



District Survey – D4

District Survival Kit



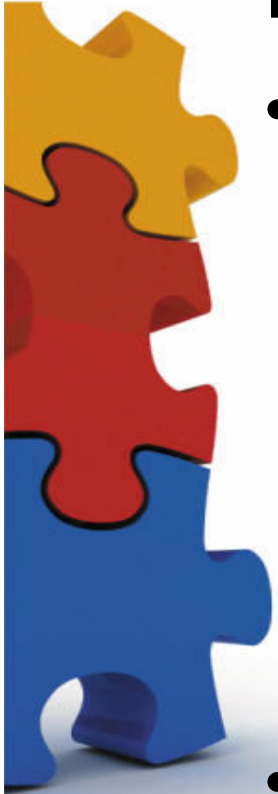
Agenda

- Hiring Procedures
- Staff Responsibilities
- Training Suggestions
- Cash Handling Protocols
- Reporting Requirements
- Fraud Prevention



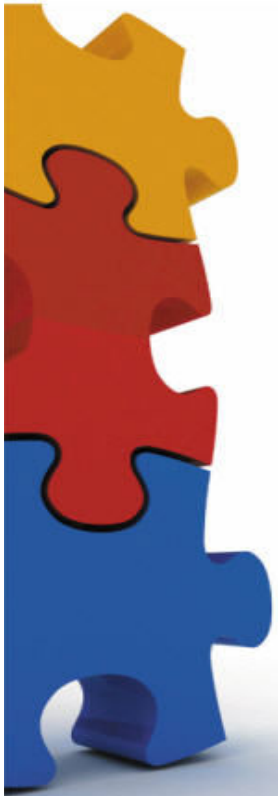
Hiring Procedures

- In order to qualify for this position you should...
 - Have neat handwriting.
 - Have cash handling experience.
 - Have good references.
 - Be able to use a 10-key.
- Have accountability and a written job description!
- Open Discussion: What has worked well for you?



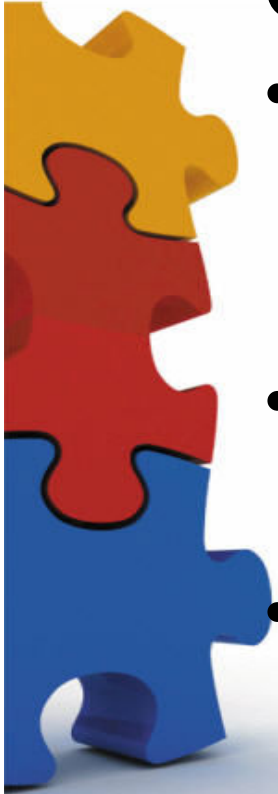
Testing Applicants

- What is on the test?
 - Basic bookkeeping.
 - Record keeping.
 - Common sense.
- What is not on the test?
 - Payroll.
 - Knowledge about financial statements.



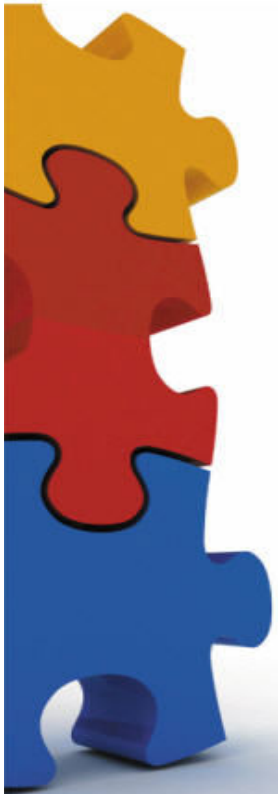
Staff Responsibilities

- Have a written list of responsibilities because this will be different for each district.
- General employee guidelines that apply to everyone.
- Specialties:
 - Money handling
 - Confidentiality about financial records
 - Keeping your work up to date
- Open Discussion: What has worked well for you?



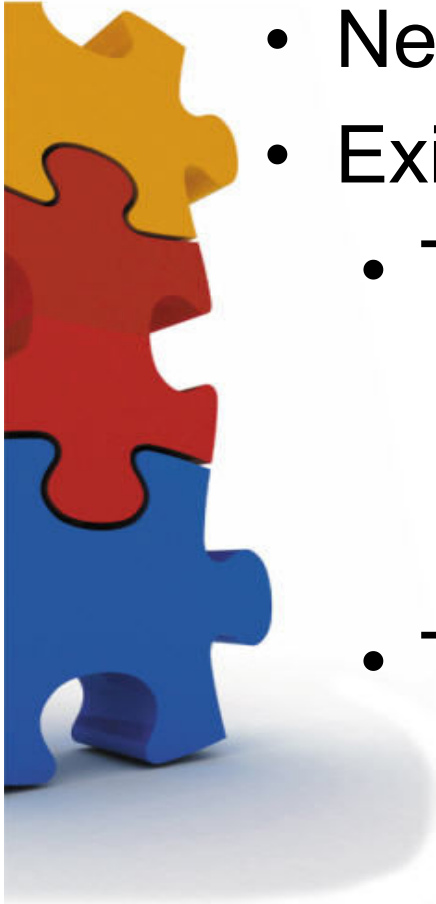
Training Suggestions

- Provide ongoing training.
 - Cover what you think they need.
 - Cover what they say they need.
 - Webinars that we offer – free!
- Who does the training?
- Who should be trained?



