

Depositing Money

Frequency

1. Deposits should be made daily and intact. If daily deposits are impractical, large sums of cash should not be accumulated. Collections should not be left in the school over weekends or holidays.
2. Deposits shall be made each Friday, regardless of the total on hand.
3. Deposits shall be made on the day before a holiday, regardless of the total on hand.

Preparation

1. The deposit preparation shall be reviewed by at least one other person at the time the deposit is ready to be sealed in the deposit bag for transport to the district accounting office.
2. The district Cash Collection Form shall be used for each deposit of Board of Education money.
3. The total amount of the deposit must agree with the amount shown on the Cash Collection Form and the Board receipt used since the last deposit.
4. The number of the first and last Board receipt used since the last deposit shall be written on the bottom of the Cash Collection Form.
5. Cash deposits and cash handling procedures at all sites are subject to review by the district's internal auditor.
6. For complete instructions regarding deposit preparation and cash handling procedures, see the Fresno Unified School District Business Division Asset Management Guidelines.

In preparing the deposit slip, the total amount shown on the deposit slip must equal the amount of the actual funds to be deposited. This means that the next amount to be abated or credited to any particular budget classification must be shown and that the sum total of all must agree with the amount to be deposited.

In some cases, the total amount to be deposited will not agree with the total amount indicated as received by the receipts, due to the necessity of issuing refunds prior to deposit. In such event, a complete accounting should be shown on the reverse side of the deposit slip, bringing the refunds and the total of the deposit into reconciliation with the amount indicated by the district receipts.

Regulation FRESNO UNIFIED SCHOOL DISTRICT

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