



Subject: Cash Receipts
Effective Date: May 15, 2014
Approved By: Board of Directors
Policy: 4007.1

Empire Springs Charter School (ESCS), as a public institution and steward of public funds, is responsible for ensuring that all cash receipts for ESCS activities are deposited into the appropriate ESCS bank account in a timely manner.

ESCS departments and sites must ensure that all cash receipts for activities are deposited in a timely manner with a designated ESCS depository (as defined below). All procedures established for the deposit of funds shall include the stipulations of this policy and shall include any guidelines established by the Finance Office for implementation of the policy.

"Cash receipts" include all negotiable instruments, which result in a direct increase in the bank accounts of ESCS. Specifically, the term includes, but is not limited to, cash, checks, credit card, and electronic (e.g., PayPal) transactions.

"Designated ESCS depositories" include the Finance Office in the Business and Administrative Operations Department located at the Administrative Offices in Temecula, CA.

"In a timely manner" means that the funds will be deposited within five business days following receipt by the ESCS Finance office.

- All checks received by a site or department on behalf of ESCS should be endorsed immediately with "For deposit only, Harbor Springs Charter School."
- All cash received by a site or department on behalf of ESCS must be kept in a secured area (i.e., safe or strong box) until funds can be delivered to the ESCS Finance Office.
- The depository procedures used by all ESCS departments and sites are subject to review and approval by the Finance Office and the Senior Director of Business and Administrative Operations at ESCS.
- All cash deposits are subject to accounting and cash management procedures as defined by the Finance Office.