**Cash collection Procedures- High School**

1) Collection of Money:

* Students will turn classroom fee money into their advisory teacher.
* Fundraiser money should be turned into the student advisor.
* All parking fees should be paid directly to the secretary and the student gets the parking pass and name is included on the map of the parking lot.

2) Each teacher will receive a triplicate receipt book. The teacher will complete a triplicate receipt with one copy going to the student, one copy to the secretary, and one copy stays in book. On each receipt the teacher will need to write what the money is for i.e. student fees, type of fundraiser, parking, etc.

3) Each teacher will receive a daily log book and a daily log will need to be completed each day money is collected. This will be in duplicate form and will include the teacher’s name, student’s name, if they paid in cash or check and the total amount received. The log should be totaled, signed by the teacher and a copy of the individual receipts should be attached. The money, log and receipts should be turned into the Secretary each day in an envelope. Money should always be in a secure place such as locked in the desk or cabinet.

4) Once the money is turned in, the secretary will recount the money and complete a pay-in. If there are any discrepancies they should be reconciled immediately with the teacher. The pay-in will be in triplicate form- one goes to the teacher, one stays in the book and one copy comes to the treasurer’s office. When the teacher receives the pay-in from the secretary it should be attached to the log sheet for that day. This will give the teacher assurance that the money has been received by the Secretary. All pay-ins for the day would be included on the deposit slip and taken to the bank to be deposited. Deposits will be made daily. If for some reason, the money does not get deposited that same day, it will be locked in the safe for the evening and the deposit will be made the following day.

5) The secretary would then update DASL for the fees paid that day. The secretary will need to print the screen where the fees have been applied to the student and reference the receipt number. These print outs will be maintained so that they can easily be traceable to the receipt where the student paid.