

Daily Cash Receipts and Deposit Procedures

Cash Receipt Entry

At the main menu select Cash Receipts Menu followed by selecting Cash Receipts Entry and Inquiry. Once you are in Cash Receipts Entry you are ready to enter the Cash receipt.

The screenshot shows the 'findata - Keystone Client' application window. The title bar includes 'Edit Application Tools Commands Help'. The main window is titled 'Keystone Financials CASH RECEIPTS ENTRY KF3111'. On the left is a navigation tree with 'Cash Receipts' expanded. The main form contains the following fields:

- Receipt Number:
- Receipt Date:
- Receipt Code:
- Posted Date:
- Customer Id:
- Payer:
- Description:
- Payment Code:
- Check No:
- Amount:
- Bank No:
- Cash Account:

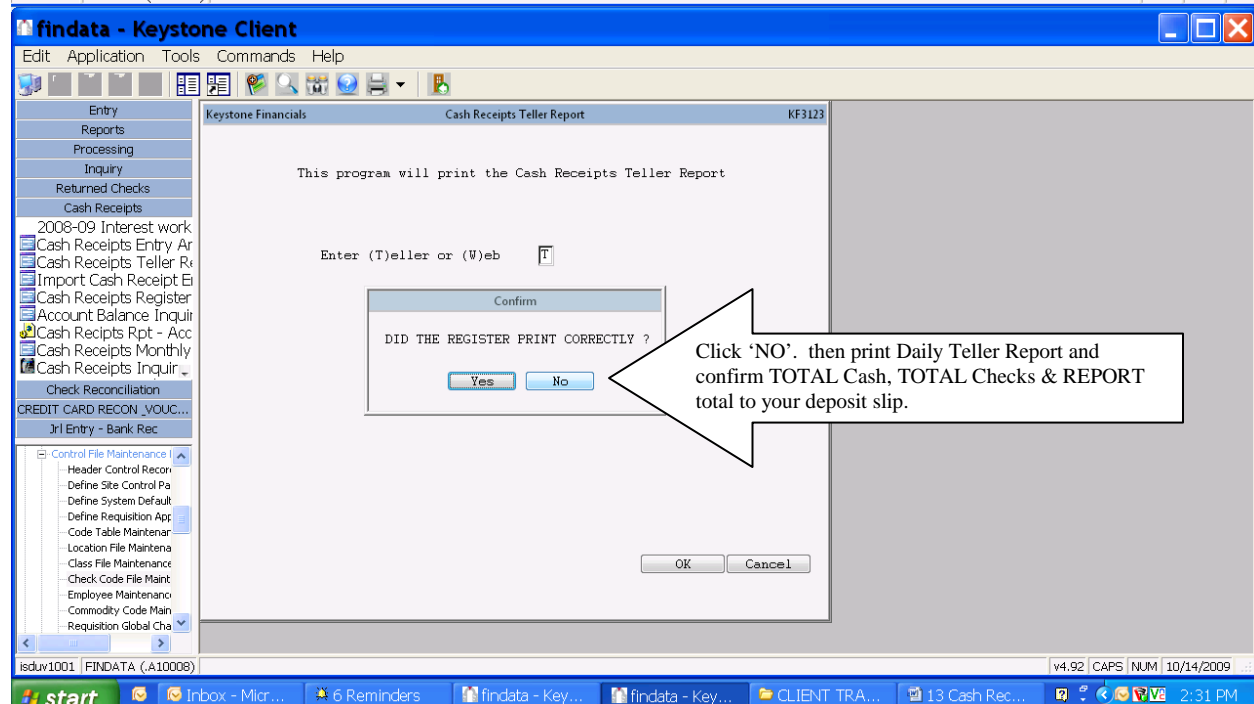
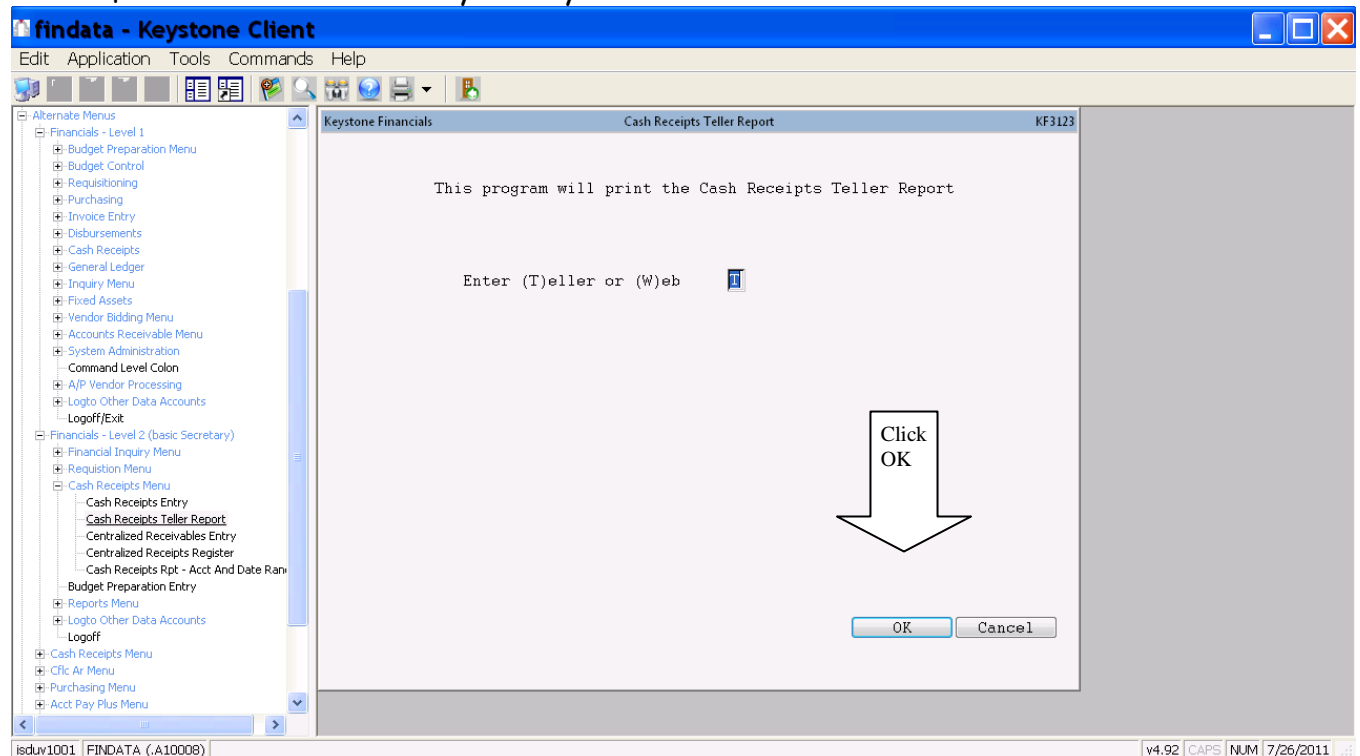
Below the fields is a table with the following columns: Account Number, ASN, Type, Amount. The table has several rows for data entry and a 'Total' row. At the bottom of the form are buttons: Print Receipt, OK, Cancel, Clear, Delete.

