



Pasco County Schools

Providing a world-class education for all students

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Safeguard Cash and Assets on Campus Tips to Prevent and/or Spot Theft by “Insiders”

Leadership Week – June 9-12, 2015



Overview

- ➡ Safeguard cash and property items
- ➡ Recognize potential theft by individuals who have access to school funds



Safeguard Cash

- Encourage the use of School Pay
- Use safes for any cash left in school overnight
 - If your school does not have a safe in or near the bookkeeper's area, please contact Ray Bonti
- Use a bank courier service
- Teachers should not leave collections in their classrooms overnight.
 - If they are not “done” with the collection documents, put them in an envelope and put in the safe for overnight
- Checks are important too! Checks can be easily copied and deposited electronically. We need to safeguard other people's checks in our custody.

Safeguard Other Assets.1

- **Make sure that Property Items are tagged**
 - Make sure items are tagged immediately
 - Include secondary marking – permanent marker etc
 - Tags are usually sent a week or so after the items are delivered to the school
 - Tags are sent to the school by Property Control (Finance). Usually to the bookkeeper.
 - Items costing \$750 or more must be tagged – let Property Control know of any that are not tagged
 - All iPads and tablets must be tagged regardless of cost
 - Make sure that items get the right tag – check serial numbers.
 - Use permanent marker to add tag # and Pasco Schools
 - OTIS will be tagging iPads and computers received through the leasing agreement

Safeguard Other Assets.2

- Make sure that Property Items are tagged (cont'd)
 - Property Items obtained by other sources must be reported to Property Control so that tags can be issued
 - Purchased through Internal Accounts
 - Received by Donation
 - Obtained through DonorsChoose etc
- Equipment Check Out
 - Make sure that any equipment that is leaving the campus is properly checked out
 - MIS 192 sent out by Communications on 5/28/15
 - Teachers – computers, iPads
 - Students – computers, iPads, musical instruments

Tips to Prevent and/or Spot Theft by “Insiders”.1

- Lots of People have access to money at your schools
 - We tend to concentrate on the bookkeeper but she can only control the money that is submitted to her
 - The real risk is at the point that the money is actually collected (concessions, fund raisers, ticket sales etc)
- Internal Groups
 - Make sure that you know what your teams, clubs and coaches are doing!
 - All groups should be completing fund raising applications and recaps
 - Pay attention to the people around you. If people think there is something wrong, there is probably something wrong!

Tips to Prevent and/or Spot Theft by “Insiders”.2

- Outside Groups
 - Outside groups must complete support organization agreement and budget
 - Make sure the budget is detailed enough that you know what they are doing. Concessions, fund raisers, fees directly from parents, parking...
 - Outside group must have only one bank account
 - Bank statements must be mailed directly to the school.
 - Someone at the school must open and review
 - Look for odd items, cash withdrawals, checks with one signature
 - Outside group must submit quarterly financial statements and annual audit with supporting documentation
 - These should be submitted on a timely basis. If they make excuses or avoid submitting documents there is probably something wrong!!
 - Pay attention to the people around you. If people think there is something wrong, there is probably something wrong!

Questions and Comments

