

Shasta County Office of Education

Deposit and Collection Procedure

Collection Procedures

Purpose

To define Shasta County Office of Education (SCOE) procedures with respect to the handling, receiving and transporting of cash or checks.

Monetary Exchange

At any site, department, or division, cash exchange occurs when any person provides to a SCOE employee, cash or checks in exchange for goods or services. Upon receipt, the SCOE employee shall provide a receipt documenting the amount and purpose for the exchange.

Receipts

The receipt shall either be in triplicate or duplicate form. Triplicate is preferred, one copy to remain with the recipient, one copy to be given to the person providing payment and the remaining copy to the Business Department. If using a duplicate form, a secondary log of receipts should be maintained for provision to the Business Department. No employee should accept cash payments without issuing a receipt.

Cash Safety

Each person collecting cash shall have identified another person to verify the amounts received to be submitted for deposit. All forms of cash (currency, checks, and money orders) must be physically protected with locked cash drawers, locked metal boxes, etc. It is the ***responsibility of each department*** to make whatever provisions are necessary to properly safeguard cash receipts.

Cash IS NOT to be treated as a petty cash fund.

Transporting Cash

Any deposit including cash must be *physically* delivered to the Business Department and checked in. A Business Department employee accepting the deposit will count and verify the total together with the department employee. Deposits with cash cannot be sent via inter-district mail or dropped off in the department without checking in the deposit. At NO TIME should currency be placed in inter-district mail.

Deposit Procedures

Please utilize the Business Department's Deposit Procedure to prepare and account for all cash and checks received.

If you have any questions, please contact the Business Department.

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Deposit Procedures

1. Program – Enter the program or department name
2. Program Contact – Enter the person whom Business Services staff may contact should we have questions
3. Phone Number – Enter the telephone number of the contact person indicated
4. Fund – Enter the two digit fund number
5. Escape Key - Enter four digit Resource, four digit Program, four digit Object and six digit Alias
6. Description - Enter a description(s)
 - a. Description should be 30 character maximum
 - b. Description should include when, what and why
7. Check#/Cash – Enter the check number if payment is by check or enter CASH if payment if by cash
 - a. Send deposits in a sealed envelope, labeled DEPOSIT and place inside an interoffice envelope.
 - b. Deposits with cash are to be checked in with internal staff. Do not use interoffice mail or drop off without checking in to verify deposit total.
8. Amount – Enter amount(s)
 - a. Deposits of more than one check should be accompanied by a calculator tape.
 - b. Deposits containing cash should be accompanied by a deposit form, such as shown below totaling the cash being submitted.

CURRENCY		
100 s		\$
50 s		\$
20 s		\$
10 s		\$
5 s		\$
2 s		\$
1 s		\$
		Total \$

COINS		
1.00		\$
.50		\$
.25		\$
.10		\$
.05		\$
.01		\$
		Total \$

ROLLS		
quarters		\$
dimes		\$
nickles		\$
pennies		\$
		Total \$

Total Checks	\$
Total All	\$

9. Program Manager Signature – Obtain Program Manager approval signature
10. Retain a copy and forward to Business Services for processing.

Please contact Business Services should you require assistance or have questions regarding the deposit process.