



ADMINISTRATIVE PROCEDURE

CATEGORY: **Fiscal Management, Depository of Funds**

SUBJECT: **Deposit of District Funds by Schools**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for processing and depositing district funds at school sites.
2. **Related Procedures:**

Collections or Refunds for Damaged or Lost Instructional Materials.....	2165
Summer School Collections and Deposits	2208

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-3800; Education Code section 41021.
2. **Bonding District Employees.** As protection against fraudulent acts by employees, the district carries a blanket bond of \$50,000 per employee that is, in effect, an honesty bond (Education Code section 41021).

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Financial Accounting Department, Office of the Controller, Finance Division.
2. **Definition:** District funds consist of collections made of district abatements and income as listed on receipt forms.
3. **Sources of Funds.** Money collected in individual schools comes from:
 - a. Payment for instructional materials lost or damaged by students.
 - b. Payment for raw materials not required for instruction (used in shops or consumer and family studies).
 - c. Payment by students for breakage of equipment and for property damage to building or library.
 - d. Library fines.
 - e. Miscellaneous.
 - f. Miscellaneous sales.
4. **Regulations.**
 - a. Money may be deposited and accumulated in an ASB clearing account. Remittance to the district cashier must be made at least once a year prior to the end of the fiscal year.
 - b. Money in sanitary goods vending machines in all schools shall be removed before winter, spring, and summer breaks, and shall be given to the school secretary or

financial clerk for deposit into ASB accounts, with check written to district at least once a year.

- c. Secretary or financial clerk, as the principal's agent, shall keep an accurate daily record of all district monies collected.
- d. Once a receipt is issued for payment of money into the district fund, that money becomes property of the school district and can be expended only by action of the Board of Education.

D. IMPLEMENTATION

- 1. Secretary or financial clerk:
 - a. Coins/Currency. Uses money bags for coin/currency deposits; coins should not be wrapped; currency should be flat and unwrinkled.
 - b. Checks. Uses money bag for checks; checks should be flat and unwrinkled.
 - c. Deposit Slips.
 - (1) Prepares ASB deposit slips in duplicate; places Copy No. 1 in money bag together with money for pickup by the school mail driver and delivery to contract bank.
 - (2) Retains Copy No. 2 of deposit slip for site records.
 - d. Remittance to district.
 - (1) Writes ASB check payable to San Diego Unified School District and charges the appropriate clearing account.
 - (2) Prepares "District Daily Remittance Advice" form.
 - (3) Sends white (original) and pink (copy) of "District Daily Remittance Advice" form and ASB check to district cashier in the Fiscal Control Department, Office of the Controller, Finance Division, retains green (copy) for files. Retains copy of memo if District Daily Remittance Advice is not used.

E. FORMS AND AUXILIARY REFERENCES

- 1. ASB Deposit Slip
- 2. District Daily Remittance Advice, Attachment 1

F. REPORTS AND RECORDS

G. APPROVED BY

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NO: **2205**

PAGE: **3 OF 3**

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REVISED: **12-6-13**



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff