



ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 2205

PAGE: 1 OF 3

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

EFFECTIVE: **1-29-62**

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

REVISED: **6-14-2002**

A. PURPOSE AND SCOPE

1. To outline administrative procedures for processing and depositing district funds at school sites.
2. **Related Procedure:**
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 which 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 Accounting Department, Finance Division, Administrative Operational Support.
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 books 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. Sale of sanitary goods.
 - e. Library fines.

- 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 vacations, and shall be given to secretary or financial clerk for deposit into ASB account and 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 plastic money bags for coin/currency deposits; coins should not be wrapped; currency should be flat and unwrinkled .
 - b. **Checks.** Uses plastic 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 plastic 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**

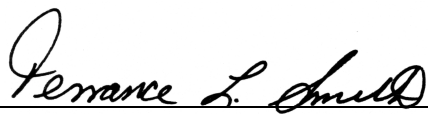
- (1) Writes ASB check payable to San Diego Unified School District and charges the appropriate clearing account.
- (2) Prepares "District Daily Remittance Advice" form.
- (3) When form does not identify type of district income or abatement, writes brief description.
- (4) Sends white and pink copies of "District Daily Remittance Advice" form and ASB check to district cashier in the Accounting Department, Finance Division, Administrative Operational Support; retains green copy for files.

E. FORMS AND AUXILIARY REFERENCES

1. District Daily Remittance Advice, Stock Item 22-D-3500
2. Currency straps and coin wrappers (for school office use *only*), see stock catalog

F. REPORTS AND RECORDS

G. APPROVED BY



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