

## PARIS SPECIAL SCHOOL DISTRICT – ADMINISTRATIVE PROCEDURES

|                         |                |
|-------------------------|----------------|
| <b>Deposit of Funds</b> | <b>2.500.1</b> |
|-------------------------|----------------|

### **School Level**

All money collected at the building level except cafeteria and Kid's Club funds must be cleared through the principal's office and turned in to the Central Office within three (3) business days. A Teacher Collection Log (Exhibit A) must be used by the teacher and turned in with each deposit. The money must be counted by the principal's office upon receipt of said funds and a receipt must be issued back to the teacher verifying the funds.

The principal or his/her designee must send the money to the Purchasing Agent at the Central office along with the Teacher Collection Log Sheet. The Purchasing Agent is responsible for receipting the funds at the Central Office and depositing the funds in the bank account.

Athletic Events (Football and Basketball) will submit a Count of Collections - Exhibit B and will follow the same guidelines above. A two-person count is mandatory.

### **Cafeteria**

Cafeteria managers shall deposit cafeteria receipts in the bank within three (3) business days. All cafeteria money must be verified by two employees. Ideally, cashiers will make the first count and the cafeteria manager the second count. A deposit receipt copy must be sent to the School Nutrition Supervisor at the end of each month. Deposit slips will be filed along with other accounting records.

### **Kid's Club**

Kid's Club employees will follow the same as the cafeteria procedure. Two employees must verify the deposits and records must be sent over at the end of each month to support all deposits.

All funds must be deposited within three (3) business days, have dual controls (two-person count), properly safeguarded and money deposited intact. "Intact" means in the form and amount collected. (No cashing of checks from the cash amount)

All monies collected at the building level, including cafeteria and Kid's Club, must be deposited into the Paris Special School District centralized account.

## TEACHER COLLECTION LOG

**School** \_\_\_\_\_

Teacher \_\_\_\_\_

**Collected for** \_\_\_\_\_ **Date** \_\_\_\_\_

| <u>Name</u>              | <u>Amount</u>           | <u>Cash</u> | <u>Check Number</u> |
|--------------------------|-------------------------|-------------|---------------------|
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|                          |                         |             |                     |
| <u>Teacher Signature</u> | <u>Total<br/>AMOUNT</u> | <u>CASH</u> | <u>CHECK TOTAL</u>  |
|                          |                         |             |                     |

OFFICE 2<sup>ND</sup> COUNT:

Cash Collections \_\_\_\_\_

Check Collections \_\_\_\_\_

Total Amount \_\_\_\_\_ (Send to Purchasing Agent - Central Office)

Receipt Number Issued to Teacher: \_\_\_\_\_ Date \_\_\_\_\_

School Principal Office Representative Signature: \_\_\_\_\_



## Paris Special School District INMAN ATHLETICS GATE TICKET RECONCILIATION

DATE \_\_\_\_\_

INMAN VS \_\_\_\_\_

**ADULT TICKETS**

TICKET COLOR \_\_\_\_\_

Sale Price \$5.00

ROLL BEGINNING NUMBER \_\_\_\_\_

ROLL ENDING NUMBER \_\_\_\_\_

TOTAL TICKETS SOLD \_\_\_\_\_

TICKETS SOLD \_\_\_\_\_ X \$5.00 = \$ \_\_\_\_\_

**STUDENT TICKETS**

TICKET COLOR \_\_\_\_\_

Sale Price \$1.00

ROLL BEGINNING NUMBER \_\_\_\_\_

ROLL ENDING NUMBER \_\_\_\_\_

TOTAL TICKETS SOLD \_\_\_\_\_

TICKETS SOLD \_\_\_\_\_ X \$1.00 = \$ \_\_\_\_\_

Beginning change fund: \_\_\_\_\_ 10's

\_\_\_\_\_ 5's

\_\_\_\_\_ 1's

Total Change Fund: \_\_\_\_\_

I certify that the ticket color, beginning number, ending number, and the change fund of this ticket seller box and found it to be correct as listed above.

\_\_\_\_\_  
Signature of Designee\_\_\_\_\_  
Signature of Ticket Seller

Beginning Change Fund: \_\_\_\_\_

Adult Ticket Sales \_\_\_\_\_

Student Ticket Sales \_\_\_\_\_

Total Due in Ticket Box \_\_\_\_\_ (expected)

Cash Collected \_\_\_\_\_ (actual)    BOX OVER OR SHORT \_\_\_\_\_

I certify that I checked the AFTER SALES beginning and ending number of the remaining tickets and collections from this ticket box and found it to be correct as listed above.

\_\_\_\_\_  
Signature of Designee\_\_\_\_\_  
Signature of Ticket Seller