1. Click new document and system will assign you a receipt number.
2. Tab to receipt date. Date will automatically default to current day's business
3. Tab past receipt code, nothing is required here.
4. Tab to Payer and input payer's last name followed by first name. (Always in CAPS)
Ex: *BROWN, SUSIE* (In most cases we would want student's name)
5. Tab to description and enter any helpful information pertaining to the payment not covered by the account code. Ex: *PARKING PASS #, T-SHIRT, NAME OF LOST BOOK, etc.*
6. Tab to Payment code and enter cash or check. If payment is made by check, make sure to input check number in Check No field. (also write the CR# & student's name on the check)
7. Enter total payment amount in the amount field. If payment is for more than one item and you do not know amount input 0. You will later be able to return and input the amount after all payments are entered.
8. Enter the account number or ASN, tab to amount and enter the amount.
9. If using ASNs, enter your ASN number under account number, tab, and the default amount will automatically show. However you can change amount if needed.

10. Continue entering account numbers (ASNs) and amounts for each payment being made by the same payer. Once cash receipt is completed tab to Done and verify that receipt is correct.
11. The total amount will show under the individual amounts. This amount and the amount entered at the top must be the same before the Cash Receipt can be filed. If the total was not known at the beginning, click in the amount field and update the amount.
12. Click on Print Receipt and give to student or parent.
13. Click OK and that will file the Cash Receipt and you are ready to start your next one.

