



Title:	Deposit Handling
Designation:	DIB-NSCA
Review Date:	10/15/2018
Office:	Business

All deposits are considered either Activity or Non PPF funds (non-government funds). Deposits made by staff are accounted for by fund, and function. If unsure of which fund to designate, please contact the Finance department.

The process for deposits shall include, at a minimum, the following elements and general timelines:

1. Checks should be made payable to New Summit Charter Academy (NSCA). Checks should NOT be made to a staff member.
2. Checks and cash should be turned over to the Finance department in 5 business days or less after receipt. NSCA's bank will not accept checks over six months old.
3. Checks should have the teacher's name, student name or specific activity listed in the memo line of the check.
4. Student fee payments will be reconciled with an Infinite Campus report showing the specific student's fees due.
5. At no time should cash be left unattended. A receipt should be given for cash payments. Completed deposits should be brought directly to Finance and should never be left in interoffice mail boxes.