



A C A D E M Y

Restoring America's Heritage by Developing Servant Leaders

CASH HANDLING PROCEDURE

Cash Box Request:

- Group requesting cashbox contacts Admin Manager.
- Admin Manager maintains cash on hand in a safe and creates cash box from Petty Cash.
- Admin Manager 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 **Admin Manager**.
 - 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:

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



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Bank Deposit:

- Admin Manager copies and logs checks.
- Admin Manager prepares deposit slip.
- Admin Manager takes prepared deposit to bank.
- Admin Manager 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 Admin Manager.
- 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 Admin Manager monthly to verify amounts.
- Staff Accountant provides reporting to Director of Finance.