besides the driver's is if permission is given by the food service director or assistant director.

If you have any questions, comments, or concerns please forward the food service director.

April Liles

X 6319

lilesa@whitsons.com



CASH HANDLING PROCEDURES

Proper cash handling procedures are an essential part of managing a food service operation. It is the responsibility of the manager to obtain a complete understanding of these procedures. It is also the Managers responsibility to train each employee that handles cash to follow the appropriate procedures at all times. Only when a manager has a complete understanding of the cash controls will he/she be able to maintain integrity with the cash deposits, total cash fund and properly train employees.

1. At the start of each cashier's shift, the cash drawer must be counted by the manager in the presence of the cashier. They must agree on the amount of the start bank and each sign the Cashier Sign off Sheet.
- The cashier must login on the register and begin taking cash. When ringing up sales follow the procedures set forth below:
- Each sale must be recorded separately on the cash register at the time of the sale.
 - The **TRANSACTION VOID** key deletes the entire transaction. The amounts of voids are tracked by the registers, and should be kept to a minimum. All voids, refunds and no sales must be logged in the Cashier Sign-Off Form and be properly verified.
 - The **NO SALE** key should not be used to open the drawer, except as directed by the manager. The number of times the key is used is tracked daily and logged in the Void/Refund/No Sale Log, and should be kept to a minimum.
 - The register display must be in full view and each sale must be registered separately so the customer can observe the amount of the sale.
 - The register drawer must be kept closed at all times, including between transactions. The register may not be open for the sole purpose of making change for a customer. If a customer requests change, ask them to wait until a sale is rung up, and the drawer is opened. If they cannot wait, call the manager and request change from the safe.
 - When taking cash from a customer, place all bills on the register shelf until the transaction is complete, then place the bills in the register drawer in order, face up.
 - Check all large bills (\$20 and above) with a counterfeit pen detector.
- When receiving bills (\$20 and above) follow the procedures set forth below:
- Look at the money you receive. Compare a suspect note with a genuine note of the same denomination and series, paying attention to the quality of printing and paper characteristics. Look for differences, not similarities.
 - Counterfeit bill detection pens will be available at each point-of -sale for Team members to use.

Cashiers Initial _____

- Bills must be checked at the point of sale, not the bank.
 - If you receive a counterfeit bill, DO NOT return it to the customer. A manager must be alerted. Managers should call 9-1-1 to report the incident while the person attempting to pass the bill is still there. However, don't do anything to jeopardize your safety and the safety of your employees and other customer.
2. Remember, the person attempting to pass the bill may not be aware that it is counterfeit -- he or she may also be a victim. It's best not to confront the person with your suspicions -- It's better if you let an official handle it.
- If the suspect leaves before a manager comes to the point of sale, you will need to take the following steps:
- Write your initials and the date in the white border areas of the suspect note.
 - Limit the handling of the note. Carefully place it in a protective covering, such as an envelope.
 - Surrender the note or coin only to a properly identified police officer or a U.S. Secret Service special agent.
 - Fill out a Counterfeit note report and contact the corporate office at once.

Whitsons remains committed to the mission of combating counterfeiting by working closely with state and local law enforcement agencies, as well as to aggressively pursue counterfeiters. Accepting counterfeit bills at any cash register is against Whitsons company policy. Whitsons does not accept any \$20, \$50 or \$100 bills that have not been checked with a counterfeit detector pen.

3. If any bill is accepted by any person handling cash that is deemed counterfeit that has not been checked with a detector pen, the cash handler is responsible for replacing the fake bill.
4. If there are any \$20, \$50 or \$100 bills that have not been pen tested the cash handler will be written up for accepting a large bill without testing it.
- Proper cash handling procedures are effective in assuring the quality of business as well as the accuracy for the customer and the cashiers' drawer. Follow the guidelines below:
- When making change, start from the amount of the sale and count up to the amount tended. Always count the change first, and the bills last.
 - The manager should be called immediately to adjust any cash register discrepancy or difference of opinion with customer. Do not argue with the customer; ask them to stand aside to allow the other customers through the line while the Manager is called.
 - No one should have access to the register other than the cashier during their shift. If the cashier must leave temporarily, they must take the key from the register and notify the Manager.
 - If there are too many bills in the register for it to operate properly, the excess bills should be transferred to the safe. This is called a DROP. The Manager must be called as soon as this

Cashiers Initial _____

happens. The Manager will count the bills in front of the cashier and leave a receipt for the counted amount, and place the bills in the safe.

