

SECTION 8: MONEY HANDLING

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Section 8: Money Handling

What's New?

- Wells Fargo Coin Limits
- Final Deposit Recap

General Information

District employees are responsible for assuring that proper procedures for handling and accounting for District funds are followed. These control measures must be monitored continually by supervisory personnel to detect any weaknesses.

Forms

All forms referenced in this section can be located at **GPISD Home Page-Departments-Business Services-Procedures & Forms** or <https://galenaparkisd.com/Page/8110>.

Board Policy

The following Board Policy should be referenced for additional information associated with this section of the manual:

<u>Policy Code</u>	<u>Title: Subtitle</u>
CAA (LOCAL)	Fiscal Management Goals and Objectives: Financial Ethics
CFD (LOCAL)	Accounting: Activity Funds Management
DH (LEGAL, LOCAL)	Employee Standards of Conduct

Money Handling

The decision to collect money can sometimes be a complicated process. In order to streamline the process for money handling the *Item Pricing Request Google Form* (Exhibit 8-01) was created. This form will need to be used anytime money is going to be collected for items. The form will provide the necessary information needed to list your item for sale on one of the Vanco Payment Solutions platforms. It will also help you to determine how much to charge the "customer" if there is sales tax involved (see Section 16).

All money shall be properly receipted, stored for safekeeping and submitted to the campus/department financial clerk for courier pickup according to the pickup schedule issued by the Business Office. Money refers to cash, currency, checks, money orders, or cashier's checks.

In order to maintain effective cash control, at least two (2) people must be involved in the function of collecting, receipting and depositing of District funds. The person collecting the money should never receipt the funds to themselves. Prior to collecting funds for the District, you must complete the Cash Handling Training provided by the Business Services Department and sign the acknowledgement that you understand the proper cash handling procedures. Once that has been completed, you should see your Campus Financial Clerk or Bookkeeper to log out

a District approved receipt book and provide the account number to be written on the receipt. A Collection Log (Exhibit 8-02) or Class Roster Log can be used if the amount collected is \$20 or below for a single activity. If needed, request a change fund. A change fund is issued to make change during a specific event or for a specific group and redeposited as soon as possible after the event or collection period. This includes money collected for service projects by various student organizations. When a “bona-fide” student organization (i.e.: Student Council, Interact Club, etc.) collects money as a service project for a charitable organization, that money should be receipted and deposited into their student activity fund (Fund 865 or 465) and disbursed with a check request.

The only exception to this would be a **Campus-wide or District-wide** collection of money for a charitable organization that is **NOT** associated with a student club. Examples of these campaigns would be the Leukemia & Lymphoma Society, American Heart Association’s Jump Rope for Heart or the American Cancer Society’s Relay for Life, just to name a few. All funds raised for such charitable organizations should be collected by campus or department representatives and paid directly to that organization. Please do not receipt these funds with a District receipt book or submit a check request for payment to these organizations.

Change Funds

Anytime money will be collected, a change fund should be used to ensure that proper change can be provided during a special event or throughout the year at a campus/department. Change Funds should be requested from the Accounting Department two weeks prior to the event or item being sold There are two different types of change funds:

- Event Specific change fund
 - \$300 limit per event
 - Ex: Book Fair, Camp, School Dance, Fundraiser, field day, etc.
- Year-long change fund
 - \$50 limit per item
 - Ex: ID Badges, Transcripts, Library, Technology, etc.
 - Must be reconciled weekly with sponsor and Financial Clerk on Change Fund Receipt & Reconciliation Form (Exhibit 8-16)

The Change Fund Order Form (Exhibit 8-03) is to be initiated by the Financial Clerk and approved by the Budget Manager through DocuSign. Utilize the Change Fund Calculation Tool (Exhibit 8-17) to determine how much is needed of each denomination. This will be uploaded into DocuSign before submitting to the Budget Manager. Once approved by the Budget Manager it will be routed to the Accounting Department. The Accounting Department will prepare the request on your behalf through Wells Fargo each Monday (with the exception of holidays) to ensure the availability of the change fund by Wednesday/Thursday of that week. The Change Fund will be entered into Frontline/TEAMS by Accounting and the dropdown sequence will be notated on the Change Fund Order form along with the confirmation numbers from Wells Fargo. The funds will be delivered to the campus/department Financial Clerk by district courier service in a tamper evident bag. The delivery date will be

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based on the assigned courier pick-up schedule. The Financial Clerk will log and secure the tamper evident bag in the campus/department safe until logged out by the person who requested the funds.

Cash on hand for the change fund must equal the original amount of the fund at all times.

