

**Clio Area Schools**  
**General Cash Handling Procedures Agreement**

The Cash Handling Procedures are in accordance with the Clio Schools Board of Education Bylaws & Policies.

**R E C I E P T S**

Pre- numbered receipts will be used to record all revenue received.

The receipts will include: (at a minimum) date, purpose, account number if possible, payment method and amount received. The original receipt will be given to the person remitting payment and the remaining copies will remain in the receipt book for reconciliation purposes.

**D E P O S I T S**

All cash and checks received will be deposited on a weekly basis, unless over \$100, which must be deposited immediately. The SchoolsOPEN receipt, the check scanner receipt, and the cash deposit form will then be sent to the Business Office for records. Any remaining documentation (office copy of SchoolsOPEN receipt/bag info/copy of receipt) shall remain at the school office for their records. Each building principal will designate individuals to have a key for the night deposit box at Independent Bank Clio, for possible use after bank hours. Cash must be counted by two individuals. Each individual shall sign the cash deposit form. All cash must be kept in a secured designated location.

Employees who fail to follow this established procedure may be held personally responsible for any loss of funds.

I have reviewed and understand the District's cash handling procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Activity Account Advisors**

Please be advised of the above stated Cash Handling Procedures. All expenses are handled through a Purchase Order and must be approved by the proper advisors. Activity Accounts will not be allowed to have a negative balance. Should an account become zero, purchases will not be reimbursed for any reason.

All items that have been purchased with Fundraising monies and/or donated to an activity also must remain in the District for future years.

I have reviewed and understand the District's Activity Account Advisor Requirements.

Signature \_\_\_\_\_ Date \_\_\_\_\_