

**Cincinnati CITY SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

Procedure Name Deposit of Public Funds: Cash Collection Points	
Procedure No._6600-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6600 Deposit of Public Funds – Cash Collection Points	Last Reviewed: 1/07/2019

1. Background

Describe relevant background to the implementation of the policy.
 Monies received at cash collection points throughout the district must be deposited in accordance with this policy. Cash collection points are any areas within a school and Central Office where money flows into the district.

2. Responsibilities

Title: Accounts Receivable	
Address:2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> The money should be secured in a safe. All monies received must be deposited on the next business day after the day of receipt. Accounts Receivable wil develop, distribute, and implement procedures addressing the provision of receipts (where applicable) to the payee(s), and proper segregation of duties for the receipting, depositing, recording, and reporting of cash.	
Title: Schools - Various Locations	
Address:2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> The money should be secured in a safe. All monies received must be deposited on the next business day after the day of receipt. Accounts Receivable wil develop, distribute, and implement procedures addressing the provision of receipts (where applicable) to the payee(s), and proper segregation of duties for the receipting, depositing, recording, and reporting of cash.	

3. Action Steps

Describe the action steps relevant to the implementation of the policy.

1. At the beginning of the school year, each principal fills out the Reappointment of Cash Collection Duty Form and sends this form to the Treasurer's Office. This form informs the Treasurer's Office who is in charge of processing payments at the school.
2. Accounts Receivable verifies that the assigned person for cash collection duty has been set up and trained in the Point of Sale system and on Cincinnati Public Schools deposit procedures.
3. The cashier processes the payment in the Point of Sale System (PaySchools).
4. The cashier takes the deposit to the bank within 24 hours of receiving the funds.
5. Accounts Receivable reconciles the daily deposits to the daily drawers, to verify each cash drawer matches the deposit.
6. If there is a discrepancy, Accounts Receivable contacts the cashier to inquire why there is a difference. Accounts Receivable documents why there is a discrepancy and processes journal entry for the discrepancy.
7. If the cashier did not make the deposit within the 24 hours, Accounts Receivable contacts the cashier to inquiry why the deposit wasn't made and reminds the cashier that all funds need to be deposit within 24 hours of receipt.
8. If cashier is not able to deposit the funds the day of receipt, the funds should be locked in safe at the school and deposited the next day.
9. The Accounts Receivable Clerk records the receipting and cash payments when the daily payments are processed in the General Ledger Software System (currently Business Plus).

4. Equity Considerations

Describe any equity considerations relevant to the implementation of this policy. The cashier is authorized to leave work for 20 minutes during the work day to make the daily deposit.

5. Related Documents / Forms

Document Title	Description	Last Reviewed
1. Reappointment of Cash Collection Duty Form	Appoint a staff member to collect and deposit monies received.	8/2018
2. Deposit Slips	The school offices and lunchrooms have separate deposit books, for tracking and depositing daily sales into CPS bank account.	8/2018

6. Additional Information

Describe any additional information relevant to the implementation of the policy.