- No expenditures for wages, expenses, cash advances, sales tax, loans or check cashing may be made from the fund

These funds should be deposited and entered into Frontline/TEAMS based on the drop-down sequence from the Change Fund Order Form completed by the Accounting Department when the funds were originally requested. This should be done as soon as possible after the event or collection period to safeguard funds from possible loss or theft. Please review Section 8: Money Handling for proper procedures in safeguarding District funds.

Receiving Money

All money received is to be receipted by District Approved Cash Receipts (Exhibit 8-04), a cash register, or an electronic "point of sale" program. A Collection Log or Class Roster Log can be used for a single activity that is \$20 or less. If collecting funds for admission, pre-numbered tickets or wristbands can be sold instead of writing individual receipts. All checks, money orders and cashier's checks should be made payable to Galena Park ISD or the campus name. When accepting these forms of payment make sure to include the payee's driver's license number, date of birth, and current phone number. All checks must be endorsed prior to deposit.

- DO NOT accept checks made payable to an employee.
- DO NOT accept post-dated checks or agree to hold a payment for a specific length of time.
- If a sizable amount of funds has been collected do not hesitate to place in a Tamper-Evident Safeguarding Bag (Exhibit 8-05), and place in the campus/department safe until you are ready to complete a deposit at the end of the day. The financial clerk should record it on the Log for Items Locked in Safe (Exhibit 8-06).

Cash Receipts

- Issuance of cash receipt book should be recorded in the District-Issued Receipt Book Log (Exhibit 8-07)
- Issuance of District Approved Cash Receipts should indicate the following:
 - Date of the receipt (do not pre-date receipts ahead of time)
 - Campus/Department
 - Name of the person from whom the money was collected
 - Amount collected (both written and numeric)
 - Description of purpose for money collected (i.e., popcorn fundraiser, camp fees, camp clothes, uniforms, lost library book, prom ticket, etc.)
 - Account Number
 - Form of payment (cash, check, money order, or cashier's check)
 - Signature of person receiving the money (do not pre-sign receipts)

When voiding a receipt write VOID across the receipt and leave all four copies in the book.

Collection Log or Class Roster Log

A Collection Log or Class Roster Log can be used for a single activity that is \$20 or less. A Collection Log is used to record the collection of funds on a school-wide basis (i.e., t-shirt sales, lost ID badges). A Class Roster Log should be used when funds are collected by individual classrooms (i.e., field trip fee, class party). The log must include the following:

- Date funds collected
- Campus/Department
- Name of the person from whom the money was collected
- Amount collected per student
- Total amount collected
- Description of purpose for money collected
- Signature of person receiving the money

Ticket or Wristband Sales

When collecting funds for admission, tickets or wristbands can be used instead of writing individual receipts. The tickets and wristbands should be pre-numbered and sold in numeric order. Document the sale by using either a Ticket Seller's Report (Exhibit 8-08) or a Wristband Seller's Report (Exhibit 8-09).

- Print out the applicable report
- Use a pre-numbered roll of tickets or wristbands
- Record the price and first ticket or wristband number to be sold on the report.
- Sell tickets or wristbands by tearing off one per sale and hand to patron
 - A ticket taker should request the ticket before the patron enters the event and tear ticket in half so it cannot be presented again.
 - Wristbands should be worn by the patron during the entire event
- At the end of the sale, record the number of the next ticket/wristband on the applicable report.
- Subtract the first ticket/wristband number sold from the next ticket/wristband number and write that figure in the Number of Tickets/Wristband sold field.
- Multiply the Number of Tickets/Wristbands sold by the price and write that amount in the Total Sales field.
- Count and tally the funds collected on the recap section of the applicable report.
- Write the Total Collected on the recap in the Total Collected field.
- Subtract the Total Collected from the Total Sales and write this figure in the Over/Short field.
 - If the amount is zero proceed to next step
 - If there is an amount other than zero review the calculations to verify there was not a mathematical error made. Make and initial corrections if any. Proceed to next step.
- Sign the report
Take funds and completed report to the Campus Financial clerk to deposit or safeguard.

Safeguarding Money

- **DO NOT** store money in an unlocked drawer, filing cabinet, personal or District vehicle, or deposit in an individual's personal bank account. All money is to be locked in the campus/department safe until the next business day when the employee can return to count it with the campus/department financial clerk or Bookkeeper.

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- Tamper-Evident Safeguarding Bags, which can be used to seal and safeguard money collected until it can be receipted by the campus or department financial clerk, can be obtained from the campus/department financial clerk or the Accounting Department.
- **DO NOT** transport funds. Funds should be transported by the District provided courier service.
- Under **NO** circumstances should money be taken home by employees, parents, or students.
- **DO NOT** open a separate checking or savings account.
- Money received and not yet deposited should **NOT** be used for purchases, check cashing, loans, advances, reimbursements, or for any other purpose.
- **DO NOT** store the records of the money received (i.e., receipts, copies of checks) in the same place as the money. If records and money are stored together and a theft occurs, the record of the money may be taken along with the money. Subsequently, determination and recovery of losses would be more difficult.

