



School funds are cash assets that are raised, held, and administered by a school principal for the purposes of the school. School funds include funds provided by the Division to schools to be used for prescribed purposes, as well as monies raised by the school, independent of the Division, through fund-raising activities and other means.

The Secretary Treasurer, in consultation with the Superintendent & CEO, shall prescribe the accounting practices and procedures for the schools to follow in the administration of School Funds. The Secretary-Treasurer, or a designate, shall conduct periodic audits of School Funds and make such recommendations for improvement to the financial accounting and control procedures, as they deem reasonable in the circumstances.

Keeping a current and accurate record of all money that flows through a school is important. It provides information on the amount of money available in the bank and various fund accounts. A record of the sources and uses of these funds provides a safeguard to the administration.

While the school principal is ultimately responsible for the administration of school funds, in most cases another individual will be responsible for maintaining the records.

CHEQUES ISSUED BY THE SCHOOL

All cheques should be issued electronically through KEV.

The following information will be recorded when a cheque is issued:

- ☐ Cheque date.
- ☐ Cheque number.
- ☐ Payee – the person to whom the cheque is issued. Cheques cannot be made out to CASH.
- ☐ Cheque amount.
- ☐ Fund account that was charged for the expenditure.
- ☐ Supporting documentation which clearly describes what was purchased, the supplier, the cost, and the amount of GST, if any was included in the cost.
- ☐ GST must be recorded for all disbursements and claimed at either 68% for general purchases or 100% for books. For per diems or mileage paid to individuals, GST must be calculated out of the total and recorded.
- ☐ Making cheques payable to “CASH” is prohibited.
- ☐ Prepaid items or expense advances should be limited to unusual circumstances and such items should be filed separately until an invoice or other appropriate document supporting the payment is obtained.

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EVERY CHEQUE ISSUED MUST HAVE SUPPORTING DOCUMENTATION.

Supporting documentation **does not** include banking **transaction records** such as the slips you receive from the store that indicate if your purchase was a direct account withdrawal or a credit card payment. Although they indicate the total amount of the purchase, they do not indicate the total of the items purchased and the taxes charged on those purchases. Supporting documentation should be scanned and attached as a file to the cheque (see Appendix A).

Cheques should be issued in numeric order and two authorized individuals must sign all cheques. The signing of blank cheques and the use of a signature stamp are prohibited.

When a cheque has to be canceled or a stop payment issued, an entry must be made in the journal, which reverses the original entry. Stale-dated cheques are to be cancelled within one month of becoming non-negotiable (six months from the issue date). The cheque, if available, should have 'void' written across it, the signature removed (torn off), and it then should be filed with the supporting documentation for other cheques as noted.

Payments to individuals that are subject to T4A should be identified by selecting T4A in the memorandum dropdown (see Appendix B).

Purchase of items from the schools' fund account for individual staff members is not permitted.

At no time shall a deposit be recorded for a net amount (i.e. if funds are taken from cash collected at a school dance and used to pay for goods or services related to the event). A cash receipt shall be produced for the full amount of funds collected, and a cheque produced for the expense.

MONEY COLLECTED BY THE SCHOOL

All receipts are to be issued electronically through KEV. Deposit envelopes are strongly encouraged for any collection of funds by staff outside the main office.

The following information will be recorded when money is received and receipted:

- Date that the money is **received**.
- Individual receipt number and sub-receipt listing when issued.
- Receipts must be issued sequentially.
- Name of the **individual** from whom the money is received...canteen, drama, field trip, etc., **are not** remitters. The receipt is issued to the **person or entity** remitting the money.
- Amount of money received. All cheques and cash received are to be itemized in KEV as part of the receipting/deposit procedures.

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- Fund account that is receiving the money.
- Date that the money is deposited to the bank. Reconcile the total of the receipts for cash and cheques on hand to the amount of the deposit slip generated from KEV.
- The individual receiving the funds should sign the receipt.

The above information is to be filed behind the bank stamped deposit slip by deposit number.