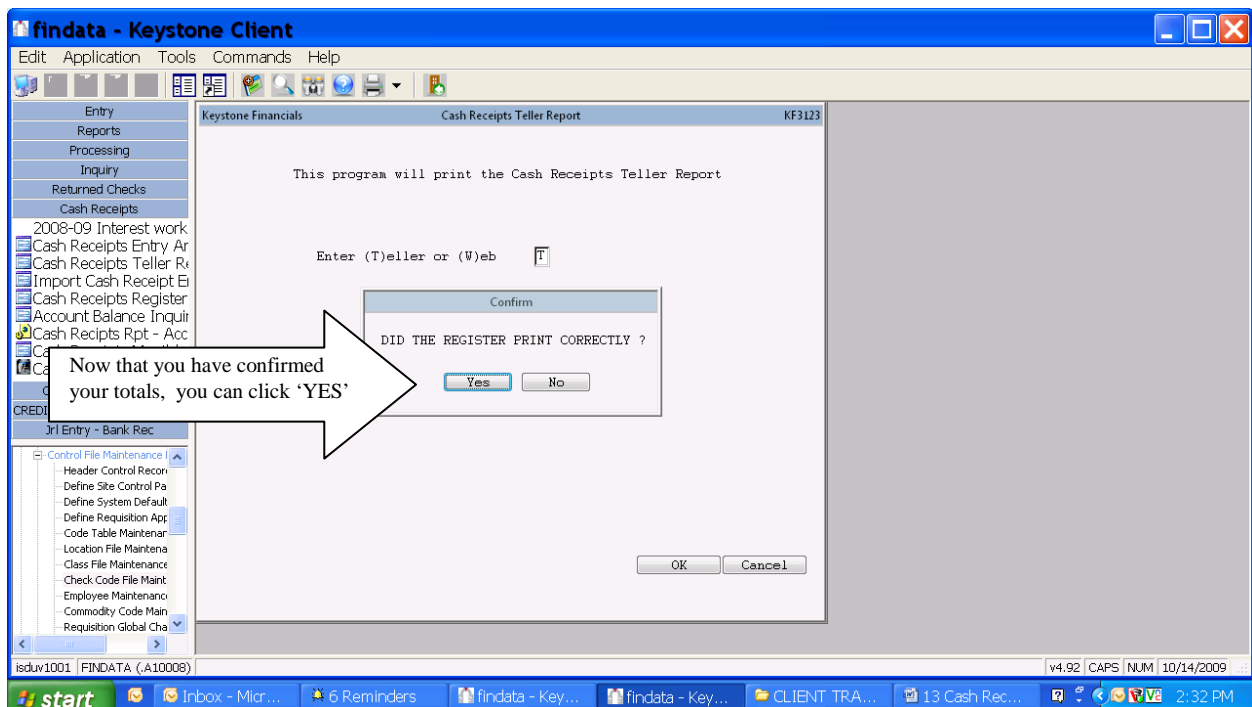
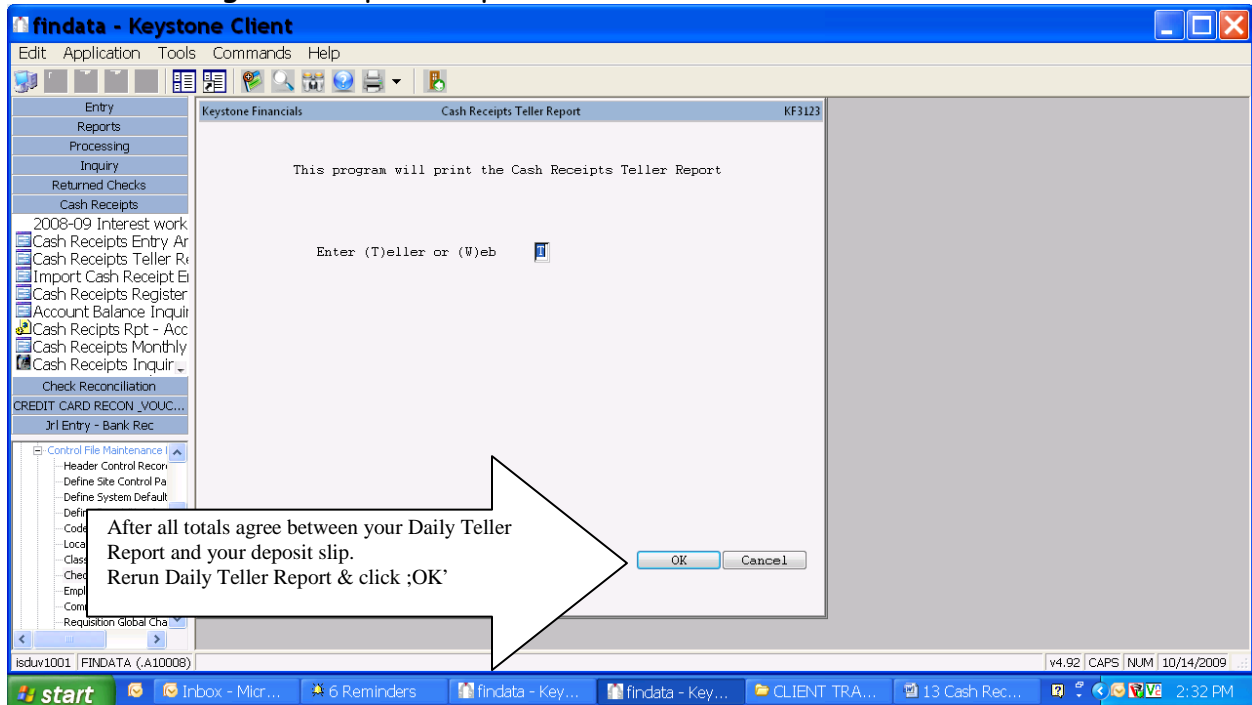
Daily Teller Report and Deposit Preparation