Submitting Money

- Prepare a Deposit Recap Form (Exhibit 8-10) recapping all money collected.
- Copy all checks, money orders, and cashier's checks received to assist in recovery of money if these items are lost, stolen, or returned due to insufficient funds.
- Submit the District Approved Cash Receipts (yellow copies) issued or Collection Log and /or Class Roster Log prepared when collecting the money to the financial clerk.
- All money collected **MUST** be deposited with the campus or department financial clerk on a **DAILY** basis.
- It is the campus or department financial clerk's responsibility to:
 - Collect the yellow copies of receipts issued or Collection and/or Class Roster Log for money being submitted
 - Verify the funds being deposited agree with the Deposit Recap Form and receipts and/or logs
 - Issue the District employee a receipt for the funds being deposited from Frontline. **NOTE:** In the event of a power outage or a computer is not available to print a Frontline receipt, a receipt can be hand written using a District Approved Cash Receipt.
 - Scan in all collected documentation and attach to corresponding Frontline receipt
- Stay with your deposit until the campus financial clerk has counted and verified your deposit or place in a Tamper-Evident Safeguarding Bag and log into school safe. (Remember to go back first thing in the morning to finish deposit with campus financial clerk). **DO NOT** leave funds with campus financial clerk without receiving a receipt or logging into safe in a Tamper-Evident Safeguarding Bag. A District Approved Cash Receipt **MUST** be issued every time money changes possession from one employee to another. Deposits must be **INTACT**, which means you may not substitute a check for cash or vice versa or take money from the deposit to purchase items.

Depositing Money

Deposits are to be prepared by the campus/department financial clerk on a daily basis. At the end of the day, the financial clerk should:

1. Use the Deposit Entry/Sales Tax Form (Exhibit 8-11)
2. Balance to the Frontline Cash Receipt Batch
3. Prepare the deposit, including the Final Deposit Recap (see Section 15: Frontline Procedures)

4. Scan in the batch receipt with yellow bank deposit slip(s), Wells Fargo tamper evident Bag number tag(s), Batch Tab from Deposit Entry form (with columns A-S highlighted and printed), and Final Recap; attach to the last receipt issued in Frontline
5. If your deposit contains more than \$20 in coins, you will need to follow the Wells Fargo Cash Deposits \$20 Coin Instructions. (Exhibit 8-18)

Deposits cannot be taken personally to the bank. Have the Wells Fargo Tamper Evident Bank Deposit Bags (Exhibit 8-12) ready for courier pick up with the following information clearly written on the bag using a ballpoint pen:

- Customer Name: Galena Park ISD
- Location Number: Campus or department location number: see Location Number Listing (Exhibit 8-13)
- Date: Date of Batch Deposit
- Location: Campus or department location name: see Location Number Listing
- Deposit Said to Contain \$: Amount in bag

The Wells Fargo Tamper Evident Bank Deposit Bag will include the deposit slip, currency, coins, checks, money orders and cashier's checks as instructed in the Deposit Preparation Guide (Exhibit 8-14). Prepared deposit bags must be logged and stored in the campus/department safe until picked up by the District courier.

Upon delivery to the office

- Log the Wells Fargo Tamper Evident Bank Deposit Bag in both the Red Book and Log for Items Locked in Safe.
- The office secures the Wells Fargo Tamper Evident Bank Deposit Bag until picked up by the District courier.
- The Wells Fargo Tamper Evident Bank Deposit Bag is logged out of the safe on the Log for Items Locked in Safe by the office when the District courier arrives.
- The District courier signs the Red Book recording the date, time and signature.
- Sign the District Courier's Electronic Hand-held device, ensuring all information is accurate and correct.

Document Submission

The following documents are due to the Accounting Department daily in Frontline:

- Frontline Batch Receipt (see section 15: Frontline Procedures for more information)
- Bank Deposit Slip (Yellow Copy)
- Wells Fargo Bag Strip(s)
- Final Recap – When more than one (1) receipt is in Batch
- Deposit Recap form for each Frontline receipt issued for funds collected by a sponsor or designated employee, along with all backup documentation:
 - Collection Log, Ticket Sellers Report, Class Roster, District Issued Receipt, etc.
- Deposit Entry Form daily batch tab, with columns A-S visible

Supplies Available

The following supplies are available for use in money handling:

Provided by the Business Services Department:

- Deposit Slips (for District Depository)

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- GPISD Cash Receipt Book
- Tamper-Evident Safeguarding Bags – Two sizes are available
- Wells Fargo Tamper-Evident Bank Deposit Bags – Two sizes are available

Business Services forms:

- [Collection Log](#)
- [Deposit Recap Form](#)
- [District-Issued Receipt Book Log](#)
- [Log for Items Locked in Safe](#)
- [Ticket Seller's Report](#)
- [Wristband Seller's Report](#)
- [Loomis Red Book](#)
- [Change Fund Request Form](#)

Vanco Payment Solutions

Revtrak

RevTrak is an online store and credit card payment system designed specifically for school districts and used by Galena Park ISD. It allows district personnel to process any kind of school district fees and sales securely, decreasing cash & check handling and increasing payment tracking & reporting to help prevent fraud.

