

## Proper Use of Cash Summary Reports

School administrators will require all employees who collect monies to complete a cash summary report. The cash summary report will include the student's name and the amount remitted. A student roster may be provided to the employee who is collecting the funds to facilitate the collection process. If money is submitted without the cash summary report the administrator is required to follow up with the employee and require that the cash summary report be completed after the fact. In addition, a memorandum must be written to the employee indicating failure to follow proper accounting policies and procedures. Second offenses will eliminate any further approval for fundraisers by that employee unless an appeal is submitted in writing and approved by the Associate Superintendent of Curriculum and Instruction.

## TEACHERS CASH RECEIPTS SUMMARY

School \_\_\_\_\_ Date \_\_\_\_\_

Activity \_\_\_\_\_

Name of Club or Organization (If Applicable) \_\_\_\_\_

	<u>Student's Name</u>		Cash	Check		<u>Amount Collected</u>
1.	_____		<input type="checkbox"/>	<input type="checkbox"/>	\$	_____
2.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
3.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
4.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
5.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
6.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
7.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
8.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
9.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
10.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
11.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
12.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
13.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
14.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
15.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
16.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
17.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
18.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
19.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
20.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
21.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
22.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
23.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
24.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
25.	_____		<input type="checkbox"/>	<input type="checkbox"/>		_____
			<b>Total Checks</b>		\$	_____
			<b>Total Cash</b>			_____
			<b>Total Collected</b>		\$	_____

I hereby certify that this is an accurate and complete record of all transactions for the activity noted above.

Teachers Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Personnel Signature \_\_\_\_\_ Receipt # \_\_\_\_\_