Mansfield Independent School District

Business Procedures Manual

Section 8

Change Funds and Event Start-Up Cash

8. The District DOES NOT allow purchases from a petty cash fund. Cash funds are allowed for change funds and event start-up cash only.

8.1. **Revolving Change Fund**

8.1.1. With a letter request from the campus principal to the Business Office, a campus may set up a new revolving change fund and/or increase the change fund amount up to $100. The funds may be used solely to make change for a cash payment received. The change fund IS NOT a bank. The change fund MAY NOT be used to cash checks or make loans.

8.1.2. To start a change fund, a check must be written on the campus activity account for an amount NOT TO EXCEED $100. The check should be made payable to and cashed by a District employee.

8.1.3. Change should only be made by authorized staff members who have an ongoing need to make change when students, parents, and staff pay for school related items (e.g. library fines, lost textbook fees, field trips, etc.) with a large denomination of currency requiring change.

8.1.4. A campus change fund is subject to review by the District accounting department at all times and should be reconciled daily.

8.1.5. Cash maintained at a campus is ultimately the responsibility of the campus principal.

8.1.6. At the end of each week, the change fund should be counted in the presence of the principal or assistant principal and bookkeeper or campus secretary and verified in writing to contain the issued amount of cash.

8.1.7 At the end of each month, copies of these weekly verifications signed by the principal or assistant principal should be forwarded to the District’s Accounting department.

8.1.8. All cash funds should be appropriately secured in a locked area when unattended.

8.1.9. For campuses that close over the summer, the change fund should be deposited to the campus activity account and reestablished at the start of the new school year.

8.1.10. Campuses that do not close for summer, may maintain their change fund throughout the year.

8.2. **Event Start-Up Cash**

8.2.1. At various times throughout the year, a campus or department may sell tickets or merchandise at a special event requiring employees to make change for cash sales.

8.2.2. The individual responsible for obtaining the event start-up cash will request a check issued in their name by the Accounts Payable department established check request deadline. The check request should detail the event for which the event start-up cash is requested.

8.2.3. The individual requesting the event start-up cash will come to the Accounts Payable department accompanied by another District employee to pick up the check on the requested day no later than 4:30 PM. The individual named on the check will complete and sign an “Event Start Up Cash Acknowledgement Receipt” acknowledging in writing that the purpose of the check is to obtain event start-up cash for the named event. **(Click here for the link to the PDF template *Event Start Up Cash Acknowledgement Receipt.)***

8.2.4. The named individual and an accompanying staff member will go directly to FROST bank to cash the check and receive the event start-up cash. The employees should take an unused fraud resistant bag to the bank. Funds should be verified in the presence of the FROST cashier and should then be sealed in a fraud resistant bag prior to leaving the bank. Both of the District employees should sign, date, and label the bag.

8.2.5 When arriving at the campus or department, store the sealed bag in the location’s safe until ready to allocate the start-up cash among the individual ticket booth operators.

8.2.6. When ready to prepare the individual ticket booth event start-up cash allocations, have two District employees present when opening the fraud resistant bag. Once again, verify the cash contained in the bag.

8.2.7. With two District employees present, divide the cash and place in individual ticket booth operator fraud resistant bags. Seal the bags, label as ticket booth #1, ticket booth #2, etc. Both employees should sign the outside of the individual fraud resistant bags.

8.2.8. Place the sealed individual start-up cash bags in one fraud resistant bag and seal it. The bag should be signed and dated by both employees preparing the individual ticket booth start-up cash bags. The bag should then be placed back in the safe until the ticket booth operators arrive for the event.

8.2.9. When the ticket booth operators arrive, each operator should be issued an empty cash box, a sealed fraud resistant bag containing their station’s start-up cash, TWO unused fraud resistant bags for deposits, and the numbered tickets.

8.2.10. When the ticket booth operator receives their cash drawer and sealed bag of cash, they should immediately verify the amount received and verify the number of tickets received in the presence of the issuing employee.

8.2.11. A cash distribution log should be created. The log should include signatures from both the person receiving the cash and the person issuing the cash.

8.2.12. When closing out the cash drawer at the end of the event, the ticket booth operator will complete a ticket reconciliation sheet. Cash and checks should equal event start up cash plus calculated ticket sales based on the # of tickets sold X the ticket price. The beginning and ending numbers of the tickets issued to the ticket booth operator should be listed on the reconciliation sheet.

8.2.13. **TWO** deposits should be prepared for each ticket booth operator – one for the event start-up cash and one for ticket sales. Each deposit slip should include the following information:

a. Date

b. Event Name

c. Amount of Deposit

d. Nature of the Deposit – Start-Up Cash or Ticket Sales

e. Signature of Ticket Booth Operator

All checks must be stamped with the District’s endorsement stamp. The cash, checks, AND white and yellow copies of the deposit slips should be placed in the fraud resistant bags. The bags should be sealed in the presence of the ticket booth operator.

8.2.14. Sealed deposit bags should be entered in the deposit log book and secured in the campus or department safe until the armored car service picks up the deposit.

8.2.15. If the event occurs after school hours, but deposits are prepared prior to the bank closing, deposits $500 or less should be taken directly to FROST Bank by TWO District employees.

8.2.16. If the deposit amount is $500 or less and the banks are closed for the evening or weekend, the deposit may be secured in the campus or department safe until the next available business day.

8.2.17. If the deposit amount exceeds $500, an MISD police officer should always be the second employee involved in the delivery of the deposit to the bank.

8.2.18. If the event occurs after school hours and deposits will not be prepared prior to the bank closing for the day, AND the deposit is expected to exceed $500, the event coordinator should make prior arrangements with the MISD Police department to have a police officer accompany another MISD employee to the bank so that the funds may be deposited in the FROST BANK night depository.

8.2.19. A record of the deposit bag numbers and amounts should be maintained.

8.2.20. The pink copies of the deposit slips, ticket reconciliations, and supporting log documentation must be delivered to the Accounting department at the culmination of the event. If the event occurs after school hours, the required paperwork should be delivered to the Accounting department on the next available business day.

8.2.21. If additional deposit books, fraud resistant bags, or endorsement stamps are needed, please contact Ryan Blodgett (EXT 6359) or Jeannette Slack (EXT 6310) in the Accounting office.