

Quick Reference Guide for Teachers, Sponsors and Coaches.

Cash Collection Guidelines

All forms and receipt books **MUST** be turned in to the Bookkeeper

- All money collected must be turned in to the School Bookkeeper no later than the next business day.
- All cash and checks must be properly safeguarded under lock and key at all times while in your custody.
- See the Bookkeeper in advance of any activity, to receive and sign for a numbered cash receipt book and receive necessary forms.
 - Please remember, you are responsible for these items they **MUST** be turned back in to the Bookkeeper at completion of event.
- You must fill out and give the student their copy of the cash receipt (white copy) from the issued cash receipt/collections book immediately upon receipt of the money. Individual receipts are required anytime the individual collection is greater than \$5.00.
 - Consolidation of deposits between individuals is NOT authorized.
- Proper signatures are required at the time the cash collection is made.
- A receipt cannot be written to yourself: this is an accounting control.
- All checks must be payable to the **NAME OF SCHOOL**.
 - The following check requirements must be included on each check:
 - Name
 - Street Address (No PO box)
 - Telephone number (including area code)
 - Your club account number should be written on each check
 - Checks will not be accepted for deposit unless all of the information is provided on the check.
- Cash should be neat, and bills should be face up and facing the same direction when turned in.
- Your internal account number must be written on each receipt and check.
- At a minimum, each receipt must be acknowledged with the first initial and last name of the person receiving the money.
- Receipt Books and Monies Collected Forms must be turned in to the Bookkeeper at the close of your season or event.
 - If a fundraiser please see fundraiser guidelines.