

Scotland County Schools
Cash Receipts Control Procedures
June 30, 2018

The controls below apply to receipts at the central office. Narrative discussed with Susan Harrison, Finance Officer.

- All cash receipts are received by the AP Clerk, Tennillia Oxendine.
- Tennillia lists each receipt in a receipt log.
- Tennillia notes which account code to use for each check.
- The Asst. Finance Officer, Sharon Baldwin prepares a deposit slip for all cash collected. The Asst. Finance Officer electronically deposits all checks utilizing a remote deposit scanner that is directly connected to the bank. This allows the Board to receive immediate credit for deposits without having to go to the Bank to deposit checks.
- Sharon deposits any cash.
- Tennillia records the transaction via an adjusting journal entry and prepares a deposit listing excel report ("Revenue Received" report).
- Susan Harrison reviews the Revenue Received report to verify agreement of deposit to journal entry and then she approves.
- Susan Harrison prepares the monthly bank reconciliations and Sharon reviews.

WALKTHROUGH – central office cash receipts:

See walkthrough documentation form at the 37 series for central office cash receipts.