

PRE-NUMBERED TEACHER RECEIPTS

The initial collection of monies should not be the responsibility of the SFA. A teacher or other school employee must receive money and document the transaction by issuing a pre-numbered teacher receipt. Teacher receipts must be issued for all funds collected in excess of \$5.00, including funds received through the mail or in the front office.

Teacher Receipt Book Log

The SFA should assign a pre-numbered teacher receipt book to all teachers and staff members responsible for collecting internal funds. The Teacher Receipt Book Log should include the receipt book numbers included in the receipt book being issued and the name and signature of the teacher or staff member receiving the receipt book. Each teacher may only be assigned one receipt book at a time.

Upon completion of all receipts, the teacher receipt book must be turned in to SFA. The log should be updated to indicate that the teacher receipt book has been returned. All outstanding teacher receipt books must be turned in at the end of each school year. If there are unused receipts remaining in the teacher receipt book, the log should be updated to reflect the last receipt number used. Partially used teacher receipt books may be reassigned the following school year. Upon reissuance of partially used teacher receipt books, the log should be updated to reflect the first unused receipt in the receipt book.

A new Teacher Receipt Book Log should be completed each year. The log for each fiscal year should be maintained as a part of the school's internal accounts records for the respective school year.

Issuance of Receipts

The teacher or individual collecting funds is responsible for issuing a teacher receipt for all funds collected in excess of \$5. The person from whom the money is received is to be given the original receipt when a receipt is required to be prepared (over \$5.00) or when one is requested if under \$5.00. Teacher receipts are not required for collections of \$5 or less, unless requested by the individual submitting the payment.

Each teacher or activity sponsor receiving a check from a student or other person should write the name of the activity on the front of each check or on the lower left hand memo line of the check so that the check can be associated with a specific activity.

The receipts should be issued from the teacher receipt book in sequential order. All required information including the date received, name of individual submitting funds, purpose for collection and signature of individual collecting funds should be included on each receipt.

The white copy of the receipt should be provided to the individual submitting the funds. The yellow copy must be maintained in the teacher receipt book and should never be removed. Voided receipts should be clearly marked with the word "VOID". The white and yellow copies of the receipt must be maintained in the teacher receipt book. Teacher receipts should be completed in ink and should not include alterations or erasures. If an error is made, void the receipt and rewrite it. All copies of voided receipts must be retained for audit purposes.

Transfer of Funds to the School Financial Accountant

The teacher receipt book must accompany all funds being submitted to the SFA. The funds must be turned in on the day collected or no later than the next school day.