

Deposit Handling

New Summit Charter Academy Policies and Procedures

Policy Name	<i>Deposit Handling</i>
Policy Number	<i>DIB-NSCA</i>
Original Date	<i>October 15, 2018</i>
Last Reviewed	<i>July 1, 2021</i>
Category	<i>Business</i>
Author	<i>NSCA Board of Directors</i>
Approval	<i>NSCA Board of Directors</i>



POLICY REVISION HISTORY

Date	Revision Details	Revised By
October 15, 2018	Creation of policy	Board of Directors
July 1, 2021	Revised policy formatting to reflect the new school letterhead	Board Secretary

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 must always be accompanied by an Infinite Campus invoice 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.

