TIMPANOGOS ACADEMY

CASH RECEIPTS POLICY

1. **PURPOSE**

To establish a policy for the handling of all cash receipts, in include currency, coin, checks, ACH transactions and credit card transactions.

1. **SCOPE**

This policy applies to all administration, licensed educators, staff, students, organizations and individuals who handle cash receipts or accept payment in any form on behalf of Timpanogos Academy (“the School”).

1. **SEGRATION OF DUTIES**

Whenever possible, duties such as collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. Since limited staffing exists in a charter school, compensating controls such as management supervision and review of cash receipting records should be implemented.

1. **DEFINITION**

“Public funds” are defined as money, funds and accounts, regardless of the source from which derived, that are owned, held or administered by the School as a Local Education Agency (LEA).

1. **POLICY**
2. The School, including personnel at both buildings, will comply with all applicable state and federal laws.
3. Monies deposited directly from the Utah State Office of Education constitute the great majority of funds received by the School. Such funds will be reconciled to USOE reports and remittance advices by line item or account. The School operating bank account will be used to receive such funds, and monthly bank reconciliations will be made by the School Business Manager.
4. All receipting of funds at the school buildings shall be done at the front office with the school secretary. No receipting should take place in the classroom or in unapproved off-site locations. Funds received through the Parent-Teacher Organization (PTO) in accordance with its cash receipts policy and do not become School funds until remitted to the School (see Fundraising Policy).
5. The School Board and Business Manager will approve all checking and savings accounts used by the School. At initial adoption of the policy, there are only two approved: the Operating account and the Principal’s account. The latter will be limited, with major disbursements approved by the Board and replenishment by bank transfer from the Operating account by the Business Manager.
6. All funds shall be kept in a secure location until they are deposited in an approved account at a fiduciary institution. Funds should be deposited within three days after receipt (see Utah Code 51-4-2(2)(a)). Cash kept overnight or over a weekend shall be locked up securely and should never be taken home by employees or volunteers.
7. All checks received are to be made payable to the LEA and endorsed upon receipt. They are not to be made payable to employees, departments or programs.
8. Appropriate internal controls should be implemented for all cash activity. They may include pre-numbered receipts, pre-printed deposit slips (with MICR encoding) and cash reconciliations.
9. All receipts should be receipted by student (or parent) name on pre-numbered receipts, which shall be offered to the payer.
10. The School bookkeeper will prepare deposit slips after funds are received from school secretaries, and another party will make the deposit at the financial institution.
11. The Business Manager will receive the monthly bank statements and reconcile the accounts.
12. Under no circumstances are disbursements to be made directly from cash receipts (e.g., for purchases, reimbursements, refunds or to cash personal checks).
13. At adoption, the School does not accept credit card payments. If such receipting is approved, this policy shall be updated.
14. At adoption, the School has not been authorized by the Board to have Petty Cash funds. If such is approved, this policy shall be updated.