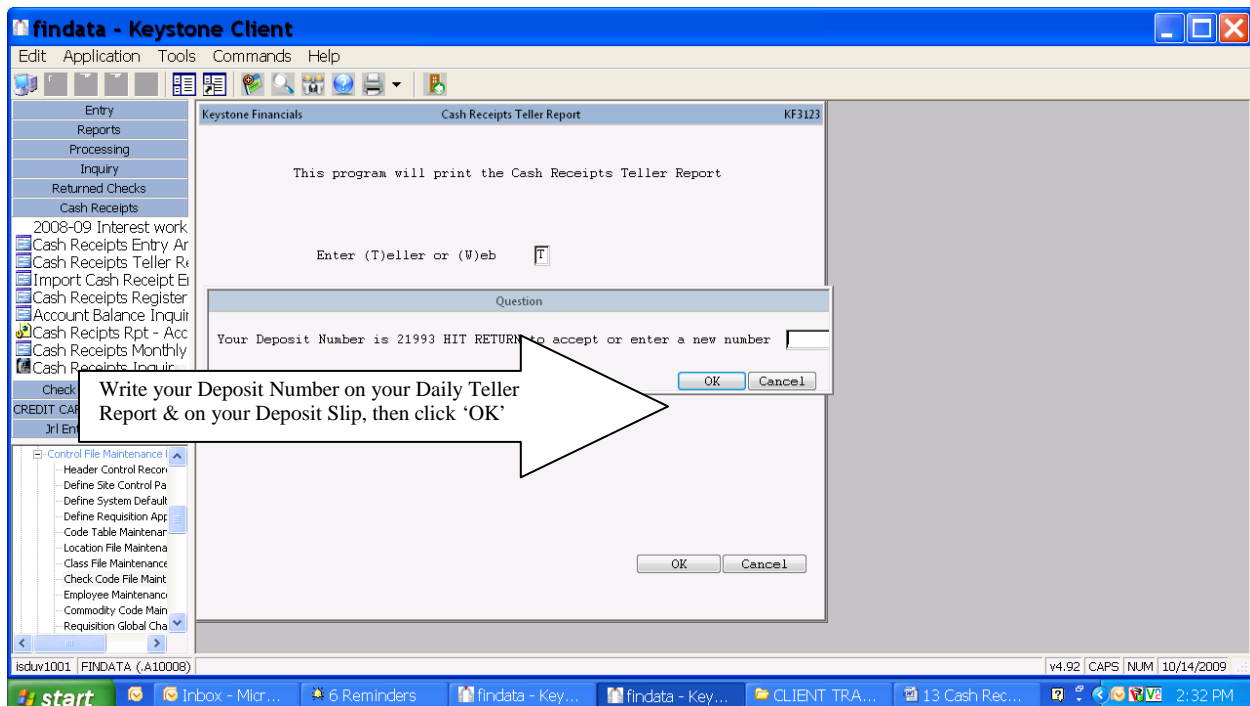
At the end of the day once you are finished with your Cash Receipts entries you are ready to print your Daily Teller Transaction Report. From the main menu select Cash Receipts Menu followed by selecting Cash Receipts Teller Report and the following screen will appear. District procedure requires a deposit of all funds be made whenever they reach \$200.00 as well as every Friday no matter what the amount.