The Business Office has purchased credit card readers for each Campus/Department that uses RevTrak. The readers allow you to process payments face-to-face with your customers in addition to online.

Any fee, item, or service can be listed on RevTrak. This includes but is not limited to:

- Dual Credit course fees, advanced placement exams, ACT exams, instructional and technology camps, athletic camps, yearbooks, prom tickets, campus spirit apparel, and more.
- Employee fees that can be paid online include benefits, access cards, campus faculty funds, and more.

The District's web store can be found on the District web page at **Parents > RevTrak Payments and under the credit card icon on the home screen on the District Home Page and all campus home pages**. They are grouped by Fee Management, Elementary Schools, Middle Schools, High Schools, Ticketed Events, Summer Camps, Fine Arts and Other. You can also locate the store directly at <https://galenaparkisd.revtrak.net/>

Who Can Use Revtrak?

Any campus, department, student group, or other district entity may utilize the Galena Park ISD RevTrak account. The funds must be deposited into a Galena Park ISD bank account, so they are unavailable for third-party organizations.

How to Use Revtrak

Anytime money is going to be collected, the Item Pricing Request Google Form (Exhibit 8-1) needs to be completed. In regards to Sales tax, please refer to Section 16-Activity Funds and Boosters. Please always use the most current version of the Google Form on the website, and fill out the form exactly as instructed, including but not limited to:

- **Previously Listed**- Has this item been listed on RevTrak before and have the same taxability?
- **Online, In-Person, Or Both**- Please select how you will be collecting payments for the listing. You can list online (Web Store), in person (Order Entry), or both.
- **Requestor Name**- Name of person submitting request
- **ORG #**
- **Budget Manager #**
- **Activity/Club Description**-Who is this for? (Example: 4th Grade, PE, Band, Class of 2024)
- **Item Name/Title**- What is the items? (Field Trip, T-Shirt, Supply Fee)
- **Item Type**- Select Donation, Fee/Fine, Registration, Sale, Tuition, Ticketed Events. This helps determine the item's taxability, reporting and best software option for collections.
- **Graphic**- Please note only one image per listing, and it must be in jpg form. Attach the graphic to your email when sending the request.
- **Taxable Sale**- Yes, No, or Tax-Free Day – Refer to Section 16 for more guidance; upload Tax Calculation Tool on all taxable listings
- **Website Unit Listing Price**- The amount in this box is what will be listed for the purchaser to see. However, there can be different prices for different colors, items, sizes, etc. in the same listing. Please note that the Google form will no longer calculate this for you. If your item is taxable, you will use the Tax Calculation Tool and upload with the form
 - You can also leave it "open" if it is for a listing where the price will vary (Ex: Fines or Lost Books) Use the Tax Calculation Tool on the website to ensure you know how much to request from the parent for payment.
- **Email Notifications**- You can select to have email notifications sent to any number of individuals each time a purchase is made. If you select no, you can still run reports to get all purchase information. If you select yes, please provide an email address. You can add additional emails to the notes section. (*See notes at end of Section 8 regarding Reports*)
- **Limited Number of Units**- If limited please provide quantity available, per size if applicable. Items with limited quantities can only be sold through the web store – NOT through order entry.
- **Refundable**- This should be determined by the Requestor or Sponsor. (*See notes at end of Section 8 regarding Refunds*)
- **Beginning/Ending Dates**
- **Beginning/Ending Times**
- **Additional Information**- Include any extra info needed to complete the listing- colors, sizes, teacher listings, grade levels, special notes, multiple limited quantities, event flyer (if applicable)
- **Revenue Account Where Funds Should Be Deposited**-Use the full revenue account string. Do NOT use 3600. All revenue accounts start with 57xx.

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- **Budget Manager Approval**-Any listing should be approved by the Budget Manager to ensure they are aware of what funds are being collected. Check the box indicating they are aware of funds being collected.

Once the form is completed in its entirety by the Financial Clerk, they will ensure the Budget Manager has reviewed and approved on their end and ensure approval box is checked on the Google Form. At this point the Budget Manager has the option to request that the listing not be posted. The Google Form will route directly to Accounting and you will receive a copy.