- No money should be left outside the register at any time after the transaction has been completed.
 - Bills larger than \$20 should be stored under the tray.
 - Bills \$10 or greater should be tested with a counterfeit pen.
 - If additional change is required during a shift, it must be bought from the manager.
 - At no time should pocketbooks or other personal belongings be kept under or near the register. These should be checked with the manager in the office.
 - No personal checks are to be accepted at any time.
 - NEVER GIVE CREDIT, NEVER LOAN AND NEVER BORROW any cash or anything of value that belongs to the Whitsons, even temporarily. Always collect the full amount due.
5. If there is a shortage on singles or change and there is a second register and Cashier, one cashier may make change with a second register (in the presence of the second Cashier). This may occur only if the transaction is reimbursed at the same time. At no time should one register "owe" another register anything!
6. At the close of each shift, the Cashier and Manager should bring the drawer to the back to be counted. The cashier must count the cash with the Manager present.
- The following steps must be taken at the close of each shift:
- **Re-establish the cash bank:**
Count the loose and rolled coin and leave the change to the nearest dollar in drawer. Use the **Cashier Sign-Off Sheet** to count the money in the drawer. Return the remainder of the bank to the drawer in singles and fives.
 - **Count and deposit the remainder:**
Count the entire balance for the deposit. The cash must be declared on the register if applicable. The Manager must now take a Z reading. If the amount of cash counted for deposit is different from the register reading, make the Cashier is aware of the problem and re-count the bank and the deposit (in the presence of the cashier).
7. Any over/shortages under \$3.00 are considered within the acceptable range. Anything over that amount must be addressed by the cashier. If the cashier cannot explain the discrepancy, a verbal warning should be issued. If the amount is over \$10.00 it must be a written warning. Three excessive unexplained over/shortages will be handled by dismissal. Over/Shortages must be tracked monthly by cashier using the Cashier Over/Under Log.
- If the money is still over or short, follow this procedure:

Cashiers Initial _____

- All readings must be attached to the proper Cashier Sign-Off Sheet and be bundled with the Daily Sales Report.
- The following information must be shown on the Daily Sales Report for each register for each period in which readings are taken:
- Beginning reading, Ending reading and Customer count.
 - The cash amount should be listed and the over/short amount must be calculated. If the cash is off by more than \$3.00, list the amount, the cashier's name, and any disciplinary action taken to prevent a reoccurrence.
 - If the amount is over \$10.00, an employee warning should be included.
8. The Total Cash Fund is equal to the Petty Cash Fund plus the Cash Starts. Petty cash is defined as all rolled coin or cash in the safe for the purpose of buying coin or any other miscellaneous item. This fund must be reconciled daily. It is exclusive of the Cash Starts, and should not be intermingled. The amount of the Total Cash Fund is agreed to by the DM and signed for by the manager. The Manager solely accepts responsibility for the petty cash fund and must understand that it will be periodically audited.
9. Cash Start is defined as the predefined balance of each register drawer in the location. It must be reconciled as shown in Paragraph 3 above. The Cash Start may vary according to the specific needs of each location. The amount should be marked clearly on the faceplate of each drawer.
- If upon reconciliation of the petty cash, you encounter missing money, the following procedure should be followed:
- Contact the District Manager, Human Resources and Finance immediately to explain the circumstances.
 - Follow up the calls with complete written account of what happened and what you are doing to prevent a re-occurrence. Then submit this to the Finance, and include a copy to the DM and Human Resources.
 - Contact the building security department and file a report. Keep a copy of that report and submit to DM Human Resources.
10. Depending upon the individual needs of your location, you should have one or more safes. Only ONE person (usually the Manager) should have access to the safe. If you have multiple shifts and therefore multiple Managers, you must use either an additional safe, a drop safe, or a safe with individual sections with locks for each Manager.
- If you oversee multiple locations and deposits are brought to a central repository/safe, you must maintain full accountability for the cash from the originating site all the way through to the time of deposit.
 - Keep a log of all deposits brought to the central site, with signatures of the person dropping off the cash. If that person is a driver, he/she must also sign for the deposit at the pick up site to ensure accountability.

Cashiers Initial _____

Make sure that the driver is aware that he/she is responsible for the cash while it is in their possession and until the cash is officially handed over to either the bank or the Manager at the central location.

