

**NAPERVILLE DISTRICT 203 HOME AND SCHOOL**  
**Cash Handling & Deposit Form Guidelines**

**For activities with ongoing collections (e.g., Spirit Wear, Gift Wrap):**

- Envelopes are collected and opened while at school. Envelopes with checks can be processed at home. Envelopes with cash should be reconciled with their order, cash counted and put into a sealed envelope with a completed Deposit Form. The cash should be verified by 2 volunteers and the Deposit Form must be signed by both volunteers before the Treasurer can deposit the funds.
- The sealed envelope & Deposit Form should be given to the school secretary (or whoever is your designated safe person) who will place the deposit in a secured location, preferably a safe.
- Notify the treasurer that there is cash in the safe that needs to be deposited.

**For one time events (e.g. Ice Cream Socials and other Fests, Clothing Exchange):**

- Cash which is collected must be counted and verified at school. Once counted, cash should be sealed in an envelope with a completed Deposit Form. The cash should be verified by two volunteers and the Deposit Form must be signed by both volunteers before the Treasurer can deposit the funds.
- The sealed envelope & Deposit Form should be given to the school secretary (or whoever is your designated safe person) who will place the deposit in a secured location, preferably a safe.
- Notify the treasurer that there is cash in the safe that needs to be deposited.

**For one time events off of school property (e.g. Dinner Dance):**

- Cash which is collected must be counted and verified before leaving the event. Once counted, cash should be sealed in an envelope with a completed Deposit Form. The cash should be verified by two volunteers and the Deposit Form must be signed by both volunteers before the Treasurer can deposit the funds.
- The sealed deposit should be given to a member of the Executive Board (preferably the Treasurer) so that a deposit can be made the next business day.

**All Deposits:**

- Person responsible for the collection of money must complete a deposit form.
- Any time cash is included in a deposit; two signatures are required on the form.
- Committee head should retain the last copy of the completed form for their records.
- Committee head will then use their copy of the deposit form to confirm deposits in QuickBooks transaction report for their committee.
- Remaining two copies of the form should be left in designated area, giving one copy to the president and another copy (or two if using the four part form) to the treasurer to pick up along with the deposit.
- The Treasurer should make at least weekly (or as appropriate given the level of H&S activity) visits to school to pick up any deposits. Deposits should then be made within 48 hours.
- The Treasurer is responsible for verifying all totals on the Deposit Form, noting any discrepancies, signing off on the Deposit Form, making the deposit and distributing a duplicate copy of Deposit Form to president. The President will then use that copy of the Deposit Form to reconcile with the duplicate copy given to them by the committee head and also reconcile with the monthly bank statement to verify that all deposits have been made.

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- Any discrepancies with amount totals must be communicated to Committee head and documented on Deposit Form prior to deposit.
- Deposits should not be co-mingled.
- Appropriate entries should be made in Quickbooks.

**Each month:**

- President needs to review a copy of the bank statement and confirm all deposits were made as indicated on their copy of the Deposit Form.
- President should sign off on the bank statement indicating their review of the statement for all deposits.
- President and Treasurer should review monthly bank reconciliation report for checks that have been outstanding for more than 90 days and follow up with payee as appropriate.
- Committee heads should review a QuickBooks report of transactions for their committee and verify their deposit has been made as indicated on their copy of the Deposit Form.

***\*\*\*Under no circumstances will uncounted and undocumented cash go home with anyone\*\*\****

# Home and School DEPOSIT FORM

**STEP 1: Source of Deposit**

Date: \_\_\_\_\_

Committee to be Credited \_\_\_\_\_

Brief Description of Activity \_\_\_\_\_

Preparer's Name \_\_\_\_\_

**STEP 2: Summary of Deposit**

COIN AND CURRENCY				CHECKS	
Currency	Count	Amount	Total	<i>For 15 or fewer checks, list here.</i>	
\$1's				Check Information	Amount
\$2's					
\$5's					
\$10's					
\$20's					
\$50's					
\$100's					
<b>(A) Currency Subtotal</b>			\$		
Coin	Count	Amount			
\$0.01's					
\$0.05's					
\$0.10's					
\$0.25's					
\$0.50's					
\$1.00's					
<b>(B) Coin Subtotal</b>			\$		
<b>(C) Checks</b>			\$	← Check Total	\$
<b>Total Deposit (A+B+C)</b>			\$	-OR-	↑
				Total # of checks:	Check Total
				\$	\$

**STEP 3: Deposit Verification** *(If deposit contains cash, two volunteers must verify and sign.)*

Deposit verified by (preparer signature) \_\_\_\_\_

Second verification by (name/signature) \_\_\_\_\_

**STEP 4: Deposit Submission**

1. For checks, be sure checks are signed, made payable to Home & School, endorsed, & staples removed.
2. **Committee Head:** Retain last copy of this form for your records.
3. **Committee Head:** Forward top two copies of this form to Treasurer along with deposit and give pink copy to President
4. **Treasurer:** Verify totals, note any discrepancies, sign form & complete deposit at the bank.
5. **Treasurer:** Forward yellow copy of this form to President.
6. **President:** Verify yellow copy to the one given to you by committee chair, sign bottom and return to committee chair.

	<i>Treasurer's verification</i>	<i>Date Deposited</i>	<i>President's Verification</i>
<i>Deposit Authorization</i>			

D203 General Home & School  
203 West Hillside Road, Naperville IL 60540

**CASH DISBURSEMENT REQUEST**

Date of request: \_\_\_\_\_ Month/ Date/ Year

Name of person requesting funds:

Committee Name:

Name of Event:

Description of expense:

Dollar amount of expense (attach receipts): \$

Budget approved expense:  Yes  No

Signature of Chairperson: \_\_\_\_\_

Make check payable to:

Address of vendor – mail check

Vendor Name  
Address Line 1  
City, State, Zip

Would you like us to mail this directly to the vendor?  Yes  No

Reminder: Sales Tax cannot be reimbursed.

Check number: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Treasurer: \_\_\_\_\_