All money received by the school must be remitted to the school funds treasurer who will issue a receipt. If a homeroom teacher is collecting from many students, a list with the student names, amount received, and event, should accompany the deposit envelope. Any payments collected that relate to a catalogue item must be applied to the students register and a close out performed.

Cheques should be stamped "For Deposit Only To The Payee", upon receipt, in order to minimize the likelihood of fraud. Monies should be deposited into the bank as soon as possible after receipt at a minimum of weekly. Any undeposited amounts of money are to be kept in a locked desk or file cabinet in a secured room.

If a cheque paid to the school is returned Non-Sufficient Funds (NSF), the party issuing the cheque should be contacted by telephone and where necessary followed up in writing. The School's administration shall make all reasonable efforts to collect the outstanding balance. The returned cheque should be recorded in KEV using the NSF menu options. Subsequent collection of NSF funds should also be in KEV.

FUND TRANSFERS

The following information must be posted in the KEV program when transferring money between fund accounts

- Date of the transfer.
- Amount being transferred.
- Fund account that the money is being transferred to.
- Fund account that the money is being transferred from.
- Explanation as to **why** the transfer is being made.

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FUND AND BANK STATEMENT BALANCING

Fund ledgers are maintained in order to have detailed information on which areas money is being collected and expended. E.g.: basketball, field trips, kindergarten, etc.

As part of the monthly bank reconciliation process, a statement of fund ledger balances must be generated.

Bank reconciliation is the process of comparing the bank's records to the school's records to ensure that the two are in agreement. It is essential that a bank reconciliation be done on a monthly basis and any variances investigated promptly. This will ensure that the funds that appear to be available are in fact available. There will be transactions identified during the bank reconciliation process such as interest and service charges which must be recorded in the journal and then posted to KEV. These will adjust the available bank balance. Bank reconciliations should be verified and signed by the Principal.

The bank statement along with the related canceled cheques should be kept for a minimum of seven years per the Records Retention Policy.

AUDIT REVIEW INFORMATION

Periodically, a member of the finance department will conduct an audit of each school's accounting records. The objective is to determine that:

- ☐ Payments are properly supported and recorded.
- ☐ Monies received are recorded and deposited in the bank.
- ☐ Journals and fund ledgers are clerically accurate.
- ☐ Bank and fund ledger reconciliation's have been completed.
- ☐ Controls are in place to safeguard the integrity of the records.

STATEMENTS AND REPORTS

The following must be maintained on a routine basis and made available when an audit of school funds is conducted:

- ☐ Monthly bank statement with related canceled cheques.
- ☐ Monthly bank and fund ledger reconciliation.
- ☐ Deposit slips with appropriate supporting receipts.
- ☐ Disbursement supporting documentation filed in cheque number order.

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APPENDIX A - SUPPORTING DOCUMENT ATTACHMENT INSTRUCTIONS

In KEV - a supporting document attachment file can be attached to a cheque, deposit or transfer by using the 'Attach Files' button as per below.

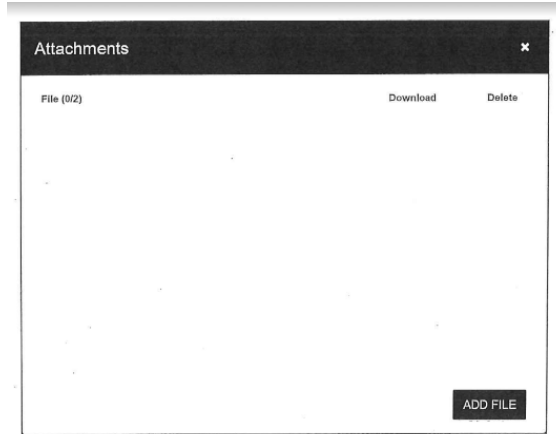
When entering transfers between categories the 'Attach Files' button will be located as per below.

After clicking the 'Attach Files' button a pop-up window will appear allowing you to add, view, or delete files. The file will automatically attach to the cheque, deposit, or transfer.