Please note that the turnaround time to set up new listings is 3-5 business days. In general, they are completed much faster than that, but it can take that long during peak times such as the beginning of the year or if the listing will require a RW Form/Simpliform. Plan ahead as much as possible. The Financial Clerk will receive an email notification once the listing is ready to be reviewed. Once approved, it will go live within 24 Business Hours.

We can accommodate almost any type of special request. If you need something specifically addressed that is not on the form please include the details in your email. We can accommodate things including (but not limited to) – event ticketing, fill-in-the-blank forms, Google document links, managing quantity-in-stock, permission slips, reserved seating...the list goes on. Just ASK!

Student Nutrition uses School café, Athletics uses Hometown Ticketing and Fine Arts uses Fee Management for online payments.

Fee Management

Option through RevTrak to track fees by student. They can be issued by fee type, class roster, etc. This has replaced the use of CHARMS within Fine Arts and will eventually be rolled out District wide. **THERE MUST BE AN ITEM LISTING REQUEST FORM ON FILE FOR EVERY ITEM LISTED.** This is extremely important in order to track funds and apply them correctly. Please establish a process at your campus/department that ensures all requests are coming through the Financial Clerk prior to being listed.

Regwerks

System by Vanco where payments for registration can be tracked. Reports, class rosters, and more!

Vanco Events

System by Vanco to offer a paperless ticket option. Options to scan tickets with mobile devices such as phones and tablets.

Access

RevTrak Order Entry and Reports access has been set up as general campus/department login. To request additional access, send an email to revtrak@galenaparkisd.com with the campus/individual name and a contact email address. Financial Clerks should always be the first to login with the general campus account to allow them control over the shared user name and password. Vanco Payment Solutions user guides and references can be found at **Departments → Business Services → Policies, Procedures & Forms (you must be logged in) →**

Accounting

Order Entry

Order Entry is used when RevTrak payments are being accepted in person for face-to-face credit card sales. Each campus/department that currently accepts payments, has one Card Reader that was issued to the Financial Clerk. The first one for each location has been provided by the Business Office.

Campus/Dept Wide Events may require additional card readers, so check to ensure that your campus/department has enough card readers needed for accepting payments. The Business Office has extra readers that can be checked out for your event. Please email revtrak@galenaparkisd.com at least 2 weeks prior to the date you will need them. Advance notice is KEY to obtaining the card reader(s) in time for the event. Additional card readers can also be purchased by completing the RevTrak Card Reader Order Request Instructions for installing the card readers will be sent with your reader, but can also be found on the website.

Refunds

Refund requests for payments made via RevTrak will be processed in the RevTrak System by the Accounting Department. Employee reimbursements and Non-employee reimbursements should not be submitted in Frontline for these transactions. Print out the original receipt/order confirmation by logging into the RevTrak portal and selecting "Payment History > Orders" from the left column. You can search by order ID number, order date, amount, last name, and first name.

The *RevTrak Refund Form* (Exhibit 8-15) needs to be completed in its entirety. This form is done exclusively through DocuSign and will be routed via email accordingly for signatures. Attach backup documentation to the form as requested. The Accounting Department will review and process the refund back to the original payment method. There is an option for the refund amount to be issued. We cannot refund more than the original purchase amount.

Reports

Documents "**How to Run Reports**", "**RevTrak & Pivot Tables**", and "**Receipts/Order Confirmations**" can be found at **Departments → Business Services → Policies, Procedures & Forms (you must be logged in) → Accounting**. These documents will help the user to be able to run reports to view any and all information about the RevTrak purchase and listings. All of these reports can be saved in a CSV format and exported into Excel, the data can be manipulated accordingly (filter, sort, etc.).

References to Additional Information

Texas Education Agency (TEA) Financial Accountability System Resource Guide (FASRG)

Association of Public Treasurers of the United States and Canada (APT US&C)

Government Treasurers' Organization of Texas

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Exhibit

Exhibit 8-01: Item Pricing Request Google Form (Image only reflects first page of Google Form)

Item Pricing Request

Please complete this form for any Vanco Payment Solutions.

rbeck@gpapps.galenaparkisd.com [Switch account](#)

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Your email is not part of your response.

*** Required**

Requestor's Name *

Your answer _____

Campus or Department/ Org # and Name *
(Ex: 113 Havard)

Your answer _____

Budget Manager Number and Name *
(Ex: 807 Renee Beck)

Your answer _____

Budget Manager Email address *

Your answer _____

If this a Field Trip or Fundraiser, has it been approved through the proper District Process? *

Yes - proceed with form

No - Please obtain approval and then complete form

n/a - Not a field trip or fundraiser

Is this a previously used listing (same item, same taxability)? *

Yes

No

Will the item be available through the website, in person, or both? *


Website

Person

Both

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Exhibit 8-03: Change Fund Order Form



GALENA PARK ISD
CHANGE FUND ORDER FORM

Campus/Dept: _____

Group: _____ Event Date: _____

Requested By: _____ Date: _____

Budget Manager Approval: _____ Date: _____

Amount Requested: _____ Upload
Calculation Tool

Change Fund Type: **Event Specific** (Limit of \$300/event)

Year-Long (Limit of \$50/item)

Change Fund Requests must be submitted and approved by the Budget Manager by Monday at 10am, to ensure delivery on Wed/Thurs based on assigned District Courier day.