1. Print the report first by answering (N) for no.
2. You will then complete your deposit by following instructions in How to Prepare Your Deposit by completing your deposit slip.

3. Once you verify your deposit information to your total of cash and/or checks received on your teller report and the deposit balances you will then print a second teller report and answer (Y) for yes. Keystone will then tell you your deposit number is xxxx. You will write your deposit number on your deposit slip and on your teller report. Keep a copy along with any supporting documents for two years plus current year in your files. Do not send the Daily Teller Report to the Business Office. It will be important that you:
 - a. write the Deposit # on your Deposit Slip
 - b. sign the deposit slip.





4. When preparing your deposit run two calculator tapes. One tape will go inside your bag with your deposit and the second tape will be attached with your copy of the Teller Report.
5. White copy goes to the bank and will be kept by the bank. Business Office will receive the pink courier sheet back from the bank and will verify the amount according to totals on the Teller Report. Leave the yellow copy attached in your bank deposit book. The event reconciliation sheet will go to the bank and be returned in your bank bag as usual.
6. Place locked deposit bag in bank box on wall for courier pickup. A stamped deposit slip will no longer be returned to you in your bank bag.

If you have any questions please contact the District Bookkeeper.

How to Prepare Your Deposit

1. Keeping Money Safe

- Ask yourself if this were my money would it be safe?
- If it is necessary to leave in the middle of preparing your deposit, make sure the money is secured and out of sight of any potential unauthorized party. At all times you should follow procedures as set out by Central Office. . District procedure requires a deposit of all funds be made whenever they reach \$200.00 as well as every Friday no matter what the amount. It should be placed in the deposit box for pick-up by the courier.

2. Accepting Money

- Counterfeit Pens - At the time you receive money, make a small mark on tens and higher bills. Replace cap immediately after use. Do not expose to air for more than a few minutes.
 - If a light mark appears, bill passes.
 - If a dark mark appears, bill is suspicious.
 - Try to stall the payer with an excuse "I'm having a computer problem and I need to email someone for help. Can you wait a few minutes?"
 - Immediately email David Lamken. He will respond to you.
 - At your convenience, email Karen Branson in case additional Keystone entries are required.
- At the point of sale the bills should be kept facing the same direction. This will help speed up counting currency and assist the person preparing the deposit. It has been proven with bank tellers that their drawers are counted faster and are less likely to be out of balance if the bills are "faced".
- Do not accept foreign coins.
 - The bank only accepts US coin and has no way to provide credit to the school district for any foreign coin received. The most common foreign coin received is the Canadian quarter.
- Before accepting any check, verify that it is filled out completely and signed.
 - All checks must be made payable to the school.
 - Checks received for anything other than cafeteria and student activity fees must be preprinted and include the check writer's phone and driver's license numbers.
 - Treat money orders, cashier's checks and traveler's checks the same as regular checks.
 - In an effort to comply with guidelines from the Prosecutor, write the check writers driver's license number and birth date on the check
 - If this information is already preprinted on the check, just confirm it and circle it.
 - We realize that this won't always happen since some parents might send a check with a student or mail it in.

- It is always best to take a preprinted check. However, there are times when this is not possible, In this case, write the following on the check: checkwriter's name, address, phone number, and driver's license number. Also, write check # 999 on the check.

3.Organizing Currency

- Organize your currency by denomination while counting your cash drawer..
 - Rubber band your currency in small bundles as shown below. Occasionally you will have enough currency that it will need to be strapped. Strap bills as shown below and initial the strap.
 - Always double or triple count your currency. When currency counts are off, the difference is usually contained in one of the currency bundles, new bills sticking together, or mixing currencies while counting.