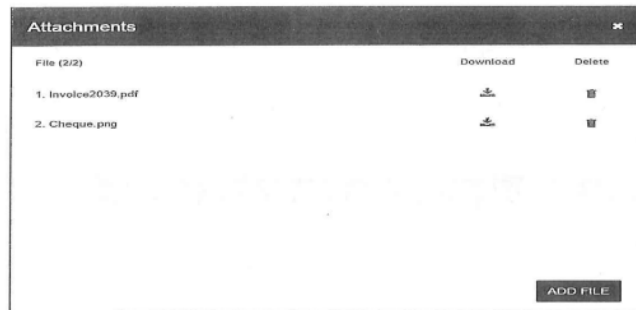
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To add a file - click the 'Add File' button and select the file to upload.



The file will automatically attach to the cheque, deposit, or transfer as per below.



The 'File' column on the 'List View' tab will indicate which cheques, deposits, or transfers have an attachment and the number of files attached. Selecting the link will open the attachment allowing additional files to be added, downloaded or deleted.

School Cash

Balance Print Find Query Report Main Menu Auditor Menu

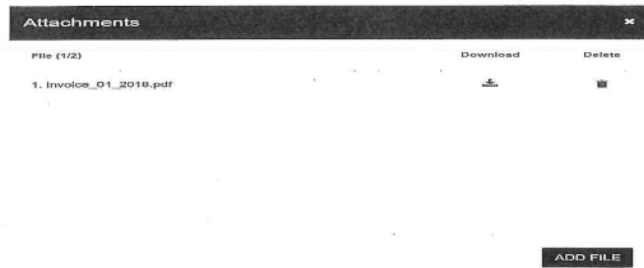
Current Bank Balance: 540,547.00

List View Modify Search Void Cheque Journal Entry Deleted Records

Files	Date	Category Name	Cat. #	Type	Trans. #	Description
1 file	10/15/2020	Athletics General	3000	Transfer	17	
1 file	10/15/2020	Charity General	4000	Transfer	17	
	10/15/2020	Off Campus Trips	1000	BankTransf	Out	
	10/14/2020	Staff Social Fee	2100	Transfer	16	
	10/14/2020	Terry Fox Run	4004	Transfer	16	
	10/14/2020	School Council General	12000	Transfer	16	
	10/14/2020	Bank Interest	2004	Transfer	16	
2 files	09/23/2020	Unicef	4002	Cheque	106	Test Invt
	07/21/2020	Activity Fees Current	1002	Deposit	132	Sales 05/31/2018-07/21/2020
	07/21/2020	Activity Fees Current	1002	Deposit	132	Sales -
	07/21/2020			Deposit	132	Cash Recovery
	07/21/2020	DoNotInclude category	1234567	Deposit	132	Cash Recovery
	08/02/2020	Breakfast	14004	Deposit	131	Sales -
2 files	08/02/2020	Athletics General	3000	Deposit	131	Sales -
2 files	08/02/2020	Athletics General	3000	Deposit	131	Sales -
2 files	08/02/2020	Charity General	4000	Deposit	131	Sales -

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This feature also allows you to download or delete attachments. To do so - select the 'List View' tab. The paperclip icon in the 'Files' column indicates transactions that have an attachment. Selecting the 'Detailed View' of a cheque, deposit, or transfer, opens the file attachment window allowing you to add another file, or download or delete the existing attachment.

Files	Cheque #	Current Status	Last updated	Amount
	7078	Posted	05/15/2019	813.30
	7079	Posted	05/15/2019	3897.50
	7080	Posted	05/15/2019	8882.00
	7081	Posted	05/15/2019	8831.00
	7082	Posted	05/15/2019	538.50
	7083	Posted	05/15/2019	50.00
	7084	Posted	05/21/2019	50.00
	7085	Posted	05/21/2019	50.00
	7086	Posted	05/21/2019	8330.70
	7088	Posted	05/21/2019	8389.00
	7089	Posted	05/21/2019	3275.00
	7090	Posted	05/21/2019	2713.00
	7091	Posted	05/21/2019	\$1,118.10
	7092	Posted	01/04/2020	\$1,122.00
	7099	Posted	01/11/2021	2500.00
	7091	Posted	01/12/2021	8330.00
	7092	Posted	02/11/2021	\$1,000.00
	7093	Posted	02/12/2021	\$1,360.00
	7094	Unposted	02/18/2021	30.00

