

<b>Policy Number:</b> F 003	<b>Title:</b> Cash Receipts Policy
<b>Performance Standard:</b>	<b>Original Date:</b> 8/2006
	<b>Policy Council Approval/Revision:</b> 1/2013 1/2018 <b>BOE Approval:</b> 1/2018

**POLICY:**

All incoming monies will be received and recorded in the Accounts Receivable (AR) Log by the Fiscal Secretary (FS). All money will be kept in the locked safe until the money is transferred to the Accounts Receivable Clerk in the Business Office of the USD 418 Central Office. All money will be transferred to Central Office within two working days.

**PROCEDURE:**

1. All cash and checks received by the FS will be recorded in the Account Receivable Log. The Accounts Receivable log is completed by recording the source, date, description, check number if applicable, amount, and Head Start fund 52 account number and/or the appropriate account numbers for allocations which the money will be deposited.
2. The FS will immediately stamp checks “For Deposit Only”. Cash received will be counted by the special education secretary and the FS. Both staff members will initial the AR log, indicating the cash amount as verified.
3. All money will be kept in the locked safe until it is transferred to the business office within two business days of receipt.
4. The FS will place the money received into an envelope, which is labeled with the amount, payee, and the Head Start fund 52 account number and/or the appropriate account numbers for allocations which the money is to be deposited. The deposit envelope will be taken to the AR clerk in the business office of the USD 418 Central Office by the FS or the Head Start Director.
5. The AR clerk will complete a receipt and return to the FS, which serves as verification that the deposit has been made. The receipt will be attached to the Account Receivable Log. This log will be kept in the FS desk file drawer. All AR records will be maintained for five years as required.