



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2245

PAGE: 1 OF 4

CATEGORY: **Fiscal Management, Associated Student Body**

EFFECTIVE: **1-29-62**

REVISED: **7-05-2002**

SUBJECT: **ASB Deposits, Authorized Bank**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for preparing and depositing student body funds in the approved bank.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board Policy D-3800.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Accounting Department, Finance Division, Business Operations Branch.
2. **Definition.** *Student body funds* consist of money collected, contributed, and earned by students through contests, plays, and sales, including monies given to a particular school for use of students and/or school- and district-related activities.
3. **Authorized Bank.** All student body checking accounts shall be maintained in the bank designated by the Board of Education. For information regarding authorized bank, call the Accounting Department.
4. All money collected during one day, prior to time for deposit, is prepared for deposit intact; personal checks may *not* be cashed from these funds. (*Money bags awaiting pickup by messenger must be kept in a secure location until pickup.*)
5. Cash collected by the student body shall not be used for payments of any sort; payment shall be by ASB check only.
6. All student body checks must be signed by the principal and the treasurer. Principal shall appoint a district employee as treasurer (usually school secretary or financial clerk).
7. Filing of a new signature card is necessary if there is a change of either principal or secretary/financial clerk (or both), or a change in the bank designated by the Board of Education.

D. IMPLEMENTATION

1. **Filing New Bank Signature Cards.** Financial clerk or secretary:
 - a. Calls the Accounting Department and requests new signature card.
 - b. Completes and signs card; secures signature of principal. (Signatures of *both* parties must appear on the new card even though only one may have changed.)
 - c. Forwards card to the Accounting Department, who verifies and delivers to the bank.

2. **Checks Received as Payment**
 - a. Checks other than those of the school's student body may not be cashed.
 - b. All checks received should be payable to the individual school.
 - c. Checks may be accepted only for *exact amount* required for payment.

3. **Check Endorsement**
 - a. Endorsement on back of the check (by school) should be *identical* to "payee" on face of the check.
 - b. If "payee" entry does not clearly state for which fund a check is drawn, a second endorsement should give school name and proper fund.

Example:

Check is payable to "San Diego City Schools": Proper endorsement would be "San Diego City Schools," followed by name of individual school and "Student Body Account."

4. **Checks Returned by Bank**
 - a. Person from whom the check originally was received should be contacted and the bank's reason for returning explained (such as NSF [not sufficient funds], error, incorrect bank).

- b. Originator of the check should be informed of alternatives available, i.e., payment in cash, cashiers check, or money order.
- c. Funds noted in 4.b. should be redeposited by making an individual deposit slip and marking all four copies "Redeposit."
 - (1) This money is *not* included in total deposit for the day.
 - (2) A receipt is *not* issued for this cash or new check.
 - (3) An old check may be surrendered to originator *after* cash, cashier's check or money order is received.
- d. Checks returned for deposits made to District Funds should be referred to the district cashier.

5. **Deposits**

- a. **Coins.** Cloth money bags must be used for coin deposits; *coins are not to be wrapped for deposit.* (Coin wrappers may be used in school financial office, if desired.)
- b. **Currency/checks** must be flat and unwrinkled.
- c. **Deposit slips**
 - (1) Student body account deposit slips, coded with bank's identification, are ordered from the Accounting Department.
 - (2) Secretary/financial clerk prepares deposit ticket in quadruplicate, including necessary information on both sides of deposit slip. Places Copies Nos. 1 and 2 in money bag together with checks, Copy No. 3 with cash, and sends to bank in sealed money bag. Retains Copy No. 4 at the site.

6. **Money Bags**

- a. In the event a bag is lost, call Mail Room ([619] 725-7421) so a search for the missing bag may be started.

- b. Secretary/financial clerk places all funds for the day in money bag and seals it; writes bag number and date in money bag receipt book.
 - (1) A receipt book should be used until it is *completely* filled.
 - (2) Completely filled receipt books may be destroyed if desired, *after* return of all validated receipts from bank.
 - (3) New receipt books are ordered from school mail driver.
- c. School mail driver picks up bag and signs in space provided in receipt book. *Driver will not accept the bag unless it is sealed.*

E. FORMS AND AUXILIARY REFERENCES

- 1. Official bank signature card, available from the Accounting Department
- 2. Money Bags, Stock Item 22-D-2750
- 3. Money Bag Receipt Book, available from Mail Room
- 4. Coin wrappers, if used in school financial office, see Stock Catalog
- 5. Bank deposit tickets, furnished by bank and ordered through the Accounting Department

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education