

Elementary Schools

SchoolBooks

Money Received

Use this procedure to record money received at the school and subsequently deposited in the school's Student Activity Funds bank account.

The initial processing of money received at the school will vary slightly depending on the source of the money. However, receipts must be prepared for ALL money physically received at the school (except for lunch money that belongs to Nutrition Services). A receipt is not required for money that is directly deposited into the school's bank account – see below. Ideally, a receipt should be prepared the same day the money is received. At the very least, receipts should be prepared to coincide with bank deposits (no less frequently than weekly). Receipts must be prepared before a bank deposit is made.

Money Collected by Others

All money turned in to the office that was collected by others, such as teachers, activity advisors, and PFA/PTA/PTO representatives (fundraisers), must be accompanied by a completed Cash Count Slip.

1. In the presence of the Teacher/Advisor who submitted the money (preferably) or another school staff member (alternatively), open the envelope and count the money to verify that the Cash Count Slip was completed accurately. If it was not, re-count the money to make sure the first count was correct; if it was, then change the information on the Cash Count Slip. Initial and Date the Cash Count Slip.

2. In the correct receipt book, write a receipt for each Cash Count Slip, unless the Teacher/Advisor has requested an individual receipt for each payment received. Give the original receipt(s) to the Teacher/Advisor, along with a copy of the Cash Count Slip. If you are using 3-part receipts, attach the second receipt copy to the original Cash Count Slip (which you will keep for your records). Keep the last copy intact in the receipt book. Be sure to use the receipts in numerical sequence.

Money Received Directly at Office

This includes money received at the office directly from students or parents, or otherwise received at the office (including through the mail). This can include:

- Checks written to the school by the PFA/PTA/PTO
- Monetary donations to the school
- Facility Use Fees and RSVP funds received from the District's Accounts Payable Department via a physical check

- E-scrip rebates
- Vending machine commissions
- Recycling program proceeds
- Refunds/Expense reimbursements from vendors

1. In the correct receipt book, write a receipt for each payment received. Include all available information on the receipt, particularly the check number of the check received and the person from whom you received the check. If the payment relates to a student, put the student's name in the "For" line of the receipt. Give the original receipt to the person remitting payment, if requested. If you are using 3-part receipts, give the first receipt copy to the person remitting the money so he/she knows the money was collected/received. Keep the last copy intact in the receipt book. Be sure to use the receipts in numerical sequence.

Electronic Deposits (directly into bank account)

Hand-written receipts are not used for money deposited directly into the school's bank account. This can include such items as E-scrip rebates, and payments from the District's Accounts Payable Department for Facility Use Fees, RSVP, Children In Transition, etc. Electronic Deposits are recorded as Adjustments to Cash; see the separate Miscellaneous Bank Credits procedure.

Entering Receipts Into SchoolBooks

Once receipts have been written for all money received, the individual receipts must be entered in SchoolBooks. You will need to have your receipts books ready. Every receipt number must be accounted for and entered in SchoolBooks – even voided receipts. It is highly recommended that you complete the following process for each receipt book separately.

1. In the receipt book(s), use a red pen to write the associated GL Account number(s) on each receipt. Refer to your Chart of Accounts. This will speed the data entry process.
2. In SchoolBooks, click the "Receipt Entry" button or make this selection from the "Entry" drop-down menu. The "Receipt Entry" screen will appear.
3. In the "Receipt Number" field, enter the receipt number from the receipt book.
4. Tab to the "Date" field, and enter the date of the receipt in mmddyy format. The slashes will be entered automatically when you exit the field.
5. Note that the "Amount" field will be calculated from the total of the detail lines you will enter on the Detail tab. You cannot edit this field.
6. Tab to the "Rec'd From" field, and enter the name of the person who submitted the money (envelope with Cash Count Slip, check, cash, etc.). This is a required field. If the hand-written

receipt has been voided, enter “Void” in this field, and click “Accept”; you will be returned to the “Receipt Entry” screen (step 2 above).

7. Tab to the “Check No.” field. If the money consists of:

- A single check -- enter the check number.
- Cash only -- enter “Cash”.
- Multiple checks (no cash) – enter “Multiple”.
- Cash and checks – enter “Mix”.

8. Make sure the “Print Receipt” box is not checked. You’ve already written a receipt, so there is no reason to print another one.

9. Press the Tab key or click on the “Detail” tab in the window to advance to the Detail screen.

10. In the “Purpose” field, enter the purpose or description for the receipt, such as “Class supplies fees” or “Field trip”.

11. Tab to the “Amount” field and enter the amount associated with this purpose/description.

12. Tab to the “GL Acct” field, and enter the GL Account number associated with this purpose/description. This should already be written on the receipt (see step 1 above). You do not need to enter the dashes between GL Account number segments—they will be inserted for you. You can also click on the magnifying glass next to the GL Account field to easily find the GL Account number (however, this will take longer than writing the account number on the receipt – see step 1 above).

13. If all the money from this receipt goes to one GL Account, click the “OK” button and confirm that the amount in the “Amount” field at the top right corner of the Receipt Entry window is correct – it matches the amount on the receipt in the receipt book. If it does, click “Accept” at the bottom of the Receipt Entry window to complete the transaction. You will be returned to a new “Receipt Entry” screen (Header tab). Be sure to mark the receipt to indicate it has been entered – in case you get interrupted.