Mobile Records: 1 - 317 Total Records: 317

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APPENDIX B - T4A MEMORANDUM INSTRUCTIONS

In KEV - when paying an individual for referee, lines, or a fee for service - under the 'Memo' field drop down select 'T4A', and in the reason enter the amount to be considered for T4A. Example, if you are paying an individual for lines as well as mileage, place the amount that is for lines only.

Example Memorandum

Pay To The Order Of: Previous Cheque Number: Cheque Number:

Address: Date: 08/20/2022

City: Prov/State: Amount:

PC/Zip: Tax #:

08/100

Item: Invoice #:

Account #: Print Cheque

Buttons: Total Cheque Split: \$0.00 Difference: \$0.00

OL Name	Memo	Reason	Invoice #	Amount - No GST	Amount - Before GST
	T4A	549			

This will allow the Division office to run reports for individuals that have received amounts subject to T4A.

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APPENDIX C - DEPOSIT & RECEIPT INSTRUCTIONS

When an individual or entity is making payment via cash or cheque, a receipt is created and issued in KEV.

In KEV - from the 'Deposit/Receipts' screen click the 'Print' button and select 'Quick Print (3-part)' or 'Print Current Detailed Receipt' from the drop down menu.

Printing the 'Quick Print (3-part)' or 'Print Current Detailed Receipt' is the last step before adding the deposit form to the ledger. This receipt is referred to as the 'individual' receipt, the 'individual' being the individual or entity whom the funds were received from.

To enter a deposit form - in KEV go to the main menu and select the 'Deposits/Receipts' module under 'Income'. This will open a deposit form.

Income

Deposits/Receipts

Cash/Cheques YTD Itemized

Non Sufficient Funds

My School

Category (Chart of)

Demographics

Program Maint...

Forms | Itemize | Print | Add To Ledger | Currency | Main Menu

Detailed Receipt | List View

Money handed in by: joanne - test

Bills		Rolled Coins		Loose Coins		Cheques Detail		
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	Total
\$5	2	\$10.00	1¢			1	\$0.00	\$50.00
\$10			5¢					
\$20	2	\$40.00	10¢					
\$50	1	\$50.00	25¢					
\$100			50¢					
			\$1					
			\$2					
Total Bills: \$100.00		Total Rolled: \$0.00		Total Loose: \$0.00		Cheque Total: \$50.00		

Attach Files | Add Memo | Cash Total: \$100.00 | Deposit Total: \$150.00 | Balance: \$0.00

Category Total: \$150.00

Category Name	Cat. #	Amount	Reason
Quest/Under Account	7006	\$150.00	

Deposit #: 557

Night Wallet #

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Enter the following information in the corresponding fields:

1. 'Money Handed in by:'
2. 'Bills', 'Rolled Coins', 'Loose Coins', and 'Cheques'. For cheques - enter the cheque details by clicking the 'Details' link and assigning a 'Category Name', and entering the 'Qty' and 'Amount'.

3. When complete - select 'Continue' which will bring you back to the 'Deposit' screen. From the top ribbon select 'Itemize' and then 'Itemize Cheque'. This screen is where a receipt or 'sub receipt' is created and issued to the individual or entity submitting the payment.

Description	Check #	Amount	Category Name	Reason	Receipt	Household Name
student 8	8	\$50.00	Over/Under Acc	Mom's pantry	Yes	student 8

4. From this screen enter information in the 'Description', 'Check #', 'Category Name', and 'Reason' fields. Under the 'Receipt' heading select 'Yes' from the drop down menu, this assigns a receipt number to the entry. For multiple cheques - assign receipt numbers to all by using the 'Receipt' heading in the upper right hand corner, and selecting 'Yes' from the drop down menu, then click 'Apply to All' - this will issue a receipt for cheque entries.