For business office use only:

Entered & Requested By: _____

Wells Fargo Confirmation #: _____ Date: _____

Frontline Batch#: _____ Date: _____

Frontline Drop Down: _____

Use this sequence to enter your Frontline Campus Cash Receipt upon completion of event or collection period.

Revised: September 2022

Exhibit 8-04: District Approved Cash Receipt

Receipt Sample:

CASH RECEIPT GALENA PARK INDEPENDENT SCHOOL DISTRICT 14705 Woodforest Blvd. Houston, TX 77015 (832) 386-1000	DATE: <u>August 1, 2019</u>	CAMPUS/DEPT: <u>NSSH</u>	000107	
	RECEIVED FROM: <u>Jasmine Dancer</u>	\$ <u>110.00</u>		
	<u>One hundred ten and no/100</u>		<u>DOLLARS</u>	
	FOR: <u>\$55.00 - Portion of camp fee - balance remaining is \$2.00</u>			
	<u>\$55.00 - Portion of uniform cost - balance remaining is \$305</u>			
	ACCOUNT NO.:	<u>865.00.5744.HOSA.002.00.102.0000</u>		
FORM OF PAYMENT:	<input checked="" type="radio"/> CASH <input type="radio"/> CHECK # _____ <input type="radio"/> MONEY ORDER <input type="radio"/> CASHIERS CHECK			
RECEIVED BY:	<u>Mercedes B Dance</u> SIGNATURE	<u>Mercedes B. Dance</u> PRINTED NAME		

NCR (NO CARBON REQUIRED) 4-PART FORM:

- **WHITE (ISSUED TO PAYEE)**
- **YELLOW (PROVIDED TO FINANCIAL CLERK TO MAINTAIN AS SUPPORT)**
- **PINK (MAINTAINED BY SPONSOR)**
- **GOLD (PERMANENT COPY TO REMAIN IN THE RECEIPT BOOK)**

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Exhibit 8-05: Tamper-Evident Safeguarding Bags

(Below is an example; images of bags could vary based off of inventory kept at the Warehouse)



Exhibit 8-08: Ticket Seller's Report

GALENA PARK INDEPENDENT SCHOOL DISTRICT
TICKET SELLER'S REPORT



DATE: _____
 EVENT: _____
 EVENT LOCATION: _____

TICKET DESCRIPTION	BEGINNING TICKET NUMBER	RETURNED TICKET NUMBER	NUMBER OF TICKETS SOLD	TICKET PRICE	AMOUNT RECEIVED
GENERAL				\$	\$
STUDENT				\$	\$

Collection Recap

Total Sales: \$ _____

Currency:	\$100.00	\$ _____
	\$50.00	\$ _____
	\$20.00	\$ _____
	\$10.00	\$ _____
	\$5.00	\$ _____
	\$2.00	\$ _____
	\$1.00	\$ _____
Coins:	\$1.00	\$ _____
	\$0.50	\$ _____
	\$0.25	\$ _____
	\$0.10	\$ _____
	\$0.05	\$ _____
	\$0.01	\$ _____
Total Collected		\$ _____
Less Start-up Money		\$ _____
Total Amount		\$ _____

Total Sales	\$ _____
(-) Total Amount Over/Short	\$ _____

 Ticket Seller's Signature

 Date

 Athletic Office Verification

 Date

 Athletic Office Verification

 Date

Last Revised 7.7.20

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Exhibit 8-09: Wristband Seller's Report



