

# DISTRICT PROCEDURES FOR HANDLING MONEY

## **I. CTE Programs Interested in Producing Classroom Projects for Sale:**

Those CTE programs interested in giving students an expanded experience in creating a project and then selling it at cost (supplies only, no labor) to real clients, must:

1. Understand that all classroom projects for real client sales must be created by materials purchased through “Project Fees” account budgets established specifically for your particular CTE program.
2. The establishment of CTE program “Project Fees” account consideration requires the submission of a proposal to the CTE Office detailing the following:
  - How will the production of projects tie into your programs curriculum.
  - What projects are being considered for production and sale.
  - Projected “Project Fees” material startup costs to establish the proposed projects for sale.
  - How will you manage the implementing of district procedures for handling money in your classroom.
3. If proposal is approved, meet with CTE Department Directors and Accounting Staff for full procedural training for handling “Project Fees” account funds.

## **II. Classroom Project Guidelines:**

Grossmont Union High School District State guidelines prohibit charging fees to high school students for anything required to complete the class.

1. If the student elects to take home a project made from material purchase through “project fees” funds, the teacher **must** charge for the project.
2. The cost must be limited to materials necessary to complete the project.
3. CTE classes should not charge for any other costs, such as labor, use of tools, electricity and the like.

## **III. Accounting procedures for collecting money for any goods/services rendered.**

1. Teachers are responsible for all monies collected.
  - Fees may be submitted in the form of checks, money orders, and/or cash.
    1. Fees paid in the form of a check must be written in **Blue or Black Ink Only**.
      - The Credit Union will no longer accept checks if written with highlighters, gel pens, or in colored ink.
2. When money is collected for any reason, the clients or student must receive a receipt of funds paid.
  - Receipt book should be a 3 part carbonless copy.
    1. White copy = client/student
    2. Yellow copy = teacher’s copy
    3. Pink copy = teacher’s copy to be kept on record 3 years
  - Restaurant Service programs must provide a copy of the cash register receipt or sales order bill to each client.
    1. At the end of each day, a copy of the up-to-date daily register sales analysis tally should balance to funds collected.

3. All funds collected for services or supplies provided by a CTE “Project Fees” account **must** be deposited back into the CTE “Project Fees” account.
  - According to District Policy, CTE Project Fees funds should never be deposited to site ASB accounts or any other site/district account.
    1. According to FCMAT, the general guidelines that apply to student body funds (ASB) are that the “funds must be used to promote and finance a program of worthwhile activity for current students beyond those activities provided by the district”. In other words, if the district is already offering a particular class, students cannot form a club with the same activity in order to raise funds. Also, Ed Code states that no one can be excluded from any activity.
4. Collected funds must be submitted weekly along with the deposit slip to each school site financial office.
  - Collected funds must be stored in the locked ECSFCU bag within a teacher’s locked desk, office, or safe.
  - Funds should **never** be taken home.
  - Utilizing the ECSFCU bags provided, each teacher will prepare the deposit.
    1. Separate all collected funds by cash, coin, and checks.
    2. Fill in totals for each collected category on deposit slip and Daily Receipts Form. Please include your ECSFCU bag number on the Deposit slip.
      - Checks must be submitted along with a total calculator receipt.
        - i. Set your calculator to “IC” for item count and enter each check total. (It is not necessary to list each check individually on deposit slip). Endorse each check with provided endorsement stamp.
        - ii. Sort checks by size smallest to largest.
        - iii. Attach calculator tally to sorted checks.
    3. The completed White and Pink copies of the deposit slip must accompany the funds deposited.
      - i. Pink copy will be returned to school site with proof of banks deposit when banks bags are returned.
    4. The Yellow copy of the deposit slip and the Daily Receipt Form **must** be submitted along with receipts to the CTE Accounting Staff.
      - i. Programs not submitting yellow deposit slips/Daily Receipt Form to CTE Accounting Staff will forfeit funds deposited.
      - ii. Receipts should match deposits made.
      - iii. Differences between receipts and deposits should have attached explanation.
      - iv. CTE Accounting staff must verify funds deposited and prepare transfer of funds to each appropriate CTE programs Project Fees account.
5. A “Project Fees” account will be established for programs collecting money.
  - Expenditures from a project fees account must follow the same guidelines/procedures as expenditures from your supply budgets (e.g. items purchased under project fees must follow the pre-approval requisition process).
  - Project Fees accounts will be managed through the CTE Office. Please submit all requisitions utilizing your project fees account to the attention of your CTE Accounting Staff.



Your CTE Accounting Staff is available to help assist you with any questions that may arise regarding the instructions for deposits. For assistance please contact Bernie Wilson at (619) 590-3925.