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- When all cheque entries are complete - from the same screen click 'Print' and select 'Bank and School Records' from the drop down menu. This will provide an itemized list of all cheques that were entered. Print this list and attach it to the 'individual receipts' and deposit form as support for the deposits. When complete - click on 'Return to Deposit' to itemize the cash entries in the next step below. Note - do not print each cheques' 'sub receipt' ('sub receipt' number series show as #XXXX).

Previous Screen

Access Credit Union - Chequing Account

Check Details	Check Total	Category Name	Amount	Reason	Check Number	Receipt
student 7	\$50.00	Over/Under Account	\$50.00	moms pantry	7	X
student 8	\$50.00	Over/Under Account	\$50.00	moms pantry	8	X
Total Records: 2			Total: \$100.00			

- When all cash entries are complete - from the top ribbon select 'Itemize Cash'. Under the 'Receipt' heading in the top right hand corner select 'Yes' from the drop down menu and select 'Apply To All' - this will issue a receipt for cash entries.

SchoolCash Accounting | Itemize Cash

Print | Return To Deposit | Edit Student Names | Main Menu

Receipt: Yes Apply To All

Description	Amount	Category Name	Reason	Receipt	Household Name
student 9	\$50.00	Over/Under Account	banize cash	Yes	student 9
student 7	\$50.00	Over/Under Account	banize cash	Yes	student 7

Click the 'Print' button and select 'Bank and School Records' from the drop down menu. Print this list and attach to the 'individual receipt' and bank deposit form as support for the deposits. When complete - click on 'Return to Deposit.'

SchoolCash Accounting | Itemize Cash

Print | Return To Deposit | Edit Student Names | Main Menu

Receipt: Yes Apply To All

Description	Amount	Category Name	Reason	Receipt	Household Name
student 9	\$50.00	Over/Under Account	itemize cash	Yes	student 9
student 7	\$50.00	Over/Under Account	itemize cash	Yes	student 7

- After the 'Bank and School Records' have been issued and printed for both cheques and cash payments, issue and print the 'individual receipts'.

From the 'Deposit/Receipts' screen click the 'Print' button and select either 'Quick Print - choosing the 3-part Receipt' or 'Print Current Detailed Receipt'.

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SchoolCash Accounting | Deposit/Receipts

Forms | Itemize | **Quick Print** | Select All

Detailed Receipt | List View

Money handed in by: joanne - test

Bills		Rolled Coins	
Qty	Amount	Qty	Amount
\$5	2 \$10.00	1¢	
\$10		5¢	
\$20	2 \$40.00	10¢	
\$50	1 \$50.00	25¢	
\$100		50¢	
		\$1	
		\$2	
Total Bills: \$100.00		Total Rolled: \$0.00	

Receipt
 1-Part Receipts
 3-Part Receipts

Deposit
 Print Deposit Screen
 Statement
 One Page Bank Deposit
 Separate cash and cheques for one page printout
 Do not roll loose coins for one page printout
 Reallocate cash amounts for one page printout
 Deposit Slip

Itemize
 Adding Machine Tape for the Bank
 Bank and School Records

Continue Cancel

Attach Files Add Memo Cash Total: \$100.00 Deposit Total: **\$150.00** Balance: \$0.00

SchoolCash Accounting | Deposit/Receipts

Forms | Itemize | **Print** | Add To Ledger | Currency | Main Menu

Detailed Receipt | List View | **Print Current Detailed Receipt**

Money handed in by: joanne - test Receipt #: 23-1191-0033

Bills		Rolled Coins		Loose Coins		Cheque	
Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
\$5	2 \$10.00	1¢		1¢			

Example of a printed 'Detailed Receipt'

