
CASH RECEIPTS (ACC-W030)
Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This work instruction applies to collection and deposit of cash receipts.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technicians II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Cash Receipts – cash and checks, including collections received from sites, Employee Benefits, Cafeteria, and outside vendors.
- 4.2 Escape – District's financial software

5.0 WORK INSTRUCTION:

- 5.1 Daily:
 - 5.1.1 Sort cash receipts into the following categories:
 - 5.1.1.1 County Treasurer (All receipts except for personal checks and cash, which is not accepted by the County Treasurer)
 - 5.1.1.2 Bank of America (Cash, personal checks, and miscellaneous site receipts)
 - 5.1.1.3 West America (All Cafeteria Receipts)
 - 5.1.2 Run an adding machine tape to verify balances
 - 5.1.3 Provide all cash receipts to a second Fiscal Services Technician II to perform the following tasks:
 - 5.1.3.1 Verify appropriate budget codes for each receipt using budget code listing
 - 5.1.3.2 Copy checks and match to supporting documentation
 - 5.1.3.3 Record the first sort for County Treasurer in the cash receipt module in Escape and print for supporting documentation
 - 5.1.3.4 Record the second sort for Bank of America in the cash receipt module in Escape and print for supporting documentation
 - 5.1.3.5 Record the final sort for West America in the cash receipt module in Escape and print for supporting documentation
 - 5.1.3.6 After all entries are completed, view the cash receipts report in Escape and compare with actual deposits for accuracy
 - 5.1.3.7 File all receipts in the department's vault

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5.2 Weekly:

5.2.1 Print the cash receipts reconciliation report in Escape

5.2.2 Gather the weekly receipts and reconcile them to the Escape report

5.2.3 Total the checks for the County Treasurer and Bank of America bank deposits in Excel spreadsheets to include with the deposits

5.2.4 Endorse the checks

5.2.5 For the County Treasurer deposit, return receipts to first Fiscal Services Technician II who:

5.2.5.1 Prepares Sacramento County Office of Education SACS Accounting

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7.0 RECORD RETENTION TABLE:

Identification **Storage** **Retention** **Disposition** **Protection**