

Administrative Procedure – Procedure for Handling/Collecting Money

1. There should **ALWAYS** be two people handling/collecting money.
2. There should be a settlement sheet in every money box. It should show:
 - A. The amount of money in the box at the beginning – signed by the person(s) making up the money box.
 - B. Each person handling the money should count the money when they pick up the box (in the presence of the person making up the box, if possible, and sign that the amount indicated on the sheet is correct.
 - C. There should be a place for any payouts on the settlement sheet and the purpose of the payout. Any payout should be signed by each person handling the money as well as the person(s) receiving the payout. There should be a receipt in the money box for the payout amount.
3. There should **ALWAYS** be two people counting the money and the person that is to receive the box should be a witness. This does not mean that one person counts half the money and the other person counts the other half. It means that two people count all money together. All three people should sign the settlement sheet.
4. If the banks are closed before the money is collected or counted it should be placed in a secure location in the office in the presence of an Administrator.
5. Any monies paid out or checks written on an account should have a settlement sheet with all information signed by the Administrator of the account. The information should include:
 - A. The person making the payment or writing the check.
 - B. The person/company receiving the money or check.
 - C. An invoice if a check is written or a receipt if it is a payout
 - D. The date of the transaction.
 - E. The amount of the transaction.
 - F. The signature of the person completing the transaction.
 - G. The signature of the Administrator.
 - H. Each check should require two signatures
6. No purchase or reimbursement is to be made from any activity fund without prior written approval by the principal.
7. The account must be balanced to the bank statement monthly and signed by the person responsible for the reconciliation and the person(s) responsible for the account as well as the building Administrator.
8. No purchase or reimbursement should be made for any item(s) that would not be allowed under school code or Board policy.
9. No payment should be made to anyone for services rendered. All payments for services shall be made through payroll.

10. No payment for services should be made to anyone until approved by the Board of Education and that approval shall be obtained prior to any services being performed.
11. All monies are to be kept in the bank. There are to be no **“PETTY CASH BOXES”** maintained.
12. All monies collected are the property of the Granite City School District.

ADOPTED: 9/25/2012