Chequing Account

Receipt #: 23-1191-0033

Received from: joanne - test

Contact: _____ Received on: 07/20/2023

Amount: — One Hundred Fifty and 00 / 100 — Cash/Cheque

Re: Over/Under Account 7008 - receipt steps Cash: \$100.00
 Cheque: \$50.00
 Total: \$150.00

Category Balance: \$150.00

Category Copy Printed On: 07/20/2023 Verified By: _____

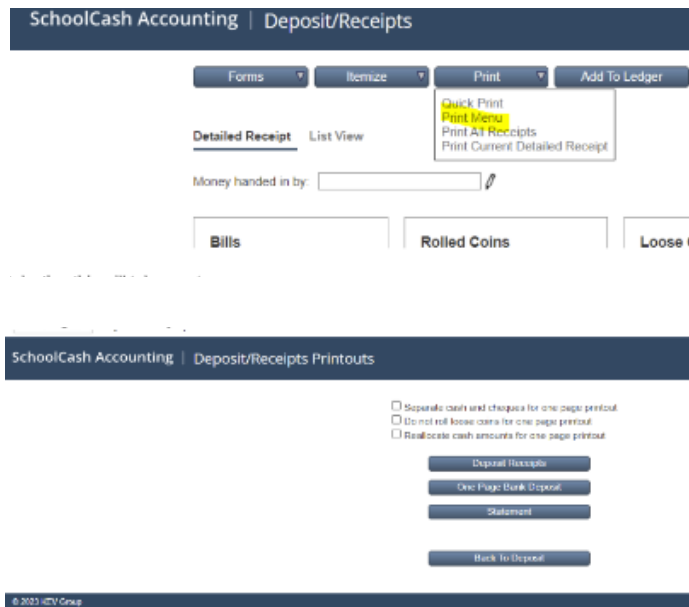
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The 'individual' receipt numbers print as YY-XXXX-XXXX. YY indicates the year - the first four XXXX's indicate the school number, and the last four XXXX's indicate the next number in the receipt number sequence.

Please note - selecting 'Print All Receipts' from the 'Print' button drop down menu will print all the 'individual' receipts only. This will print multiple receipts if you have entered multiple deposit forms. Selecting 'Print Menu' from the 'Print' button drop down menu will take you to the 'Deposit/Receipts Printouts' screen where 'deposit receipts (not the 'individual' or 'sub-receipts)', 'one page bank deposits', and 'statements' are printed. The 'deposit receipt' is **not** required to be printed. If needed, print the deposit 'statement' for your records by selecting it as per below from the 'Print' button drop down menu, or select this option in quick form when printing the 'individual' receipt.



This concludes recording cheque and cash payments via the deposit form in KEV and the issuing and printing of receipts.

Each deposit will have the following supporting documentation:

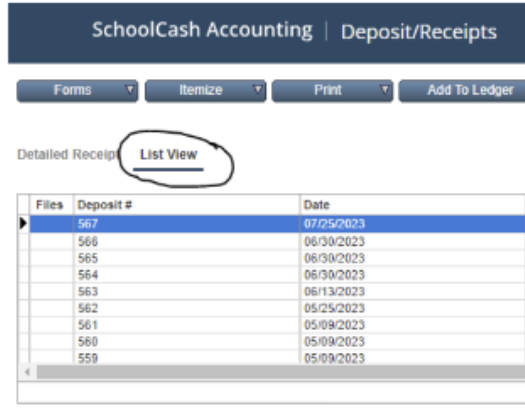
- Deposit form stamped by bank
- Individual Receipt(s)
- Bank and School Records - for cash payments
- Bank and School Records - for cheque payments

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To print a 'sub receipt':



From the main menu - go to the 'Deposit/Receipts' module under 'Income' and click 'List View'. Select the corresponding deposit entry line, then click the 'Itemize' button, selecting 'Itemize Check or Cash' from the drop down menu. Next, click the 'Print' button and select 'Print Receipts' from the drop down menu. The system will automatically open all receipts for the selected deposit entry. Click on the corresponding receipt line and print.

