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**CASH RECEIPTS (ACC-W030)**  
Sacramento City Unified School District

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**1.0 SCOPE:**

- 1.1 This work instruction applies to collection and deposit of cash receipts.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

**2.0 RESPONSIBILITY:**

- 2.1 Fiscal Services Technicians II

**3.0 APPROVAL AUTHORITY:**

Approved signature on file

- 3.1 Accounting Services Supervisor

**4.0 DEFINITIONS:**

- 4.1 Cash Receipts – cash and checks, including collections received from sites, Employee Benefits, Cafeteria, and outside vendors.
- 4.2 Escape – District's financial software

**5.0 WORK INSTRUCTION:**

- 5.1 Daily:
  - 5.1.1 Sort cash receipts into the following categories:
    - 5.1.1.1 County Treasurer (All receipts except for personal checks and cash, which is not accepted by the County Treasurer)
    - 5.1.1.2 Bank of America (Cash, personal checks, and miscellaneous site receipts)
    - 5.1.1.3 West America (All Cafeteria Receipts)
  - 5.1.2 Run an adding machine tape to verify balances
  - 5.1.3 Provide all cash receipts to a second Fiscal Services Technician II to perform the following tasks:
    - 5.1.3.1 Verify appropriate budget codes for each receipt using budget code listing
    - 5.1.3.2 Copy checks and match to supporting documentation
    - 5.1.3.3 Record the first sort for County Treasurer in the cash receipt module in Escape and print for supporting documentation
    - 5.1.3.4 Record the second sort for Bank of America in the cash receipt module in Escape and print for supporting documentation
    - 5.1.3.5 Record the final sort for West America in the cash receipt module in Escape and print for supporting documentation
    - 5.1.3.6 After all entries are completed, view the cash receipts report in Escape and compare with actual deposits for accuracy
    - 5.1.3.7 File all receipts in the department's vault

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5.2 Weekly:

5.2.1 Print the cash receipts reconciliation report in Escape

5.2.2 Gather the weekly receipts and reconcile them to the Escape report

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**7.0 RECORD RETENTION TABLE:**

**Identification**      **Storage**      **Retention**      **Disposition**      **Protection**