- The cash must be under a single person's responsibility, and have full accountability at all times. When the cash is brought to the bank, or picked up for deposit, a tracking log with signatures must be kept. At any time, you should be able to determine how and when a deposit was brought to the bank.
- When there are changes in Management, safe combinations and/or keys must be changed immediately. If keys are used, they must be kept in a secure place at all times. If access to the safe has been compromised, change the combination immediately. Managers and District Managers must regularly review the safe procedures and access to ensure that accountability is maintained at all times.
- All deposits should be made on a daily basis or as dictated by agreement with armored car pick-up. No cash should be kept on location other than the petty cash fund, as this increases the risk of burglary or robbery. If there is a problem getting to the bank daily, a night depository agreement must be made with our local bank branch. Failure to make timely deposits is a violation of company policy and will result in dismissal.
- All deposits must be logged on the Deposit Control Log. This is to prove that all money collected has been properly accounted for and deposited timely. The Manager is personally responsible for all cash and checks collected at his/her location all the way through to the deposit reconciliation. The Deposit Control Log should stay on site for reference when there is a problem verifying a deposit by the accounting department.

Theft and burglary is serious and punishable offense and the safety and security of the parties affected must be protected.

- If a Burglary or Theft has occurred, or is suspected, the following procedures must be followed:
 - Assess the situation – Has the safe been tampered with?
 - Immediately contact District Manager, Human Resources, and Building Security and advise them of the situation.
 - File an incident report with Human Resources and the Police Department.
 - HR, or a representative of HR, will conduct a full investigation, including all cash handling procedures, and the chain of custody of the funds.

11. If there is a register malfunction that prevents you from taking a reading, the District Manager must be notified immediately. You must get authorization for repair, and have the register serviced as soon as possible. You must also contact the VP Finance and explain the situation. Try to get a replacement register for the duration.

12. Spot register audits will be performed regularly by the Location manager, and occasionally by the District Manager. The District Manager will also audit the petty cash fund regularly to insure its accuracy.

13. Cashier training is extremely important. It is the responsibility of the manager to see that the cashier is

Cashiers Initial _____

trained adequately. Use the Omron register guide, and have the cashier complete the Cashier's Test. If a new hire is not trained sufficiently as to all the cash procedures, there will be a much higher incidence of overages/shortages, and other errors. This may result in poor customer service, and the employee might be dismissed unfairly.

- 14. New cashiers have a grace period of 2 weeks to become acclimated with the register system and the various functions. Within this 2 week period, if the cashier is over/short by more than the acceptable limit of \$3.00, no action will be taken. Once this grace period is over, standard procedures will be followed.

Please sign below to certify that you have read and understood the above material regarding the cash handling procedures.

I have read and understand the Cash Procedures for Cashiers.*

Location: _____

Cashier, print and sign below

Print Name	Signature	Date
------------	-----------	------

Manager, print and sign below

Print Name	Signature	Date
------------	-----------	------

*Before submitting the Cash Handling Procedure please initial each page to indicate you have read and understood each section.

Cashiers Initial _____

Tiger Loft: Instructor/ Student Cash Out Procedures

Always have 2 students along with an instructor perform the cash reconciliation.

Explain that cash has already been counted by the previous class; they are to confirm that it is accurate against the POSitouch (POSI) reading (Z reading) on the register

Print out the Z reading by pressing: OK, Menu, Quit, Quit, Cash out, Enter, of entire day, yes

Turn off registers

Turn all bills toward the wall. Go to the safe and get the cash box (instructor opens safe).

Confirm cash and rolled coins, buy change if needed.

Put the date on the Register Cash Out Form.

Turn Cash Out Form over and put cheat sheet on the back with 20/10/5/1/25/10/5

Confirm bands of 1's (\$25).

Count currency, then students switch drawers and confirm again

Count coins, total

Round change and subtract 100 to equal the drawer adjustment

Currency minus the drawer adjustment equals the deposit

Count out the adjustment and leave it in the drawer.

Take out the remaining money and it should equal the deposit. Confirm deposit

Total on Z reading minus voids plus \$100 equals net cash in the drawer, Compare to drawer total

Document variance on receipt

Staple to Register Cash Out Form

Put cash drawers in safe (opened by instructor)

Get deposit slip, record deposit on Invoice/deposit weekly form located in folder on top of safe.

Fill out deposit slip: FUND is Tiger's Loft, Record date @ bottom left, Put deposit in deposit bag, place in safe by instructor.

Go to student office, sign on to student computer: Tigersloft/tiger10

Quick Book procedures

- QuickBooks pro, install update later
- Banking, use register, today
- Shift, enter, food sales, record petty cash if needed along with receipt

Place Register Cash Out Form in marked folder in file cabinet marked orders

Meet weekly with CTE administrative assistant to confirm invoices and deposits.