Rubber banding:

- 1's should be rubber banded in \$25 increments
- 5's should be rubber banded in \$100 increments
- 10's should be rubber banded in \$250 increments

Strapping:

- 100's should be strapped at \$1000 increments,
- 50's should be strapped at \$1000 increments
- 20's should be strapped at either \$500 or \$2000 increments
- 10's should be strapped at \$1000 increments
- 5's should be strapped at \$500 increments
- 1's should be strapped at \$100 increments

4.Preparing Coin

You have 2 options:

1. You can roll the coin yourself.

- Organize your coins by denomination.
 - Remove any foreign coin.
 - If there is sufficient coin to complete a roll, the coin must be rolled.
 - Unrolled coin should be placed in a separate envelope or ziplock bag with the deposit so the coin does not get lost when the deposit bag is opened. The envelopes, bags, currency straps, and coin rollers can be obtained by contacting the District Bookkeeper or Nutrition Service Office.
- Rolling:
 - 1's Susan B & Gold Dollars rolled separate or together \$25.00
 - 1's Silver Dollars rolled \$20.00
 - $\frac{1}{2}$ \$ Half Dollars rolled in \$10.00
 - .25 Rolled in \$10.00
 - .10 Rolled in \$5.00
 - .05 Rolled in \$2.00
 - .01 Rolled in .50

2. You can use the Commerce Bank Coin Machine

Large amounts of coin collected through fundraisers may be taken to Commerce Bank at the Noland Road location or the 39th Street location. Two people need to travel in the same vehicle and place the coins in the coin counter. A receipt will be generated to create a deposit.

Commerce has asked that whatever branch you use, that you should call ahead to let the branch know when you will be coming (the machine could be out of service). If you have large quantities of coin, be mindful of other customers needing to use the machine also.

When you take coins to the bank, always take a deposit slip with you and make your deposit at that time for no charge. You can write on the deposit slip what the deposit is from (example: Book Fair) then do your Keystone entry when you get back to the office. Reminder, whoever is making the deposit should sign the deposit slip.

(Normally you would have done the Keystone entry before taking the deposit to the bank and you would have written the deposit # on the deposit slip. This is an exception to help save you time.

5. Preparing Checks

- Organize your checks by physical size placing larger checks at the back. This will prevent accidentally overlooking a standard size check between two oversized checks.
- Stamp all checks with your endorsement stamp in the designated spot on the back of the check.
- Run two tapes while adding your checks. This double-checks the list and provides something for the bank to verify against if they have a difference.
 - Attach one of the tapes to the bundle of checks with a rubber band. If there are not many checks, a paper clip may be used. Keep the second tape for your records.
- **Do not make photocopies of any checks.** This is for your protection against identity theft accusations.

6. Balancing The Money Collected

- First count each individual cash drawer to determine if the cashier was in balance, long or short. This is generally determined by setting aside the change fund if any and comparing remaining funds to a cash register or daily teller report. If the cashier is out of balance (long or short), follow procedures set by Central Office and/or Nutrition Service Office. Once you have determined that each drawer balances, organize the currency, coin, and checks for your deposit.

7. Preparing the Deposit Slip

- Place change funds in a separate envelope with a separate deposit slip in your bank bag.

- Deposit slips are in quadruplicate.
 - Office & Event Deposit Slips - The white, yellow, and blue copies go to the bank. The pink copy is to be kept by the school for follow-up purposes in case a deposit is not verified as received.
 - Nutrition Services Deposit Slips - All four copies of the deposit slip go to the bank.
- Once a deposit has been processed by the bank, a blue validated deposit slip will be returned to the originator and Central Office.
- When preparing a deposit slip the following steps should be done:
 1. Use a pen with Black or Blue Ink. Do not use gel pens.
 2. Write the date the deposit is being prepared.
 3. List the amount of currency being deposited.
 4. List the amount of coin being deposited.
 5. List the total amount of checks being deposited
 - a. Or list checks individually if there are fewer than five or no tape is included.
 6. No alterations should be present with regards to currency, coin or checks.
 - a. This is for your protection. Since you do not physically deliver the deposit, any alterations to the deposit are possible signs of fraud.
 7. Include the deposit total in the vertical and horizontal total boxes.
 8. Sign the deposit slip in the numbered line area.
 9. Write the Deposit # on the deposit slip.
 10. The deposit slip should be completely filled out and be legible.
 - a. This is important if there is a problem with a deposit. It makes it easier for the Central Office and the Bank to resolve the problem themselves or contact the appropriate person.
 11. Do not write in the long mostly blank section of the deposit slip. This portion of the deposit slip is reserved by the bank for MICR encoding & teller validation.
 12. The deposit slip must agree with point of sale report:
 - a. Office - Daily Teller Report write the Bank No. on the deposit slip by the signature.
 - b. Nutrition Services - Till Count Report
 - c. Events - Event Reconciliation Report
 13. Use only one deposit slip per deposit.

