CASH HANDLING PROCEDURE

Cash Box Request:
- Group requesting cashbox contacts the business tech.
- Business tech. maintains cash on hand in a safe and creates cash box from Petty Cash.
- Business tech. provides group cash box with starting bank and cash count sheet showing amount of starting cash provided.
- Group verifies amount and signs for receipt of cash box.

Cash Handling at Event:
- Cash box must be maintained by two people at event.
- Cash box must be counted by two people at the end of the event.
- Tamper proof cash bag is filled out.
- Count sheet is completed, dated, and signed by both individuals.
  - Photo is taken of completed count sheet.
  - Original count sheet is placed in cash bag or cash box for the **business tech.**
  - Photo of count sheet is emailed to finance@johnadamsacademy.org for the **staff accountant.**
  - Photo of count sheet retained by both individuals from group for their record of money turned in.
- Cash is placed into tamper proof cash bag and sealed.
- Cash bag is secured in box.

Cash Turned In:
- Business tech. receives cash box and tamper proof cash bag with copy of count sheet prepared by group.
- If business tech. is not available to receive cash box, the front desk will maintain the unopened cash bag, and will deliver to business tech.
- Business tech, with a second individual (ie. Parent, front desk assistant, receiving coordinator, etc) counts received cash/checks in cash box ASAP.
  - Business tech. separates out starting bank to replenish Petty Cash Fund and prepares deposit, including copy of count sheet and checks.
  - Business tech. places cash in tamper proof cash bag.
  - Business tech. and second individual verify count sheet by both signing count sheet.
  - Business tech. and second signer each keep a copy of the signed count sheet (four signatures).
  - Business tech. provides original count sheet to staff accountant for reconciliation with the deposit receipt.

Bank Deposit:
- Business tech. copies and logs checks.
- Business tech. prepares deposit slip.
- Business tech. takes prepared deposit to bank.
- Business tech. obtains bank deposit receipt and provides to Staff Accountant.

Recording the Deposit in Accounting:
- Staff accountant receives bank provided deposit receipt, original cash box count sheet, copies of checks and a copy of the deposit slip from business tech.
- Staff accountant reconciles count sheet to the bank deposit slip and then enters the receipt in accounting system.
- Deposit paperwork forwarded to Non-Profit Services Division (NSD) for recordkeeping and audit.

Quarterly Reconciliation:
- Staff accountant to reconcile deposits in bank statements to receipt information recorded in accounting system. Staff accountant audits petty cash fund maintained by business tech monthly to verify amounts.
- Staff accountant provides reporting to Director of Finance.