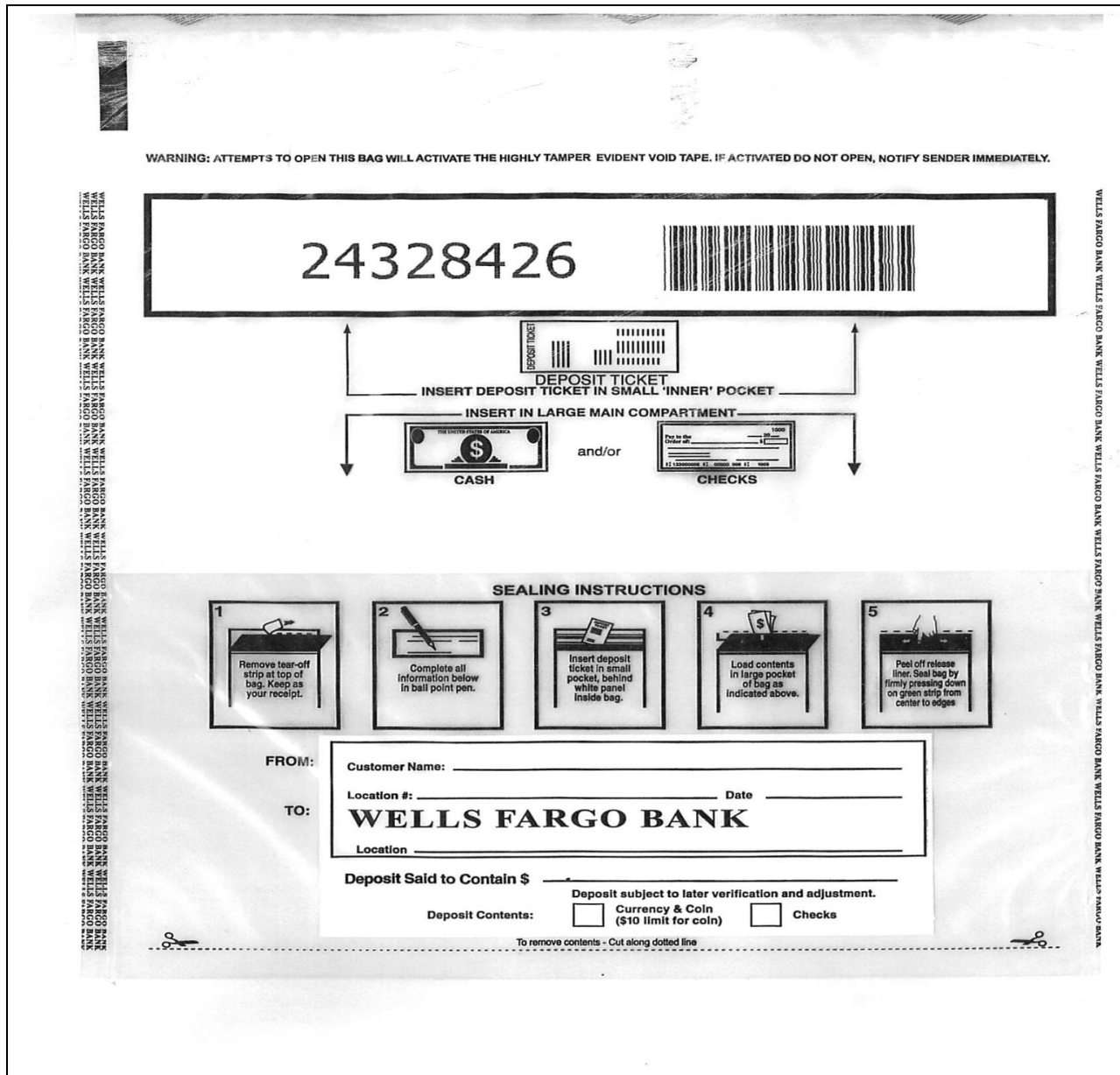
**GALENA PARK INDEPENDENT SCHOOL DISTRICT
WRISTBAND SELLER'S REPORT**

DATE: _____ GROUP/CLUB: _____

EVENT: _____ EVENT LOCATION: _____

BEGINNING BAND NUMBER	LAST BAND NUMBER	NUMBER OF BANDS SOLD	BAND PRICE	AMOUNT RECEIVED
0	0	0	\$0.00	\$0
NAME		BAND NUMBER	PRICE	GRADE
		0	\$0.00	
		1	\$0.00	
		2	\$0.00	
		3	\$0.00	
		4	\$0.00	
		5	\$0.00	
		6	\$0.00	
		7	\$0.00	
		8	\$0.00	
		9	\$0.00	
		10	\$0.00	
		11	\$0.00	
		12	\$0.00	
		13	\$0.00	
		14	\$0.00	
		15	\$0.00	
		16	\$0.00	
		17	\$0.00	
		18	\$0.00	
		19	\$0.00	
		20	\$0.00	
		21	\$0.00	
		22	\$0.00	
		23	\$0.00	
		24	\$0.00	
		25	\$0.00	
		26	\$0.00	
		27	\$0.00	

Exhibit 8-12: Wells Fargo Tamper Evident Bank Deposit Bags



Customer Name: Galena Park ISD

Location #: Campus or department number (See Location Number Listing)

Date: Date of Batch Deposit

Location: School or department name (See Location Number Listing)