6. Getting the deposit to the bank

- Special Event Deposits - The prepared deposit should be placed in a bank bag and locked.
 - Onsite Events - Deliver the locked bank bag to the event administrator to put in the vault overnight.
 - Outside or offsite Events - Locked bank bag must be taken to the bank and dropped in the night depository. Two people need to deliver the deposit to the bank.
- 3. Courier Deposits - The prepared deposit should be locked in a vault until the courier can pick it up.

Example with checks listed

DEPOSIT TICKET

DATE *2-26-08*

INDEPENDENCE SCHOOL DISTRICT
BENTONVILLE, ARKANSAS
OFFICE 14701

COMMERCIAL BANK
12-17-010

022008 0100 101 \$ *25.00*

000348 4801 000 000 37900670

⑆ 4200 ⑆ ⑆ 10 ⑆ 0000 ⑆ 19 ⑆ 037900570 ⑆ 54

CHECKS LISTED: *19 00*

Handwritten: *Deposit # 10708*
Joe Smith

TOTAL *25.00*

Example of checks totaled with tape.

DEPOSIT TICKET

DATE *7-16-08*

INDEPENDENCE SCHOOL DISTRICT
TRANSPORTATION
OFFICE 1701

DOWN FROE BANK
18 11010

071008 1000 1 \$ *32718.14*

000348 4801 000 000 37900670

⑆ 2100 ⑆ ⑆ 10 ⑆ 0000 ⑆ 19 ⑆ 037900570 ⑆ 54

CHECKS LISTED: *32718.14*

Handwritten: *Deposit # 11627*
Bob Smith

TOTAL *32718.14*

EXAMPLE OF OFFICE DEPOSIT

Dep 11429

KT3121
Report Date 06/16/08

INDEPENDENCE SC-SD DISTRICT
DAILY TELLER TRANSACTION REPORT

10:41:42 16 JUN 2008 Page 1

RECEIPT# DATE PAYER DESCRIPTION PAYMENT CHECK NO. TELLER AMOUNT
120331 06/16/08 MONTEGOMERY, GABBY DRILL TEAM CAMP Check 4558 NREJNHA 285.00
CASH ACCOUNT: #0-0000-1115-000-0000-0030 Default Cash Account for each DEPOSIT NUMBER

ACCOUNT # / SUBREQ DESCRIPTION TYPE AMOUNT
17-0000-5175-153-0322-0999 TRUMAN ACTIVITIES R 285.00

RECEIPT TOTALS 285.00 285.00

RECEIPT# DATE PAYER DESCRIPTION PAYMENT CHECK NO. TELLER AMOUNT
120334 06/16/08 RAMPEY, TERESA DRILL TEAM CAMP Check 5152 NREJNHA 150.00
CASH ACCOUNT: #0-0000-1115-000-0000-0000 Default Cash Account for each DEPOSIT NUMBER

ACCOUNT # / SUBREQ DESCRIPTION TYPE AMOUNT
17-0000-5175-153-0322-0999 TRUMAN ACTIVITIES R 150.00

RECEIPT TOTALS 150.00 150.00 ✓

TOTAL Check 435.00 ✓

TOTAL 435.00

DEPOSIT TICKET

DATE: 6/16/08

CLEARING CENTER: TELLS

COINAGE: 150.00

CHECKS: 285.00

TOTAL: 435.00

INDEPENDENCE SCHOOL DISTRICT
TRUMAN HIGH SCHOOL
EVER, B - 15209

Commerce Bank
INDEPENDENCE, MO - 64601
www.commercebank.com

061708 0025 17 8435.00
00346 4807 000 000 3901070

54

10-171010 74E

TOTAL ITEMS: 2

435.00

LIST OF ASN SHORTCUTS

REVENUE SHORTCUTS (Use with Deposits & Inquiry):

XXX-ACTR = Fund 17 activity revenue account list.

