

ADMINISTRATIVE REGULATION

No. 624(b)

Board of Trustees Douglas County School District

CASH RECEIPTS AND DEPOSITS

This regulation establishes a consistent process for receiving, safeguarding, depositing, recording, and reconciling District money. It applies to all schools, departments, programs, student activity accounts, food service, events, and employees or volunteers authorized to receive money on behalf of Douglas County School District. The Chief Financial Officer administers this regulation and issues the forms and site instructions needed to carry it out.

1. Receipt and immediate custody

Only authorized personnel may collect District money. At the time of receipt, issue a prenumbered receipt or retain a system-generated transaction record showing the date, amount, payer or transaction identifier, purpose, and receiving site. For mail, two employees shall open or log remittances when staffing permits; otherwise an independent employee shall compare the mail log with the deposit and ledger. Endorse checks restrictively upon receipt. Never leave money unattended or take District money home.

Keep cash and checks in a locked, access-controlled location until transfer or deposit. Limit keys, combinations, and payment-system access to assigned staff. Document each handoff with the amount, date, time, and signatures or electronic acknowledgments of both parties. Do not exchange personal checks for cash, borrow from collections, use collections for purchases or refunds, or net expenses against receipts.

2. Deposit deadline and exceptions

Prepare and deposit receipts intact each business day when banking or approved remote deposit is available. Money received after the daily cutoff shall be secured and deposited on the next business day. A school or department that cannot deposit daily shall transmit collections to the District cashier or bank no later than the next business day unless the CFO approves a written exception in advance. An exception must state the reason, alternate custody controls, responsible employee, and deposit date; ordinarily no later than two business days after receipt. A weekend, holiday, or closure extends the business-day count, but money must remain secured and logged.

The CFO may require same-day courier or bank deposit for a large event or unusual collection and may set a lower cash-on-hand threshold by site. No site may delay a deposit to accumulate a larger amount. If safety, weather, bank closure, or staffing prevents the scheduled deposit, notify Business Services promptly and document the actual deposit date and reason. These deadlines are District internal-control standards and yield to a stricter applicable law, grant term, contract, or program rule.

3 Deposit preparation and posting

The collector shall balance daily cash, checks, and electronic settlement records to receipt numbers or point-of-sale totals. A second employee shall verify the count and deposit documentation when staffing permits. Record the gross amount by proper fund, revenue account, location, program, and date received; identify and resolve overages or shortages without altering the source record.

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The preparer shall retain a deposit log, itemized receipts or batch report, bank deposit confirmation, and any variance explanation. Do not include personal funds or unrelated receipts in the deposit.

Business Services shall post each deposit to the general ledger promptly, using the bank deposit date and the correct accounting period. Near fiscal year-end, document receipts in transit and any required year-end accounting entry. A deposit appearing in the bank but not yet assigned to a fund shall be researched promptly; it shall not be used to conceal or offset another fund's negative cash position.

4. Electronic, remote, and program receipts

For ACH, wires, online payments, card processors, and remote check deposits, retain settlement and remittance reports, identify gross receipts, separately record processor fees and refunds, and reconcile expected settlements to bank credits and the ledger. Use District-approved merchant accounts and systems. Employees must not collect District payments through personal accounts or unapproved payment applications.

School sites shall submit student activity and event receipts with ticket, registration, inventory, or point-of-sale counts where applicable. Food service receipts shall be identified and retained for food service purposes in accordance with program requirements. Grant or restricted receipts shall be coded to the correct fund and award. The applicable program manager shall review unusual or unidentified receipts with Business Services.

5. Segregation, reconciliation, and oversight

Separate collection, deposit preparation, ledger posting, refund approval, and bank reconciliation among different employees whenever practicable. Where staffing makes full separation impossible, the principal or department head shall independently compare the receipt log, deposit confirmation, bank activity, and ledger posting at least monthly and sign the review. A person who receives money should not be the sole reviewer of its deposit and reconciliation.

Business Services shall reconcile deposits in transit, bank credits, merchant settlements, and ledger receipts monthly. Review gaps in receipt numbers, late deposits, unexplained variances, returned payments, and old unidentified items. Keep an exception log showing the owner, resolution, and date. The CFO shall report material or repeated exceptions to the Superintendent and incorporate their cash impact in the rolling forecast.

6. Refunds, returned items, and losses

Issue refunds only through an approved District payment process with evidence of the original receipt and an independent approval. Record returned checks and chargebacks to the original fund and investigate them promptly. Preserve records and notify the CFO immediately of missing money, suspected theft, altered records, or a material discrepancy. The CFO shall secure evidence, coordinate with the Superintendent and appropriate officials, and determine required insurance,

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law enforcement, audit, or Board notifications. Do not silently replace missing money or alter the original receipt record.

7. Records and implementation

Retain receipt records, logs, deposit slips and confirmations, batch reports, reconciliations, exception approvals, and review sign-offs under the District records retention schedule. Business Services shall train collectors and reviewers annually and when duties change. The CFO may issue forms and site-specific instructions consistent with this regulation and shall review deposit exceptions periodically to improve banking access and staffing coverage.

8. Legal Compliance

This Regulation shall be interpreted and administered in a manner consistent with all applicable federal, state, and local laws, regulations, and other legal requirements. Nothing in this Regulation shall be construed to require, authorize, or permit the District, its Board of Trustees, or any employee or representative thereof to take any action, or refrain from taking any action, in violation of applicable law. In the event of any conflict between this Regulation and applicable law, applicable law shall control, and this Regulation shall be construed to the extent reasonably possible to avoid such conflict.

Reference: Board Policy #624 - Cash Management and Interfund Financing;
NRS 354.612;
7 CFR 210.14 for nonprofit school food service revenues, as applicable.

Date Adopted: TBD

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