

## Teacher Certification Fees - Cash\* Management Guidelines

\*For the purpose of this document, “cash”, “public funds”, “collections” or “receipts” are used interchangeably to represent funds consisting of **cash, checks, money orders, etc.** These guidelines do not cover debit/credit card handling, although many of the concepts are the same.

The Office of Superintendent of Public Instruction (OSPI) has established certain basic internal control principles which apply to collecting, accounting, and transferring funds for Teacher Certification Fees. These guidelines comply with state law and incorporate recognized best practices for prudent oversight of these Washington State public financial assets. These guidelines are meant to improve accountability and consistency at the institutions collecting Teacher Certification Fees.

Proper cash and check handling and deposit procedures can help assure that:

- all public funds collected are immediately made a matter of record (receipted);
- all public funds collected are properly and timely deposited;
- transmittal of public funds is made through the banking system and supported by deposit and certification records; and,
- reconciliations and management oversights are conducted to confirm the above.

### Basic Guidelines

#### Create a Holding/Suspense Account (if you do not already have one)

*Institutions shall establish a Holding Account for Washington State Teacher Certification Fees*

- *Establish within your banking system a unique, identifiable accounting/source code for these public funds.*

#### Handling Manual Collections/Receipts (outside of a Central Cashiering System)

*Incoming money (cash or check) shall be made a matter of record as soon as possible*

- *Pre-numbered receipts are issued for all certification fees collected (cash or check).*
- *Checks are restrictively endorsed<sup>1</sup> with an identification stamp immediately upon receipt (e.g., “For Deposit Only - Certification Program Holding Account”).*
- *Keep cash receipt/certification records identified to the source and type.*

#### Depositing Collections/Receipts

*All money received shall be deposited intact<sup>2</sup> into the Holding Account within 24 hours, unless the total on hand is under \$500 (and the money can be safeguarded) then the deposit shall be made at least weekly*

- *By a person with no other receipt processing duties.*
- *Deposits are reconciled to cashier receipts and the certification records report.*
- *Keep a copy of the deposit slip to reconcile to the quarterly transmittal.*

#### Transmittal of Fee Collections to the Educational Service District (ESD)

*All money shall be swept (moved) from the Holding Account quarterly and transmitted, along with supporting documentation, to the appropriate ESD*

- *Adequate documentation shall accompany and support the transmittal of funds.*
- *If no transmittal of funds, then a “no activity” notification shall be sent to the ESD.*
- *Insure the ESD returns a signed copy of the transmittal or “no activity” notification for your records/confirmation.*

<sup>1</sup> “Restrictively endorsed” means checks received are immediately stamped on the back with a “for deposit only” specification to a particular banking account.

<sup>2</sup> “Deposited intact” means money must be deposited in the same mode received/receipted (i.e., if the receipts show a collection of \$100 in currency and \$320 in checks the same \$100 of currency and \$320 of checks must go into the bank deposit).