



## **Board of Director's Policy Business Services 800 Series**

**Policy # 800.06**

### **Policy Depository Account Management**

#### **Depository Accounts**

All blank checks will be kept in a secure location with access limited to the PCCS office staff, the Director and the Principal.

All checks written against depository accounts will be prepared by PCCS staff. Checks written for payment of properly authorized expenditures will follow Policy 800.14 Purchases and Contracts and executed checks will be entered into register within 24 business hours.

All checks and cash presented for deposit will be itemized and cross-referenced to a general ledger journal to account for the category of payment. Any checks or cash submitted by a parent who also serves in a staff capacity will be documented and deposited by another staff member.

Cash and checks received but not yet deposited will be kept in a secure location with access limited to the Business Manager and the Executive Director.

The PSO is not presently a separate legal entity, and accordingly their funds management will be governed by the PCCS Policy. Review of the PSO Policy & Procedures to assure correspondence with the PCCS Policy, and implementation of a system of dual control for all cash and checks received is recommended. Deposits of cash and checks should be itemized, and cross-referenced to a general ledger journal to account for the payment category. Copies of deposit tickets, original deposit receipts and spreadsheets will be provided to PCCS staff for record-keeping.

Absolute confidentiality regarding PCCS financial matters is a requirement of all staff, administration, Board and parent volunteers. Specific information should be shared only internally as necessary to the operation and financial management of PCCS.

Adopted: October 2007

Revised : October 2013