

ACCOUNTS RECEIVABLE

Deposit - Receiving Cash/Checks on Site

All funds (excluding grants*) coming into the site must be collected, accounted for and deposited as activity deposits [[APS Code: DI](#)]. Funds received include all money collected from anyone for any reason: these include board approved student fines and activity fees ([elementary/middle school/high school](#)), vending machine commissions, facilities rental income, day care income, etc., to name a few. Where the funds are deposited will be determined by how they were generated. Fund raisers would be deposited into an activity account; payment for a lost textbooks, etc., should be deposited where the original expense was recorded. If you have questions regarding which budget code to credit when depositing funds, contact the Accounting Department at 303-365-5810.

Your site's financial operations may be audited periodically by the internal audit office to ensure compliance with the district's policies and regulations [[APS Code: DIEA*](#)].

Funds collected **must** be kept in a secure, locked safe until picked up by armored car service (see the [Cash Handling](#) section of this manual).

Funds collected at sites are to be deposited in a timely manner. Do not allow a large sum of cash/checks to accumulate before being deposited. Frequent deposits ensure safeguarding of funds. Likewise, proper Oracle entry (including detailed descriptions in the comments field) will be made whenever a deposit is sent to the bank. Timely entry of deposits into Oracle ensures your account balances will be accurate.

All deposits will be picked up by armored car service on the following schedule (as arranged by the accounting department):

- **Elementary Schools** - Monday/Wednesday/Friday
- **Middle Schools** - Monday/Wednesday/Friday
- **High Schools** - Daily
- **Support Sites** - Varies from site to site, please contact the Accounting Department at 303-365-5810 for scheduled pick up information.

*Grants revenue checks (excluding AEF and district) are to be forwarded to the grants fiscal manager in the Accounting Department for deposit.

• Description

When funds are received at the sites, a receipt or [Group Collection Record](#) must be written for the incoming funds. This must also be done if using a cash register or point-of-sale system to record incoming funds. When possible, give a copy of the receipt to the payee. The receipt, or Group Collection Record, should include the following information: name of payee, dollar amount, description of payment and budget code for deposit. Keep at least one copy of the receipt (or form) with funds collected for deposit purposes. Keep copies of receipts as backup documentation for your records.

NOTE: *You may find it helpful to indicate the reason for payment on personal checks received. This will help determine the account involved in case of returned checks.*

An [Activity Deposit Coin/Currency Slip](#) must be used to record cash/coin/check information. Attach a copy of the form to the [APS AR Deposit Report](#) and send to the Accounting Department. Keep a copy along with one copy of the report for your files.

When preparing an activity deposit, balance all cash/coin/checks to the receipts, group collection record, cash register tape or point-of-sale report. It is recommended a second person count the deposit to ensure accuracy and minimize bank corrections. Record the detailed information on the Activity Deposit Coin/Currency Slip.

Deposit tickets are pre-numbered and assigned to your location by the Accounting Department. The number on the ticket becomes the deposit (receipt) number. Fill the deposit ticket out with the total amount of currency, coins and the total amount of checks. Checks should be added on a calculator tape and the combined total of checks is what will be recorded on the deposit ticket. Run two tapes on checks, one for your records and one to be included with the deposit for bank reconciliation. Stamp all checks, and calculator tapes with the check endorsement stamp (“For Deposit Only”) provided by the Accounting Department.

Using a ball point pen, write the required information on the pre-numbered plastic deposit bag:

- date
- name of school
- destination (US Bank)
- said to contain (total deposit amount)
- your initials

Place the deposit in the deposit bag and record the information on a delivery manifest for pick up by armored car service. Keep deposit in a locked safe until pickup is made.

Nutrition services deposits will be brought to the main office to be recorded on a delivery manifest. An office employee must initial the manifest, as well as the cafeteria employee, and place the deposit in a locked safe until armored car pickup is made.

NOTE: *If you have questions or concerns regarding your armored car service, or need more deposit bags, deposit books or endorsement stamps, please contact the Accounting Department at 303-365-5810.*

Deposits will show up on [APS GL Transaction History \(M352\) reports and APS GL Transaction History Download XML \(M367\) reports](#) under the budget codes for which they were entered. All deposit tickets must be accounted for. If a deposit ticket is spoiled or voided, mark it VOID and send it to the Accounting Department with your next [APS AR Deposit Report](#).

Bank requirements:

- Stamp accompanying adding machine tape with the check endorsement stamp.
- Do not wrap coin in wrappers.
- Do not use staples when preparing deposits. Remove any staples from checks before depositing.
- Wrap all endorsed checks with a rubber band. (these are processed separately by the bank from cash/coin)
- If a larger amount of currency is collected, you may rubber band each denomination separately if convenient for you.

District requirements:

- Remember – one deposit per deposit bag.
- An [Activity Deposit Coin/Currency Slip](#) must be used to keep a breakdown of funds being deposited (coin, currency and checks).
- Send one copy of the APS AR Deposit Report, along with the yellow copy of the deposit ticket, and the white copy of the Activity Deposit Coin/Currency Slip, to the Accounting Department.
- Keep one copy of the APS AR Deposit Report, along with the pink copy of the deposit ticket, and the yellow copy of the Activity Deposit Coin/Currency Slip, on file at your location.
- Scan backup documentation and save as a pdf for attachment in Oracle.

• Procedure

To enter a deposit:

- Oracle help sheet [Entering An Activity Deposit](#)

Journal Entry - Receiving Funds from Other APS Locations

- **Description**

Occasionally, funds will need to be collected from or paid to other APS sites. Such circumstances include:

- Staff registration for district sponsored classes
- Payment for services provided (nutrition services, postage for mailing through the district warehouse, etc.)
- Payment for supplies, etc., from one site used by another site

District checks cannot be written to APS (except to nutrition services) so a transfer of funds will need to be requested. This is handled as a journal entry in Oracle and is an adjustment to the budget.

- **Procedure**

To create a journal entry request to pay another APS location, please see the [Journal Entries Section](#) of this manual.