



OGDEN PREPARATORY ACADEMY

Official Procedure

3. Fiscal Management

3.02.PRC.1 Cash Handling Procedure

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These procedures are established in accordance with the Cash Handling Policy.

Definitions

- **Cash:** anything that represents financial resources to include: currency, coin, checks, and money orders.
- SIS: Student Information System**

Cash Receipts

The Administration authorizes the secretarial staff to receive funds on behalf of the school. No other employee, student, volunteer, or visitor may receive funds except as outlined herein. All funds received must be receipted to the paying individual(s). Administration may receive funds on behalf of the school if they are assisting in the front office. Another employee may receive funds on behalf of the school if they have been assigned to assist in the front office. \$1 Free Dress funds, cafeteria a la carte purchases, event concessions, and other funds in amounts less than \$5.00/item are excluded.

Bank Deposits

All public funds shall be deposited in accordance with the OPA Cash Handling Policy and Utah Code 51-4-2(2)(a) within three business days after receipt. When the dollar amount of cash receipts for any given day exceeds \$300, or the equivalent, the funds shall be deposited within one business day. Reasonable arrangements for the physical safety of employees assigned to take the deposit to the bank shall be made.

Stipulations:

1. All cash receipts shall be counted and verified by a minimum of two employees.
2. The School safes shall be located in an administrator's office or other secure location.

3. Two administrators per building, and one school-wide designee shall have the combination to each safe.
4. The School's cash boxes shall be locked in the School safe(s) during non-business hours.
5. The Secretarial staff may maintain \$50 in each building's front office for change. The money shall remain in a cash box.
6. All checks payable to the School shall, immediately upon receipt, be restrictively endorsed (stamped "For Deposit Only"). Checks that are post-dated shall not be accepted.
7. Cash receipts in the form of student fees shall correspond with the approved fee schedule, as required by Utah Code 53A-12-102 and USBE Board Administrative Rule 277-407-5.
8. Cash receipts from sales, rentals, admissions, and user fees shall include a charge for sales tax unless specifically exempted, as required by Utah Code 59-12-101 et.seq. (see also Utah State Tax Commission Publication 35).
9. Cash receipts shall be accompanied by adequate supporting documentation. Supporting documents shall be reconciled with actual cash received. Any discrepancy shall be clearly identified and brought to the attention of the secretarial staff for resolution.
10. Under no circumstances may disbursements be made (i.e., for purchases, reimbursements, refunds, to cash personal checks, etc.) directly from cash receipts. Neither shall cash receipts be used to establish petty cash or change funds.
11. Under no circumstances are funds to be kept in an unsecure location.
12. Cash receipts associated with a specific student shall be recorded in the School's SIS by the Financial Secretary.

Daily Accounting Procedures

- A designated administrator shall distribute the cash boxes and undeposited funds to the secretaries at the beginning of each business day.
- Building-Level Deposits: A building secretary shall prepare the monies received at each building at the end of each day for deposit.
 - Count the money.
 - Prepare the cash box with change.
 - Complete supporting documentation for the funds received..
 - Deliver the cash and documentation to the Financial Secretary.
 - For any money received after the deposit is prepared:
 - Cash shall be sent to the safe with receipt documentation.
 - A copy of the receipt documentation shall be retained by a secretary.
 - Cash shall be returned to the building secretary the following day.

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- The secretary shall verify the amount and report any discrepancies to administration.
- School Deposits: The Financial Secretary shall combine the building-level deposits and prepare the School deposit.
 - Verify the amounts.
 - Reconcile the amounts with the documentation and the SIS.
 - Prepare the School Deposit Sheet.
 - Undeposited School Deposits shall remain in the locked safe until deposited.
- Cash box keys shall be dropped in the locked key boxes at the end of each day.
- A designated administrator shall lock the cash boxes and any undeposited funds in the safe at the end of each day.

Assignment of Fees

- Course Related Fees
 - Course related fees are assigned through the SIS automatically according to enrollment.
- Personal Discretionary Expenses
 - Purchases
 - Non tracked purchases (PE uniforms, nametags, headphones) are student initiated and are not assigned in the SIS.
 - Yearbook purchases will be entered into the SIS.
 - Fines (losses and damages to school property, class change fee)
 - Library fines shall be entered by the building librarian(s).
 - Chromebook fines shall be entered by the Finance Secretary.
 - Class change fees shall be assigned by the school counselors.
 - All other fines are to be provided to the building secretary.
- Extracurricular
 - Extracurricular fees are student initiated and are not assigned in the SIS.
- Expeditionary Learning
 - The lead teacher for the trip will provide the secretarial staff with a list of attendees as soon as it is compiled.
 - A secretary will assign the fee in the SIS upon receipt of the student list.

Records of payments, credits, refunds, and waivers

- A receipt shall be provided for all funds received (exceptions provided herein).
- The receipt shall include the purpose of the payment.

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- The financial secretary shall enter receipts, credits, refunds, and waivers into the SIS as applicable.
- Any person receiving funds shall not enter receipts into the SIS.

Events

For specific functions where it is not possible or reasonable for the secretarial staff to receive funds, an employee designated by the administration may receive funds.

- The Secretarial staff shall maintain an Event cash box with \$30 in cash for change for each building.
- The designated employee shall sign the check out sheet to receive the box, and shall be trained on any documentation required.
- The event cash box shall be put in the safe after the event.
- Any completed documentation shall accompany the cash box and a copy shall be filed for security.
- The Secretarial staff shall verify the amounts at the beginning of the following day and combine the funds for the building-level deposits.

Document History

Approved: 02/05/2018

Updated: 09/16/2019 *Allowed for safe at elementary.
Removed requirement for cash box keys to be locked.*

06/08/2020 *Added control of person receiving payments not entering into SIS.*

11/02/2023 *Added Assignment of Fees section and more SIS procedures.*

Legal References

Utah Code 53A-12-102

USBE Board Administrative Rule 277-407-5

Utah Code 51-4-2(2)(a)

Utah Code 59-12-101 et.seq.

Utah State Tax Commission Publication 35