

Book Fair/Book Sale Cash Management Procedures
Revised 1-11-12

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 a week in advance of the sale, complete a Change Order Request Form so that you will have adequate change to conduct any cash sales transactions. This form is available in the “forms section” of the District intranet.
 - a. Elementary Schools: Have the appropriate building administrator approve it and send to the Accounting Department. You will be notified when the money is ready to be picked up.
 - b. Secondary Schools: Have the appropriate building administrator approve it and submit to the bookkeeper.
2. Once received, all funds must be secured at all times. Keep cash in a locked safe or container in a locked cabinet. **Do not leave cash unattended**; lock it up if interrupted during Book Fair/Sale activities.
3. **For Book Fair/Sales activity**, receipts are provided to all customers.
 - a. Perhaps the easiest way to create these receipts is to use the Scholastic Easy Scan terminal (or similar system provided by another book vendor). Create a receipt for each customer and a duplicate for yourself.
 - b. If you do not use the Scholastic Easy Scan system or similar system to issue receipts, you must issue to all payers, a pre-numbered, signed receipt using CRCSD 3501.0018 Student Receipt Book. These forms are available in the District Warehouse. The white copy is given to the payer. (Instructions for processing of the remaining two copies are provided below.)
4. **All checks should be made out to Scholastic (or other book vendor). Do not accept checks written to the CRCSD or your school.**
5. **At the end of the Book Fair** please complete the following steps:
 - a. Complete paperwork required by Scholastic (or other book vendor).
 - b. Follow the processes below for Cash Monies & Checks/Money Orders received.
 - i. **Cash Monies:**
 1. Within one business day following the end of the Book Fair submit all cash monies and a tally of all cash sales activity to the appropriate building secretary/bookkeeper.
 - a. The secretary/bookkeeper should issue you a receipt for the cash monies turned in for your protection and for your records.
 - b. **Only checks to Scholastic (or other book vendor) are to be sent in the mail. Do not send cash in the mail.**
 - c. For those who use the Scholastic Easy Scan terminal, (or equivalent book vendor provided system) please print out a tally of all cash sales activity to submit to the secretary/bookkeeper along with a matching amount of cash monies. The tally will be filed in the secretary/bookkeeper’s office.
 - d. For those who issue individual receipts using the CRCSD 3501.0018 Student Receipt Book, please detach the second pink copy from the receipt booklet and submit all receipts for cash received only along with a matching amount of cash monies to the secretary/bookkeeper. The receipts will

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be filed in the secretary/bookkeeper's office. (*Note: If you write CASH on each receipt for cash received, it will be easy to pull only the cash receipts in this step.*) The final yellow receipt copy remains in the receipt book and is filed either in the Media Center or main office as appropriate.

2. Please indicate to the secretary/bookkeeper the portion of the cash monies that represent a cash profit, (if any) and the portion that is to be remitted back to the book vendor in the form of a check.
 - a. Cash Profits: For elementary buildings, cash profits will result in an increase in building controlled budget. For secondary buildings, cash profits will be credited to the appropriate Activity Fund account related to the book fair/sale.
 - b. Remainder of cash monies remitted to book vendor: The secretary/bookkeeper can either request a check made payable to the book vendor from the Accounting Department, (applicable to elementary buildings) or issue a check made payable to the book vendor from the Activity Fund, (applicable to secondary buildings).
 - ii. **Checks/Money Orders**: All individual checks and money orders are to be securely stored until the District check issued to Scholastic (or other book vendor) is received for all cash monies (as stated above).
 - c. Place all checks to Scholastic (or other book vendor) in an envelope and submit as appropriate. Make sure that a grand tally of all sales activity reconciles with all checks to be submitted to Scholastic (or other book vendor).
 - d. Return original change order monies. For Elementary Buildings – to the Building Principals Secretary, for Secondary Buildings – to the Bookkeeper. These monies must be returned to the appropriate District fund, (General Fund or Activity Fund) in which the change order originated. For change order monies that are being returned to the General Fund, all monies are to be returned to the Accounting Department by the appropriate Secretary/Bookkeeper according to established cash management procedures. A general remittance is to be created with the line for change order appropriately marked as change order.
6. Keep a record of instructional items you received from Scholastic (or other book vendor) in lieu of cash profits. If Scholastic (or other book vendor) sends a check representing cash profits in lieu of instructional materials, hand this check to the appropriate building secretary/bookkeeper with instructions regarding the appropriate account for receipt of these monies. Make sure to have the building secretary/bookkeeper provide you with a receipt for the Scholastic (or other book vendor) check that you have turned in and file this receipt with all other pertinent documentation related to the book fair.
7. According to 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 questions related to Book Fair Cash Management procedures, please contact Sherry Luskey Manager of Accounting, 558-3218 or Steve Graham, Executive Director – Business Services, 558-1237.