



717 RECEIPTS AND DISBURSEMENTS

I. PURPOSE

The purpose of this policy is to establish procedures for receipt and disbursement procedures.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to perform receipt and disbursement transactions in accordance with the applicable provisions of law.

III. RECEIPTS MANAGEMENT

A. Deposits

All monies collected at the district locations, which come from students for fees, admissions, lunch and milk, should be deposited within one day of receipt. The Director of Finance will establish procedures to ensure that proper controls are in place for cash transactions. At no point shall an employee request a parent or community member address the check to any employee; all checks must be addressed to the school or the district. All cash collected by employees shall be deposited through district accounts and shall not be used to make payments for expenses incurred.

B. Cash in School Buildings

Monies collected by school employees and by student treasurers shall be handled with good and prudent business procedures. All monies collected shall be receipted, accounted for, and directed without delay to the proper location of the deposit. In no case shall monies be left overnight in schools, except in vaults provided for safekeeping of valuables, and then not to exceed the following:

- Elementary Schools \$1,000
- Middle Schools \$1,000
- High Schools ~~\$5,000~~ \$10,000
- Central Office Vault \$10,000

All district locations shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight **or ensure that all cash is secured in a fireproof safe.**

The School Board shall procure and maintain insurance, in reasonable amounts,

based on the exposure to losses at various locations, and in order to protect against the loss of money, securities, and checks by actual destruction, disappearance, or wrongful abstraction from within all premises and also while off any premises.

IV. DISBURSEMENTS MANAGEMENT

A. Payments By Check

The board provides the Director of Finance or designee with the authority and responsibility to release payment for claims prior to board approval. Board approval of these payments will be made at the subsequent board meeting. The monthly report will contain information about each check issued during that time frame including the payee and amount. A log of all check numbers used during that time period will also be included in the disbursement report.

B. Authorized Signatures

Signatures, including facsimile signatures of the School Board chair, clerk, and treasurer are to be used on checks, drafts, warrants-checks, vouchers, or other orders on public funds deposited in designated depositories. Each offer shall authorize said depository banks to honor such instrument bearing his or her facsimile signature in such form as he or she may designate and to charge the same to the account in said depository bank upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of said depository bank although such facsimile signature shall have been fixed without authority.

C. Check-Writing Services

The School Board authorizes use of facsimile signatures in accordance with the following provisions:

1. The treasurer is authorized to sign checks in accordance with the provisions of state statutes
2. The facsimile signatures shall be stored in a secure location.
3. The signing of blank checks shall be prohibited.
4. All void or spoiled checks shall be marked and retained and the signature section shall be removed and destroyed.

D. Electronic Funds Transfers

1. The board shall annually delegate the authority to make electronic funds transfers to a designated business administrator(s).

2. The district's disbursing banks shall be sent a certified copy of the designation of the business administrator(s) and authorized destination accounts. Changes in authorized destination accounts shall be approved in writing by at least two district officials.
3. One of the designated administrators shall approve all transfers prior to execution.
4. Require that written confirmation be sent within one day by the disbursing bank.
5. All electronic funds transfers shall be submitted for approval to the School Board at its regular board meeting.

V. PETTY CASH

The board shall adopt the total petty cash amount by location on an annual basis. This will include the use of petty cash in the form of both cash and check books. The Director of Finance will establish procedures for all petty cash transactions. For petty cash in the form of cash, all expenditures must be substantiated with a proper invoice or receipt. The principal administrator at each location will be responsible for the proper use and disbursement of the petty cash in accordance with the procedures established by the Director of Finance.

Legal References: Minn. Stat. § 471.38 (Claims)

POLICY ADOPTED: May 24, 2007

POLICY REVIEWED: May, 2011, August 20, 2015

POLICY REVISED: June 16, 2011