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

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8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:	
12/03/04	Α	Initial release	
3/31/08	В	Deleted associated document	

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