

Book Fair/Book Sale Cash Management Procedures Revised 05-23-19

District Book Fair/Book Sale Cash Management Procedures must be followed carefully when hosting a book fair or book sales in your building.

1. **At least 5 business days prior** to the event complete a current version of the Change Order Request Form so that you will have adequate change to conduct any cash sales transactions. *The form can be found on the CRCSD website - forms.*
http://www.cr.k12.ia.us/assets/1/6/Change_Order_Request_Form.pdf
 - a. **Elementary Schools**: Have the appropriate building administrator approve the change order form and send it to Accounting.
 - i. You will be notified when the funds are ready to be picked up.
 - b. **Secondary Schools**: Have the appropriate building administrator approve the change order form and submit it to the bookkeeper.

2. **Once received, all funds must be kept secure at all times.** Keep cash in a locked safe/cabinet. **Do NOT leave cash unattended.**

3. **Book Fair/Sales Activity** – use **a** or **b** to provide receipts to **all** customers.
 - a. Scholastic Easy Scan terminal (*or similar system*) – create duplicate receipt for your records.
 - b. Student Receipt Book CRCSD 3501.0018 – prenumbered receipts, **white copy goes to the payer**; **Pink** copy is submitted with Cash to Secretary/Bookkeeper; **Yellow** copy is retained in book. (***Note cash or check (number) on the receipt for easier reconciliation***)

4. **All checks should be made out to the vendor** (*Scholastic or other*)
– ***DO NOT accept checks made payable to CRCSD or to your school!!***

5. **Book Fair Facilitator** - **At the end of the Book Fair complete the following steps:**
 - a. Complete the required Vendor paperwork.
 - b. Follow internal cash management processes:
 - i. **Checks/Money Orders** – securely store in your building until Accounting has issued and returned a check to you for the cash portion of the sales in order to ***send all funds together.***
 - ii. **Cash Monies** – within ***ONE*** business day following the end of the Book Fair submit ALL cash monies and a tally of all cash sales activity provided by the terminal or reconciliation of the *pink copy* cash receipts (CRCSD 3501.0018) to the appropriate building secretary/bookkeeper to request District Check.
 1. Secretary/bookkeeper should issue a receipt for the cash monies turned in for your protection and for your records.

2. Note the amount to be submitted to the vendor **and** cash profit.
 - ❖ Vendor Funds:
 - Elementary - secretary submit to Accounting, who will issue a check to the vendor for all cash funds.
 - Secondary – bookkeeper will issue a check from activity funds.
 - ❖ Cash Profits:
 - Elementary buildings - will see an increase in building controlled budget.
 - Secondary buildings - will credit appropriate Activity Fund account.
- c. **School Secretary/Bookkeeper** will submit the CASH funds, and Change Order if appropriate, through a General Remittance.
 1. *General Remittance should note the following:*
 - *name of the Book Fair Vendor used.*
 - *cash portion of the sales so a district check can be issued.*
6. District issued checks will be returned to the requestor at the school, unless instructed otherwise.
7. Once check is received, combine it with the original checks from the book fair and send to the vendor.
8. Keep a record of instructional items you received from the Book Fair Vendor in lieu of cash profits.
 - a. Scholastic sends a check for cash profits – submit the check to the Secretary/Bookkeeper for deposit and obtain a receipt.
9. Per Board Regulation 704.5; ALL financial records related to all book fair/book sales events are to be retained in the building for a period of no less than five years.

For more questions related to Book Fair Cash Management procedures, please contact either:

- Sherry Luskey, Manager of Accounting, at 558-3218 or SLuskey@cr.k12.ia.us
- David Nicholson, Executive Director, at 558-1237 or DNicholson@cr.k12.ia.us