- Admin Assist.- instructor & student recount to confirm weekly deposits
- Admin Assist makes deposits and records in her version of QuickBooks & verifies deposit in Finance plus
- Student and instructor match with Quick Books and bank deposits
- Student and instructor verify vendor invoices, secure all paper work for the week & file

REGISTER CASH OUT FORM

5/22/14

Reg. #1
Currency \$ 621
Checks \$ _____
Coins \$ 41.5
Cash Count \$ 662.5
Drawer Adjustments \$ 58
Total Currency Deposit \$ 563

\$1051

Reg. #2
Currency \$ 546
Checks \$ _____
Coins \$ 42.25
Cash Count \$ 588.25
Drawer Adjustments \$ 58
Total Currency Deposit \$ 488

20 - 21 \$14.20
10 - \$70
5 - \$55
1 - \$56

20 - \$300
10 - \$100
5 - \$90
1 - ~~56~~ \$56

S - \$4
Q - \$24.75
D - ~~111~~ \$10.90
N - 111 \$1.85

S - ✓
Q - \$20.75
D - \$20.30
N - \$1.20

\$53,47.22

CASH OUT 05/22/14 13:24:57
Terminal: CASHIER #1 (ENTIRE DAY)

OPEN TABLES
SERVER OPEN CHK# TABLE CHK-AMT
LUNCH L 13:13 0386 998 0.00

TOTAL: 0.00

CLOSED CHECKS
LUNCH LUNCH 572.10

TOTAL: 572.10

SALES SUMMARY

	SALES	TAX
TAXABLE:	0.00	
TAX:		0.00
TAX INCLUDED (NET):	0.00	
TAX OWED:		0.00
TAX EXEMPT:	572.10	
TAX OWED:		0.00
TOTAL:	572.10	0.00
TOTAL SALES+TAX:	572.10	

CASHOUT REPORTS TOTALS

TYPE	NO	AMT-TEND	TIP/CHNG	TALLY
CASH		572.10		
-PAIDOUTS		0.00		572.10
PAIDOUTS		0.00		0.00
TIPS TO SVRS		0.00		0.00
TOT SLS+TAX		572.10	0.00	572.10

SUMMARY: -/0

CREDIT CARD TOT	0.00
DISC NOT SUBTRACTD	0.00
TOTAL OTHER NON-CASH	0.00

PAIDOUTS SUMMARY

TOTAL PAIDOUTS: 0.00

VOIDS

Deletes before:	0.00	0.00
Deletes after:	0.00	0.00
Overrings:	0.00	0.00
Cancel:	0.00	0.00

CATEGORY SALES (PAID CHKS)

	# SOLD	SALES
BEVERAGE	4.00	18.00
SOUP/SALAD	1.00	2.50
SANDWICHES	71.00	198.20
ENTREES	13.00	53.75
DESSERT	202.00	169.90
SIDES/KIDS	22.00	16.75
SPECIALS	4.00	18.00

CASHOUT TOTALS ZEROED

CASH OUT 05/22/14 13:25:54
Terminal: CASHIER #2 (ENTIRE DAY)

CLOSED CHECKS
LUNCH LUNCH 500.25

TOTAL: 500.25

SALES SUMMARY

	SALES	TAX
TAXABLE:	0.00	
TAX:		0.00
TAX INCLUDED (NET):	0.00	
TAX OWED:		0.00
TAX EXEMPT:	500.25	
TAX OWED:		0.00
TOTAL:	500.25	0.00
TOTAL SALES+TAX:	500.25	

CASHOUT REPORTS TOTALS

TYPE	NO	AMT-TEND	TIP/CHNG	TALLY
CASH		500.25		
-PAIDOUTS		0.00		500.25
PAIDOUTS		0.00		0.00
TIPS TO SVRS		0.00		0.00
TOT SLS+TAX		500.25	0.00	500.25

SUMMARY: - 8.00

492.25

CREDIT CARD TOT	0.00
DISC NOT SUBTRACTD	0.00
TOTAL OTHER NON-CASH	0.00

PAIDOUTS SUMMARY

TOTAL PAIDOUTS: 0.00

VOIDS

Deletes before:	0.00	0.00
Deletes after:	0.00	0.00
Overrings:	0.00	0.00
Cancel:	0.00	0.00

CATEGORY SALES (PAID CHKS)

	# SOLD	SALES
BEVERAGE	11.00	49.50
SOUP/SALAD	6.00	14.00
SANDWICHES	32.00	89.15
ENTREES	18.00	95.30
DESSERT	131.00	191.80
SIDES/KIDS	18.00	18.00
SPECIALS	11.00	49.50

CASHOUT TOTALS ZEROED

TIGER'S LOFT
0305 #Party 1
LUNCH L SvrCk:305 12:35p 05/22/14

1 STUDENT MEAL 3.00

Sub Total: 3.00

Sub Total: 3.00

05/22 12:35p TOTAL: 3.00

THANK YOU
PLEASE COME AGAIN!

