

**OAKLAND UNIFIED SCHOOL DISTRICT
Draft Administrative Regulation**

**AR 3450
Business and Instructional Operations**

Cash Handling at School Sites

1. General guidelines

- 1.1 The OUSD is committed to the prompt and accurate recording of cash receipts and expenditures at school sites in accordance with statute, Board Policy and sound business practices.
- 1.2 Each site Principal has the primary responsibility for the prompt and accurate recording of cash receipts and expenditures at his/ her site.
- 1.3 Unless directed otherwise by the Chief Business Official or designee, district funds (fees, fines, donations) shall be accounted for separately from non-district funds (Associated Student Body or ASB).
- 1.3 Bank accounts shall be opened or closed with the approval of the Controller, who shall be an authorized signatory on all accounts.
- 1.4 Authorized bank account signatures should be kept current.
- 1.5 Cash or cashier check withdrawals require two authorized signatures on the withdrawal slip or check copy, which should be attached to the approval documentation and kept on file.
- 1.6 There shall be transparency and accountability in all cash handling activities.
- 1.7 Cash received and spent for PTA and other booster-type groups shall be accounted for separately. Such groups may not use the district's tax-ID number.

2. Associated Student Body (ASB)

General

- 2.1 ASB activity in the OUSD shall be in accordance with FCMAT's "Associated Student Body Accounting Manual & Desk Reference" manual or CASBO guidelines.
- 2.2 ASB activity shall be recorded by a Treasurer or other school site employee qualified through a combination of education, training and work experience.
- 2.3 The district shall provide the resources to ensure the Treasurer or other designated employee is properly trained in the recording of ASB activity.
- 2.4 Bank reconciliations, Trial Balances, Income Statements and Balance Sheets shall be prepared at least monthly
- 2.5 A Student Council or similar organization shall oversee ASB activities and approve all expenditures by resolution. Minutes of meetings should document their activities.
- 2.6 Prior approval for all fund raising activities must be obtained from the Principal or designee.

- 2.7 Receipts and expenditures should be documented in a ledger using Excel, QuickBooks, Blue Bear or similar software.
- 2.8 Food and beverage sales must be compliant with OUSD policy and Education Code.

Disbursements

- 2.9 An ASB checking account shall be opened solely for student activity use. There is to be no commingling of district moneys (fees, fines, donations, etc.) with ASB funds.
- 2.10 Dual signatures are required on all checks.
- 2.11 The Authorization of Expenditure form shall be used for all reimbursements, payments, transfers of funds from one club account to another and other expenditures. Authorizations must be signed and dated by the (a) student representative or officers, (b) club sponsor and (c) Principal or designee. All supporting documentation should be attached, including original receipts, itemized invoices and mileage.
- 2.12 Field trip expenses must be fully documented, including evidence supporting mileage claimed for reimbursement, tolls and food. Itemized invoices are required for all accommodations. Items which may be considered personal, such as gifts or purchases of alcohol, are not reimbursable.
- 2.13 Checks shall be issued in numerical sequence and all accounted for, including voids.
- 2.14 All expenditures shall be approved by (1) the Principal or designee, (2) ASB advisor, and (3) student representative.

Receipts

- 2.15 Manual receipts, or other another contemporaneous record such as an acknowledgement letter, shall support amounts received. Manual receipts are to be issued in sequential order and all are accounted for. For fund raising activities, there should be dual, independent counts of cash and checks.
- 2.16 Each site should use uniform deposit slips and cash count forms.

Bank Deposits

- 2.17 Deposits should be made promptly and intact, preferably at least weekly. Bank deposits should be balanced to a Daily Proof of Cash Receipts or other verification of cash received. Attach an adding machine tape of individual receipts deposited as proof of the total.
- 2.18 Make copies of all checks received, write the applicable club account number, where applicable, on the face of each check and attach the Daily Proof of Cash plus any cash count forms for fund raising.
- 2.19 Retain duplicate deposit slips authenticated by the bank, and log the deposit bag number if a contract courier is used.
- 2.20 All receipts shall be deposited promptly and intact.
- 2.21 Personal checks may not be substituted for cash or checks received from others.

3. Subsidiary Accounts

- 3.1 Sites may use Subsidiary Bank Accounts for non-ASB activity, such as recording of fees, fines and donations and for small dollar purchases.
- 3.2 Internal Controls shall be similar to those listed for ASB accounts, including dual signatures required on checks, manual receipts issued for collections and preparing monthly bank reconciliations.
- 3.3 Expenditures over \$50 should be made through Accounts Payable using site budgets.

4. Cash Handling at Athletic Events

- 4.1 The Oakland Unified School District (District) is committed to accurately reporting tickets sold for athletic events and the corresponding receipts collected from such sales, and in being compliant with applicable statute, regulations, Board Policies and Administrative Regulations.
- 4.2 OUSD athletic events are operated under the authority of the Oakland Athletic League (OAL), whose Commissioner directs ticket sales and related cash handling procedures. Oversight of such procedures is also provided by the District's Internal Auditor.
- 4.3 Tickets must be ordered through OAL's office, and be uniquely and serially numbered. Ticket denominations, colors and styles are determined by the OAL. To discourage counterfeits, a different ticket color for each consecutive athletic event at the same site is encouraged. Adult and child tickets should also be different colors.
- 4.4 At each school site, a ticket log is to be maintained, with beginning and ending numbers recorded for each event and all tickets accounted for. Complimentary tickets should be issued based on OAL policy. Unused tickets must be kept under lock and key.
- 4.5 Unless an OAL waiver is obtained, tickets are to be sold for cash only. Currency of \$20 or higher should be tested for authenticity when received. Bills of \$50 or more and IOU's cannot be accepted.
- 4.6 Change funds should be kept in lockable change boxes. Float amounts at the same location should be the same in each change box, and beginning denominations and quantities of currency and coins unchanged.
- 4.7 No purchases of tickets by check, credit card or on-line are permitted, except by prior arrangement with the OAL Commissioner.
- 4.8 Ticket takers must tear tickets to prevent possible reuse and the stubs retained, to be reconciled with tickets sold per the log.
- 4.9 Following each athletic event, there must be a reconciliation between tickets sold per the log with total net receipts. Variances over \$20.00 must be followed up promptly by the site's Principal or designee.
- 4.10 Dual, independent counts of receipts following athletic events are recommended. If the total receipt amounts agree, the total, by denomination, should be recorded on a collection envelope. Both should initial and date the envelope, which must be sealed, then sent to the OAL office the next business day.
- 4.11 As soon as received, OAL staff must recount receipts and agree with deposit envelope amounts. Receipts must be deposited promptly.

- 4.12 Receipts from different athletic events must not be commingled.
- 4.13 For major athletic events, armored car service is recommended, as is OUSD Police Service protection. If receipts are held at a school site until the next business day, they must be placed in a safe which is locked. Receipts must not be stored in non-secure facilities such as file cabinets or desk drawers, or carried off site by staff, parents or volunteers.
- 4.14 Disbursements for athletic events (e.g. payments to ticket sellers), must be made by check by the OAL only. Cash disbursements are prohibited.
- 4.15 Questions re procedures should be referred to the OAL Commissioner.

5. Questions.

Any questions regarding school site cash handling should be directed to the Internal Auditor.

Related Policies

BP 3314.2 - Revolving Funds

AR3451 – Petty cash Funds

BP 3452 - Student Activity Funds

Legal References

EDUCATION CODE

35160 Authority of Governing Boards

41020 Requirement for annual audit

42800-42806 Revolving cash fund

42810 Revolving cash funds

48930-48938 Student body organization