



**TO:** Principals and Office Managers  
**FROM:** Susan R. Tucker, Director, Fiscal Services  
**RE:** Collection of Monies  
**DATE:** September 17, 2020

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To ensure proper accounting and internal fiscal controls for monies collected at your school site, the following procedures should be followed:

- Teachers and administrators collecting funds from students must submit a classroom roster clearly noting the students who have submitted monies along with all cash and checks to the school office within two weeks.
- The school office staff prepares a deposit transmittal attaching a copy of the classroom roster and submits to the Fiscal Services for deposit. *(For auditing purposes, a copy of the classroom roster and deposit transmittal is to be retained at the school site.)*
- Cash and checks must be secured at all times and sent to Fiscal Services as soon as possible. If funds collected exceed \$600, transmit deposit within 3 days, all other deposits within two weeks of receipt.
- Refunds and purchases must be processed through Fiscal Services and NEVER from cash on hand.
- Donations/gifts/grants received from employer matching gifts, parents, parent organization groups and online fundraising/crowdfunding campaigns (see [Board Policy](#)) need to have the [Request for Acceptance of Gifts](#) form submitted with the transmittal and cash/check.

These procedures are in place for your protection as well as the District's.

Thank you for your understanding and cooperation.

**CC:** Administrative Assistants  
Cabinet  
Directors