Note - once a 'sub receipt' has been printed you will **not** be able to print it from this screen again - the system will tell you that there are no receipts to print.

To re-issue a 'sub receipt':



From the main menu - go to the 'Cheques YTD Menu' module under 'Income' and select the 'Receipt Menu' button. This will open an itemized list of all receipt entries for the current year.

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Select the corresponding receipt line to be re-issued and click the 'Continue' button. The system will automatically open the receipt and mark it as 'duplicate', now print.

SchoolCash Accounting | Re-Issue Receipts

Find All Receipt Menu Main Menu Continue

Receipts Search

Print	Date	Deposit From	Reason	Amount	Receipt #	Category
<input checked="" type="checkbox"/>	07/20/2023	student 8	fees	\$50.00	1446	C
<input type="checkbox"/>	07/20/2023	student 9	Itemize cash	\$50.00	1448	C
<input type="checkbox"/>	07/20/2023	student 7	Itemize cash	\$50.00	1447	C

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Receipt #: 1,446
 * DUPLICATE *

Receipt For: student 8
 Amount: Fifty and 00 / 100
 Reason: Over/Under Account fees

Received on: 07/20/2023
 \$50.00

student 8

To re-issue an 'individual receipt':

SchoolCash Accounting | Deposit/Receipts

Forms Itemize Print Add To Ledger Currency Main Menu

Detailed Receipt **List View**

Files	Deposit #	Date	Grand Total
	567	07/20/2023	\$50.00

From the main menu - go to the 'Deposit/Receipts' module under 'Income' and click on 'List View'. This will open an itemized list of all deposit entries for the current year. Select the corresponding deposit entry line for the receipt needing to be re-issued, then click the 'Print' button and select 'Print All Receipts' from the drop down menu. The system will automatically open all receipts for the selected deposit entry and mark them as 'duplicate'. Click on the corresponding receipt line and print.

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APPENDIX D - SCHOOL CASH REGISTER CLOSE OUT INSTRUCTIONS

A SchoolCash Register Close Out is part of the regular use of the SchoolCash Register. The SchoolCash Register Cash drawer should be closed out on a regular basis as established by the district/board.

From 'SchoolCash Register', select the 'Close Out' tab.

Step 1: Displays the sales period for the close out. Select the 'Continue' button.

A screenshot of the SchoolCashRegister web interface. The header shows the SchoolCashRegister logo and "Diamond School". The main content area is titled "Daily Close Out: Step 1" and includes a "Cancel" button and a "Continue" button. Below the title, there is an information icon and a paragraph explaining the wizard's function: "The School Cash Register Close Out Wizard will step you through the process of closing out your transactions. The Wizard will add up your sales and display the totals for confirmation. When you are ready, the Wizard will allow you to print the Close Out Report and will sign off transactions for the sales period." There is a checkbox labeled "All Dates - Close out transactions for all dates" which is checked. Below this, the "Sales Period" is displayed as "MM/DD/20YY@:05:20 PM to MM/DD/20YY@:35:24 PM", with "(Start Date)" and "(End Date)" labels below the respective times.

Step 2: Enter the \$ amount in the 'Cash in Drawer' field, then select the 'Continue' button.

Step 3: Displays the sales activity

If cash drawer does not balance, review reports

- a. Select 'Actual Payment Summary [Details]'

A screenshot of a report selection menu with three options: "Sales Summary", "Sales Payment Summary", and "Actual Payment Summary [Details]". The "Actual Payment Summary [Details]" option is highlighted with a blue background.

- b. Verify the number of checks match what is on hand
- c. Select 'Cancel (See Section Three on how to modify a payment tender (Modification tab) Review the # of checks if you are not balanced. In some cases, the tender may need to be modified. Select 'Close' button to return to Step 3, then select 'Continue'.