Deposit Said to Contain \$: Amount in bag

Section 8: Money Handling

Exhibit 8-13: Location Number Listing for Deposit

Campus/ Department Number	Location Name
002	Galena Park High School
003	North Shore Senior High 9th Grade
004	North Shore Senior High School
005	Accelerated Center for Education
008	Early College High School
010	North Shore Senior High 10 th Grade
101	Cimarron Elementary
102	Cloverleaf Elementary
113	Havard Elementary
104	Galena Park Elementary
105	Green Valley Elementary
106	Jacinto City Elementary
107	MacArthur Elementary
108	North Shore Elementary
109	Pyburn Elementary
110	Woodland Acres Elementary
111	Tice Elementary
112	Purple Sage Elementary
114	Normandy Crossing Elementary
115	Williamson Elementary
116	Sam Houston Elementary
041	Galena Park Middle School
042	North Shore Middle School
043	Woodland Acres Middle School
044	Cunningham Middle School
045	Cobb 6th Grade Campus
307	Athletics Department
751	Accounting Services - Administration Building
703	Tax Assessor/Collector - Administration Building
627	Student Nutrition - Administration Building
314	Fine Arts - Administration Building

Exhibit 8-14: Deposit Preparation Guide

Cash deposits

Deposits containing U.S. currency and up to \$20 in U.S. coin

Cash deposits at a glance

1. Prepare currency
2. Add coins
3. Complete deposit slip
4. Label deposit bag
5. Complete shipping manifest
6. Retain records

Bag type: Single pocket

1. Prepare currency

If your deposit has fewer than 100 notes, place the notes directly in a deposit bag.

If your deposit has 100 or more notes bundle them and place them in a bag using one of the following methods:

Currency straps (optional):

- Create 100-note bundles of the same currency.
- If you have 10 bundles of like denomination, bundle them together with a rubber band at each end.

No currency straps

- Place a rubber band around bundles containing up to 500 notes.

2. Add coins

Place no more than \$20 in loose coins in the same deposit bag with your currency.

For more than \$20 in coin, you will need to create a separate coin-only deposit.

3. Complete deposit slip

Place a completed deposit slip in each bag that includes:

- Deposit date
- Currency by denomination
- Currency total
- Coin total, if applicable
- Grand total

[<<continued>>](#)



Cash deposits (continued)

4. Label deposit bag

Place the deposit slip inside the bag or pouch so that it is visible from the outside.

Make sure the outside of your deposit bag includes:

- Your company name
- Location number
- Deposit total
- Deposit destination:
Wells Fargo Cash Vault

5. Complete shipping manifest

Complete a shipping manifest or consignment log entry for each bag including bag serial numbers.

6. Retain records

Seal the deposit bag and retain the bag receipt. Present the bag to your armored carrier upon arrival. Obtain and save receipts and a signed manifest from the carrier for your records.

Best practices

Staples and clips

Remove all staples and paper clips from currency.

Un-encoded deposit slips

Include your account name, location number (if applicable), and account number on your deposit slip.

Not accepted

Bearer bonds, non-cash coupons, blank checks, securities, credit cards, and other valuables are not accepted in deposits.

Single pouch bags

Place cash in a single pouch bag with a deposit slip.

Section 8: Money Handling

Exhibit 8-16 Change Fund Receipt & Reconciliation

Change Fund Receipt Reconciliation

STEP 1 - GENERAL INFO Confirmation # _____

_____ was issued a change fund for \$_____ on
Recipient Name *Amount*
 _____ for _____
Date *Event*

STEP 2 - WHEN ISSUED

Recipient Signature: _____ Date: _____

Financial Clerk Signature: _____ Date: _____

Select One:

Event Specific Change Fund | Beginning Date: _____ End Date: _____

Year-Long Change Fund | See Step 3.

STEP 3 - WEEKLY FUND RECONCILIATION (YEAR-LONG CHANGE FUNDS ONLY)

DATE	AMOUNT	INITIALS		DATE	AMOUNT	INITIALS		DATE	AMOUNT	INITIALS	

STEP 4 - WHEN RETURNED

Recipient Signature: _____
 Date: _____

Financial Clerk Signature: _____ Date: _____

Receipt #: _____

Change fund must be returned with this form. A receipt will be issued by Financial Clerk, and should be received separately from other funds. This form acts as the Collection Log, and a copy should also be included in campus change fund files.

Exhibit 8-17: Change Fund Calculation Tool

Please fill in below amount needed by denomination. Coins are by roll.
Limit of \$300 per Request.

Currency		Rolled Coins				
	Qty	Amount			Qty	Amount
\$	1.00	\$ -	Penny	(\$0.50 roll)		\$ -
\$	5.00	\$ -	Nickel	(\$2.00 roll)		\$ -
\$	10.00	\$ -	Dime	(\$5.00 roll)		\$ -
\$	20.00	\$ -	Quarter	(\$10.00 roll)		\$ -
		Total				\$ -