XXX-ATHREV = A list of Gate Receipt Revenue Codes

XXX-ATHFEE = MSHSAA activity participation fee \$50

Cash Receipt Desc Example: "ATHFEE"

XXX-ID = Student ID, Agenda & Registr

XXX_LOCKS = Combination Locks

XXX-LIB = Library Revenue

XXX-PARK = Parking \$xx set by each high school

Cash Receipt Desc Example: "P10-123" (YR-Pass#)

XXX-PASS = activity pass for student \$20 and adult \$40

Cash Receipt Desc Example: "ADULT", "STUDENT", "PASS TYPE"

XXX-PE = PE clothes \$xx set by each middle school

Cash Receipt Desc Example: "SHORTS SZ MED", "SHIRTS SZ MED",
" BOTH SZ MED",

XXX-SHIRT = T-shirt/spirit wear \$xx set by each middle school

Cash Receipt Desc Example: "SZ MED"

XXX-TEXT - Lost Textbook – reminder use XXX-TEXT 17-0000-5175-xxx-0000-0320

Cash Receipt Desc Example: "ROMEO & JULIET" or reference #

XXX-YRBK = Yearbook \$xx set by each secondary

Cash Receipt Desc Example: "YEARBOOK"

Code Obligations based on that obligation

EXPENSE SHORTCUT (Use with Requisitions, Vouchers & Inquiry):

XXX-BUD – List of building budget expense codes.

XXX-ACTX – List of Fund 17 activity expense codes.

Printed:
May 1, 2008

**Independence Public Schools
William Southern Elementary School
TILL COUNT REPORT**

05/01/2008

Breakfast																		
Line: 1	Time	Emp #	Pennies	Nickels	Dimes	Qtrs	Coin Total	Ones	Fives	Tens	Twenties	Bill Total	Total Cash	Checks	Other	Over/Under	TOTAL	
10:46:19 AM	3,180	18	9	14	8	\$4.03	13	3	2	0		\$48.00	\$52.03	\$255.00	\$0.00	\$0.00	\$307.03	
Meal Total:		18	9	14	8	\$4.03	13	3	2	0		\$48.00	\$52.03	\$255.00	\$0.00		\$307.03	
Lunch																		
Line: 1	Time	Emp #	Pennies	Nickels	Dimes	Qtrs	Coin Total	Ones	Fives	Tens	Twenties	Bill Total	Total Cash	Checks	Other	Over/Under	TOTAL	
12:43:40 PM	3,180	0	8	4	0	\$0.80	5	0	0	0		\$5.00	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	
1:54:05 PM	3,180	0	0	0	0	\$0.00	0	0	0	0		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Meal Total:		0	8	4	0	\$0.80	5	0	0	0		\$5.00	\$5.80	\$0.00	\$0.00		\$5.80	
Daily Totals:		18	17	18	8	\$4.83	18	3	2	0		\$53.00	\$57.83	\$255.00	\$0.00		\$312.83	
							B.1						C.1				D.1	A.1

DEPOSIT TICKET

DATE: 5-1-08

CURRENCY: 53.00
COINS: 4.83
CHECKS: 255.00

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TOTAL DOLLARS: 312.83
TOTAL CENTS: 83

INDEPENDENCE SCHOOL DISTRICT
WM SOUTHERN ELEMENTARY
NUTRITION SERVICES / 53002

Commerce Bank
Independence, MO 64050
www.commercebank.com

\$ 312.83

16-1/1010 348

TOTAL ITEMS

CHECKS AND OTHER ITEMS ARE ACCEPTED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT. DEPOSITORS MAY NOT BE HELD LIABLE FOR IMMEDIATE WITHDRAWAL.

53002 10000019 037900570

TILL COUNT REPORT

Page: 1 of 1

Independence School District

Event Deposit Reconciliation

Event: _____

Date: _____

Opponent: _____

Place: _____

Change Fund:

Change Fund Amount to be returned in this bank bag to the school	\$	
or		
	Tens	\$
	Fives	\$
	Ones	\$

Change Fund Amount to be a separate bank deposit in envelope	\$
--	----

Collections to be deposited:

Currency		Coin		Checks	Total
Hundreds	\$	Ones	\$	\$	\$
Fifties	\$	Fifty Cents	\$		
Twenties	\$	Quarters	\$	Total Deposit	\$
Tens	\$	Dimes	\$		
Fives	\$	Nickels	\$	Office Use Only	
Ones	\$	Pennies	\$	Bag # Teller Report#	
Total	\$	Total	\$		

_____ Collections Supervisor Signature

Sales Reconciliation:

Ticket Type	Starting #	Ending #	Total Tickets	Ticket Rate	Sales
				\$	\$
				\$	\$
				\$	\$
Totals				\$	\$

Other Sales (describe):

Total Sales	\$
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