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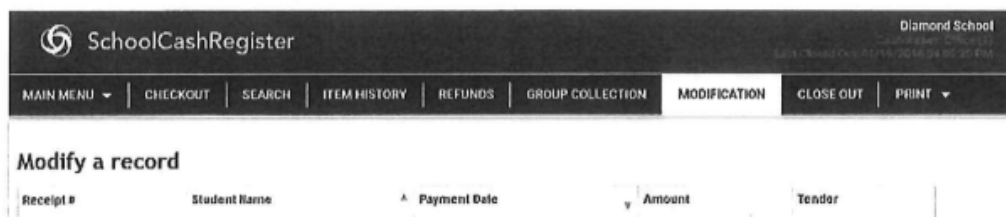
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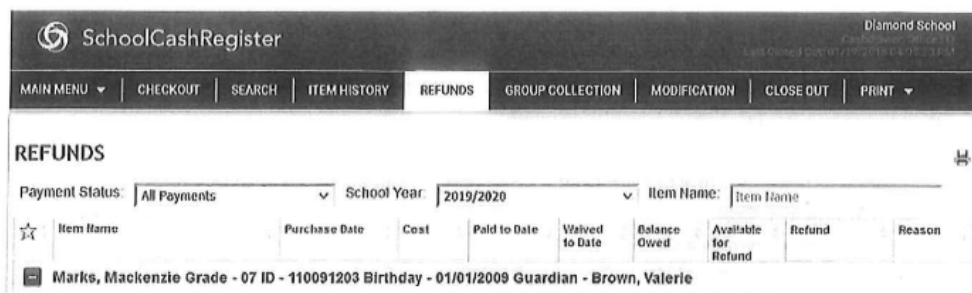
Detail Summary		Close
Cash	\$0.00	
Credit Cards	\$0.00	
VISA	Master Card	Discover
American Express	Other	
MyNet	\$0.00	
Refunds	\$0.00	
Cash	Cheque	Credit Cards
myNet		
Waived	\$5.00	
Waived	Other	
\$5.00		
Cheque	1	\$13.00
Receipt from	Amount	Receipt Date/Time
1	134.00000	01/01/2019 01:00:00

To modify a payment:



- 'Search' tab.
- Enter student name requiring the modification: **Last name, first**
- 'Modification' tab.
- Select 'Change icon'.
- Tender error, select 'Checkbox - Change Tender'.
- Enter mandatory reason: 'Incorrect tender'.
- 'OK' to save record.

To process a refund for Register payments:



- 'Search' tab.
- Enter student name requiring the modification: **Last name, first**
- 'Refunds' tab.

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- d. Select item to be refunded.
- e. Enter Refund Amount: (Full Refund and Partial refund are available).
- f. Enter a mandatory reason.
- g. Tender issue, select correct tender.
- h. 'Confirm'.
- i. A cheque must be processed through the 'Issue Cheques - Disbursement' module.

Step 4: Preview the Close Out Report

Important - if cash drawer does not balance, review the Check Details and/or generate the Close Out Report to review any other tenders that may have been entered incorrectly before you complete the Close Out. A Close-Out Comment must be entered to proceed to Step 4 to review the report.

Select the 'Continue' button. The Close Out will be transferred to SchoolCash or SchoolFunds Online to complete the deposit to the bank.

Note - A zero \$0.00 close out in SchoolFunds Online will not flow to the Home Screen, Receipts, School Store Receipts.

Print the Close Out Report for your records.

SchoolCash Register Refund Tips:

- 1. Refunding a Cheque before Closeout is Complete
 - Change tender to *Cash*
 - Enter a comment that cheque was returned
 - Refund as *Cash*

This cancels the deposit. If student still owes for item, reattach item to the student.

- 2. Refunding a Cheque after Closeout is complete
 - Tender is Cheque.

Requires a cheque be processed through the *Issue Cheques - Disbursement module*.

Do NOT refund in Cash!

- 3. Waived fee may not be refunded.
- 4. Tender cannot be changed after the refund has been entered.

Note - *Incorrect tender will result in an imbalance closeout report.*

Print - **Statements** (for Agendas-All Outstanding), **Re-Print Receipts** (if required), **Re-Print Close-out**.

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