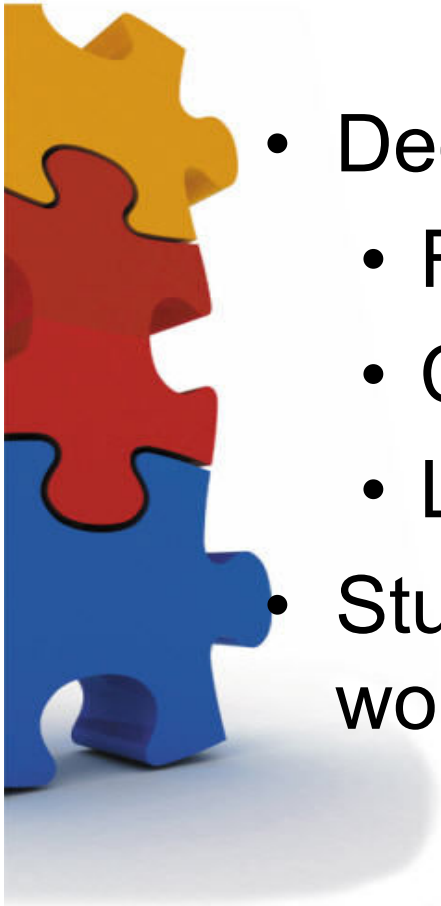
Training Suggestions

- New staff who need to learn how it works.
- Existing staff.
 - Those who make mistakes.
 - Learn to use software correctly.
 - Saves your time and theirs.
 - Decreases frustration.
 - Those who can go to the next level.
 - Learn more about software.
 - Make job easier.
 - Save time.
 - Produce more reports.
- Open Discussion: What works?

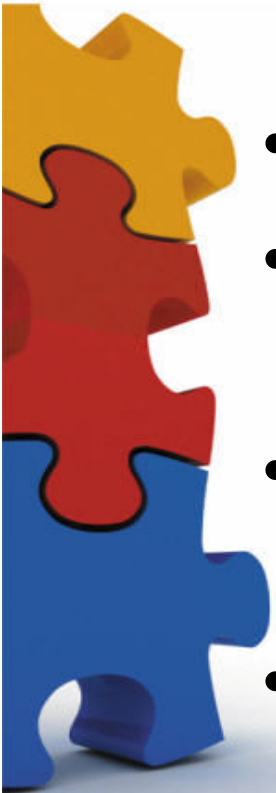


Cash Handling Protocols

- Decide on fixed amounts of money.
 - For cash drawers and boxes.
 - Count cash before and after shift.
 - Lock up all money.
- Students are always supervised when working with cash.



Cash Handling Protocols

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- Multiple people count money.
 - Use Cash Count forms that include signature lines.
 - Personal checks should not be cashed for students or staff.
 - Change is not given for checks written for a larger amount than a purchase.



Cash Handling Protocols

- When does money go to bank?
 - Same day as receipted?
- Who takes the money to the bank?
 - Does the bookkeeper have time?
 - Can a service pick up the money?
- Validated bank deposit slips should be attached to bank deposit journal.
- Discrepancy Explanation Form if bank doesn't match.
- Open Discussion: What works?



Reporting Requirements

- Is there a spirit of cooperation?
- A bookkeeper should be transparent.
- Insist that you receive reports.
 - On time (set guidelines).
 - If not, assume there is a problem.
- Open Discussion: What has worked well for you?



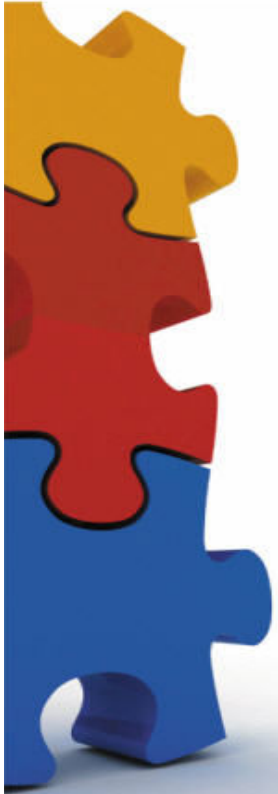
Fraud Prevention

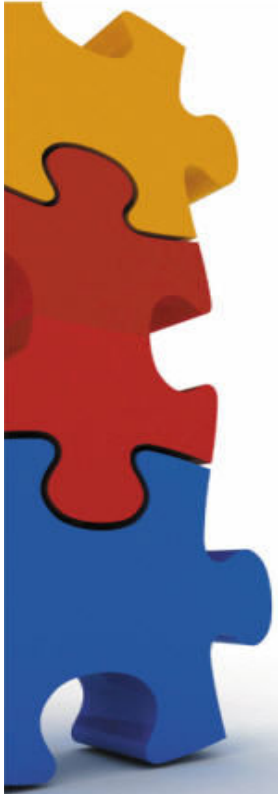
- Check Reports.
 - Someone knowledgeable must check bank reconciliations.
- Use menu security within the system.
- Be on alert for suspicious behavior.
- Detailed Fraud Prevention information was covered in D3 District Audit Functions and Tools.



Safer Collection - Online

- Teachers – Freedom from collecting money in the classroom.
- Bookkeepers – Freedom from counting money and checks at the end of each day.
- Students – Freedom from carrying money/checks to school and losing them.
- Parents – Freedom to pay online in their pajamas with no pressure to hand Billy a check next morning.





Comments & Thoughts Or Questions & Answers

