

## VERIFICATION OF CASH RECEIPTS

The SFA shall verify the amount received before issuing an official receipt. The properly completed ROMC must accompany all funds turned in to the SFA. When collections are recorded in a teacher receipt book, the receipt book must accompany the funds as well.

The SFA must:

1. Prepare an adding machine tape of the amounts recorded as received on the series of teacher receipts covered.
2. Verify that the total from the tape agrees with the amount on the ROMC and that receipt numbers are reflected correctly.
3. Verify that the amount of money received agrees with the total of the teacher receipts and the amount recorded on the ROMC.
4. Staple or clip together the sequence of teacher receipts recorded on the ROMC; record the total amount received, date received, initials, and the official receipt number issued on the back side of the teacher receipt.
5. Sign the ROMC evidencing completion of the verification process

For collections where no teacher receipt has been issued, the SFA must:

1. Verify mathematical accuracy of the Report of Monies Collected.
2. Verify cash count and agree with Report of Monies Collected.
3. Sign the ROMC evidencing completion of the verification process.
4. Record the Official Receipt number on the ROMC and provide the yellow copy to the teacher.

The funds verification process is to be completed at the time of receipt of funds. The teacher or staff member submitting the funds should witness the verification process and receive an official receipt to evidence the transfer of funds.