14. If the money from the receipt needs to be split among multiple GL Accounts, click the “OK” button; the transaction just entered will appear in the white area of the Receipt Entry (Detail) screen, and the screen will “reset” in preparation for the next entry. Enter the information for the next portion of the receipt – Purpose, Amount, GL Acct. Click the “OK” button after each detail line has been entered.

15. Repeat the above step for each different GL Account which a particular receipt needs to be split into. When done, click the “OK” button and confirm that the amount in the “Amount” field at the top right corner of the Receipt Entry window is correct – it matches the amount on the receipt in the receipt book. If it does, click “Accept” at the bottom of the Receipt Entry window

to complete the transaction. You will be returned to a new “Receipt Entry” screen (Header tab). Be sure to mark the receipt to indicate it has been entered – in case you get interrupted.

16. Once all the receipts have been entered, click the “Cancel” button on the “Receipt Entry” window. You will be returned to the main SchoolBooks menu screen.

17. All money collected since the last deposit is to be included in the next deposit. Cash payments of expenses are prohibited (SAFPPM page 24). Count all the cash and coins, and total the checks on hand. Add these amounts together.

18. Print a Receipt Journal and verify that all receipts have been entered correctly. There should be no gaps in the receipt number sequence shown on the Receipt Journal.

- In SchoolBooks, click on the “Receipt Journal” button or make this selection from the “Journals” menu. A small “Receipt Journal” window appears.

- Click on the “Print” button. The Receipt Journal will print, and a window will ask “Did the Receipt Journal print OK, and is the data correct?” BEFORE answering this question:

- o Retrieve the printed Receipt Journal and review it – all receipt numbers entered since your last bank deposit must be listed (including voided receipts), the customers and amounts received from each must match the individual receipts in the receipt book(s), etc.

- o Compare the money on hand with the total on the Receipt Journal – they should equal. If the totals don’t match, click on “No” so that the Receipt Journal is not posted, and proceed to the “Correcting Errors” section below to resolve the discrepancy.

19. If the money on hand total and the Receipt Journal total match, click “Yes”.

20. The next window asks “Do you want to UPDATE the Receipt Journal?” Click “Yes”.

21. The “Receipt Update – Line Item Detail” window appears. Make sure the first column for each line shows “D”. The “Deposit Date” field defaults to the current date; edit the field to reflect the date the money will be taken to the bank. Click “OK”.

22. A small window appears, indicating “Update complete”. Click “OK”. This will automatically create an entry in the Bank Deposit Entry folder of SchoolBooks. Make a notation on the Receipt Journal that it has been updated/posted. You will be returned to the main SchoolBooks menu screen.

PROCESS COMPLETE

PROCEED IMMEDIATELY to the Bank Deposits procedure for the next steps in getting the money to the bank and the deposit recorded in SchoolBooks. Remember, all receipts must be recorded before the money is taken to the bank.

Correcting Receipt Errors

If you determine that you entered the wrong amount for a receipt (and didn't catch the error in step 13 above), you can correct it if the Receipt Journal has not yet been posted/updated. To change the amount of a receipt previously entered:

1. Open the "Receipt Entry" screen (see step 1 above).
2. In the "Receipt Number" field, enter the receipt number to be changed, or click on the magnifying glass to the right of the field to locate and select the receipt. The receipt information previously entered will be populated into the "Receipt Entry" screen fields.
3. Click on the "Detail" tab to access the Detail screen. The components of the receipt will be shown in the large white box.
4. Double-click the line of the receipt to be corrected: that data will get populated into the individual fields above the large white box.
5. Correct the amount in the "Amount" field.
6. Click on the "OK" button.
7. Click on the "Accept" button. This receipt's information will be updated, and you will be returned to the "Receipt Entry" screen (step 2 in the main procedures section above).

Resolving a Difference between the Receipt Journal total and Cash on Hand

1. Make sure a receipt was written for all money physically received at the school.
 2. Make sure all the receipts have been entered into SchoolBooks by looking at the receipt numbers which printed on the Receipt Journal. There should be no gaps in the receipt number sequence. If there is, enter the information from the receipts not previously entered (refer to the appropriate receipt book).
 3. Look at the previous Receipt Journal to make sure that a receipt did not get skipped from the last Receipt Journal to the new Receipt Journal. If a receipt was skipped, enter the information from the receipt not previously entered.
- Go back through your receipt book and match the information on the receipts to the information entered in SchoolBooks and which shows on the new Receipt Journal.

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If the hand-written receipt and the SchoolBooks Receipt amounts do not match, correct whichever receipt is incorrect. If it's the SchoolBooks Receipt entry which needs to be corrected, follow the steps in the "Correcting Receipt Errors" section above. Once all necessary corrections have been made, return to step 16 in the main procedures section above. 4. Re-count the cash and checks.

5. Go through the receipt book and for each receipt which indicates payment was by check, make sure you have a check for the amount of the receipt.

6. Go through the receipt book and total the receipts which indicate payment was by cash, and match that number to the cash on hand (excluding checks).

7. If you are still not able to resolve the difference, contact District SAF Support for assistance.

(copied from 2013 instructions, to remove the TBFDK)