VOID

\$ 5.00
VOID

STUDENT ACTIVITY FUND

INTERNAL CONTROL GUIDELINES

GENERAL	<u>Yes</u>	<u>No</u>
- Has the School Committee authorized the new MA legislation for student activity funds?	_____	_____
- If so, what is the maximum amount of cash that can be maintained in a cash account at the school?	_____	_____
- Is a software program used for recordkeeping? Which one? _____	_____	_____
- Are additional separate bank accounts maintained by any activities?	_____	_____
- Do any of the funds in the account belong to graduated classes?	_____	_____
- Is the tax exempt number used/provided by the School District?	_____	_____
- Document treatment of interest income (i.e., maintained in separate ledger account or allocated to student activity accounts). _____ _____ _____		
- If interest income maintained in separate account, document what types of disbursements are allowed. _____ _____ _____		
- Are gifts (i.e., from PTO) remitted to Town Treasurer as revolving funds (instead of depositing in student activity account)?	_____	_____

- Are scholarship funds remitted to Town Treasurer as trust funds (instead of depositing in student activity account)? _____
- Are all personnel involved in handling cash covered by bonding insurance? (retain copy of policy) _____
- Do fundraisers require advance authorization of the superintendent? _____
- Does a standard form exist to document calculations of "per student" fees for field trips? (retain copy of form) _____
- Are inactive (3 years) activity account balances closed? _____

Yes

No

RECEIPTS

- Are prenumbered duplicate forms used for cash turnovers from activity advisors to the principal? _____
- Does form have area to state:
 - date? _____
 - source of funds? _____
 - breakdown and total of funds? _____
 - person responsible for collecting the money? _____
 - which club/activity funds are the receipts for? _____
- Is activity advisor given signed copy of form as receipt? _____
- Are funds waiting deposit kept in a locked/secure location? _____
- Are funds counted in a secure place prior to preparing bank deposit?
Where? _____
- Is deposit amount verified by a second person? ✓ _____
- Are funds taken to bank at least weekly? ✓ _____

- Is there a clear trail of advisor turnovers to bank deposits? _____
- Are bank deposit records kept with turnover forms? _____
- Are records kept by each activity? _____
- Other procedures in making the deposit _____

- Person responsible for collecting cash: _____
 preparing deposit: _____
 recording transactions: _____

- Check all sources of revenues that apply:

- | | |
|--|--|
| <input type="checkbox"/> Field trip | <input type="checkbox"/> Vending machine |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Parent organization |
| <input type="checkbox"/> Activity/club dues | <input type="checkbox"/> Corporate donation |
| <input type="checkbox"/> Yearbook/newspaper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Student run store | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Food sales | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Scholarship donation | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sporting event | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Other event w/admission | <input type="checkbox"/> Other _____ |

DISBURSEMENTS

Yes No

- Is standardized request form used? _____
- Is original documentation of expense (i.e., vendor invoice/receipt) required w/ completed form? _____
- Must form include authorization of advisor of activity requesting the funds? _____
- Does form require authorization signature of school official? _____

- Is the availability of sufficient funds for a particular activity verified before the disbursement is authorized? (i.e., to avoid deficit) ✓ _____
- Is the person who prepares the checks different than the person who signs them? _____
- Do checks over a set amount require an additional signature?
(over how much? _____) _____
- Are disbursements made directly to vendors rather than reimbursements to individuals? _____
- After disbursement, is the form marked paid with check number and date? ✓ _____
- After disbursement, is all documentation filed with the form? ✓ _____
- Do signature stamps exist? _____
- Are signature stamps in secure location? _____
- Document where stamps are kept _____

- Person who writes checks: _____
 signs checks: _____
 maintains check register: _____

- Check all purposes of expenditures that apply:

- | | |
|-------------------------------|--------------------------------|
| _____ Field trip | _____ Bldg. repair/maintenance |
| _____ Uniforms | _____ Classroom equipment |
| _____ Sports equipment | _____ Office equipment |
| _____ Classroom supplies | _____ Staff recognition/gifts |
| _____ Yearbook/newspaper | _____ Teacher stipends |
| _____ Student competition | _____ Principal's fund |
| _____ entrance fee | _____ Scholarships |
| _____ travel | _____ Other _____ |
| _____ materials | _____ Other _____ |
| _____ Club/class activities | _____ Other _____ |
| _____ Food for sale | _____ Other _____ |
| _____ Fundraising supplies | _____ Other _____ |
| _____ Administrative supplies | _____ Other _____ |