



AIMS Cash Handling Policy 2018-2019 School Year

General Procedures

- Schools are not authorized to use collected funds for any purpose whatsoever other than for deposit.
- Count cash at the end of each day.
Balance cash to receipts daily prior to deposit.
- Store cash in zip deposit bags and locked in safe.
- Keep reconciliation log (Excel Spreadsheet for School Uniforms).
- All payments received must be logged in receipt book.
- Cash is never sent through school mail.

Front Desk Cash Handling (Lunch Payment, Sale of School Uniforms/Swag)

- Cash is accepted at the front desk from 9:30 a.m.-4:00 p.m.
- Cash deposited to the front desk must be stored in a lockbox immediately.
- Meal Time (Lunch Program Payment System) deposits must be made to student profile.
- Receipt must be logged and receipt must be given to parent/guardian after deposit is completed.
- By 4:00p.m. lockbox and receipt book must be taken to finance department for cash handoff and review. (Double Count of Cash)
- AIPHS deposits will be submitted to central office finance department every Friday by 4:00pm. (During week, clerk will adhere to the previous outlined day to day procedure).

Reconciliation of Cash Handling

- Cash collected must be balanced by comparing the total of the cash to the pre-numbered receipt totals and the money received.
- Two staff members will review total cash amount received to ensure accuracy.
- Deposit tickets are to be reconciled to cash received, daily deposit printout from Meal Time (Lunch Program Payment System).
- Proof of reconciliation is stored in finance office and locked in a file.
- Print Meal Time audit report to review with finance office.

Security of Cash Handling

- Cash and other deposits are to be kept in a secured, locked location always. Do not leave deposits or cash unlocked in desk, drawers or file cabinets.
- Front desk clerk is responsible to ensure all cash deposits that are brought to finance office must have finance clerk review and sign off on total received.

- Deposit bags must be secured along with any other deposits until dropped off to finance department.
- AIPHS clerk will be escorted to car prior to Friday cash drop off.
- AIPHS clerk will be provided space to park car to ensure safe handoff to finance department. (Double Count of Cash)
- Finance department logs totals for the day in QuickBooks and total deposit is taken to the bank and deposit slip is retrieved.

Refund

- Refunds are granted if students leave school district and or decided to no longer participate in the school lunch program.
- Refunds are completed through finance department. Front desk clerk should provide the following information, the students first and last name, amount of refund, date and reason to finance clerk.
- Once refund check is complete finance will mail check to parent/guardian.

Collections

- Print out Meal Time (Lunch Program Payment System) negative balance report, call families with negative balances. Inform families to pay balance immediately.