
BANKING PROCEDURES FOR STUDENT ACTIVITIES (ACC-P005)

Sacramento City Unified School District

1.0 SCOPE:

- 1.1 This procedure outlines how to process deposits, returned checks, and bank adjustments for student activities.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Fiscal Services Technician II

3.0 APPROVAL AUTHORITY:

Approved signature on file

- 3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

- 4.1 Collection and Deposit Report Form – a form stating which account to post the deposit, a description of the deposit, and the amount(s). This form must be reviewed and signed by the principal.
- 4.2 Blue Bear SchoolBooks software – Student Activities database
- 4.3 Unorganized student activity – Unorganized student activities are allowed in elementary and high schools in which the student body is not organized. Student Activity fundraisers teaches students about real life business activities and provide money to fund student extra-curricular activities.

5.0 PROCEDURE:

- 5.1 Receive collection and deposit form from school with attached bank receipt. (Refer to ACC-W001 for processing detail)
 - 5.1.1 Verify form contains required information and appropriate signature. (Refer to ACC-W001 for specific detail).
 - 5.1.2 Post deposit to appropriate account. (Refer to ACC-W001 for processing detail)
- 5.2 Posting a deposit adjustment from Bank of America:
 - 5.2.1 Identify the school adjustment and post this to their site account. (Refer to ACC-W001 for processing detail)
 - 5.2.2 Type Memo, and copy of adjustment and send to school. Keep a copy of memo and adjustment.
- 5.3 Posting a returned check and bank advice from Bank of America:
 - 5.3.1 Identify school site returned check and post the adjustment to their correct school account and central district account, District account collects \$25.00 for returned check fee per check. (Refer to ACC-W001 for processing details)
 - 5.3.2 Type Memo and copy returned check; send original check and memo to the school site. Keep a copy of the memo and check and file appropriately.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Collections and Deposit Report form

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6.2 Monthly detailed report & data from Blue Bear software

7.0 RECORD RETENTION TABLE:

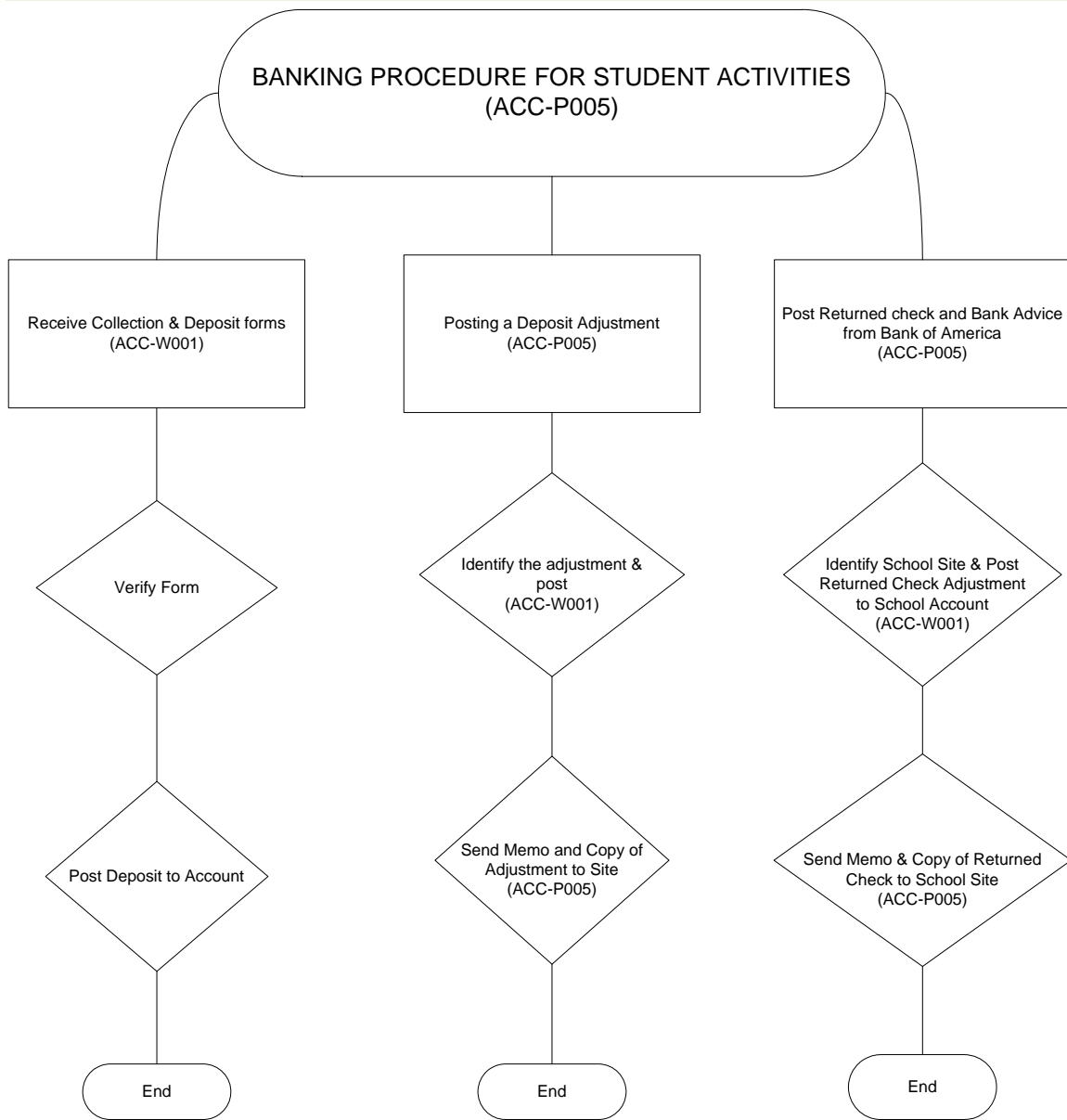
<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Collection and Deposit Report form & supporting documents	File Cabinets in General Accounting	4 years	Discard as desired	Secured area

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/17/04	A	Initial Release
3/27/08	B	Revise item 5.2.2; Update Returned Check Fee in item 5.3.1; Edit language in item 5.3.2; revise language in item 6.2

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***** End of procedure *****