

---

## CASH RECEIPTS (ACC-P030)

Sacramento City Unified School District

---

### 1.0 SCOPE:

- 1.1 This procedure applies to collection and depositing the cash receipts.

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 Cash Receipts – cash, checks; to include other source of collections received from sites, Employee Benefits, Cafeteria and outside vendors.
- 4.2 Escape –Financial Software for SCUSD

### 5.0 PROCEDURE:

- 5.1 Receive cash receipts from sites, departments and outside source.
- 5.2 Record cash receipts into our General Ledger. **(ACC-W030)**
- 5.2.1 Prepare cash receipts deposits for:
- 5.2.1.1 Bank of America
- 5.2.1.2 West America
- 5.2.1.3 County Treasurer
- 5.3 Prepared deposits into secured bag for pick up for Bank Security Service pick-up.
- 5.4 File documents in file cabinet.

### 6.0 ASSOCIATED DOCUMENTS:

- 6.1 Cash Receipts Escape reports
- 6.2 Budget code listing

### 7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Cash receipts with supporting documentation, (copies of checks, cash receipts reports)	Accounts Receivable file in General Accounting	2 years	Discard as desired	Secured area

---

CASH RECEIPTS (ACC-P030)  
Sacramento City Unified School District

---

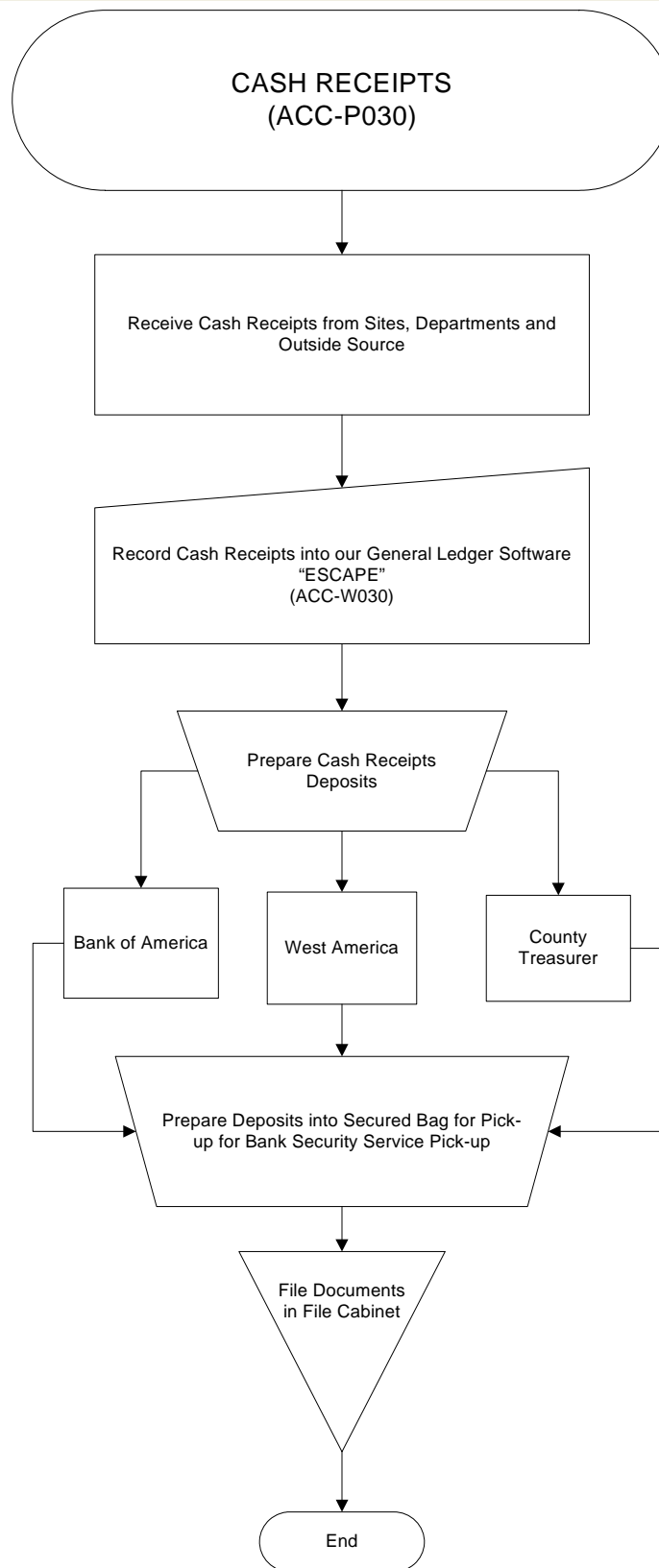
**8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
12/03/04	A	Initial release
3/31/08	B	Deleted associated document

---

**CASH RECEIPTS (ACC-P030)**  
Sacramento City Unified School District

---



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