
GDOE CASH RECEIPTS PROCESS (FIN-P003)
DCSS – Finance Services

1.0 SCOPE:

- 1.1 This procedure applies to the request and receipt of funds that are electronically deposited in accordance with the Georgia Department of Education.

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2.0 RESPONSIBILITY:

- 2.1 Assistant Director of Finance
- 2.2 Accountant
- 2.3 Accounting Coordinator
- 2.4 Bookkeeper

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Director of Finance

4.0 DEFINITIONS:

- 4.1 DCSS – Dougherty County School System
- 4.2 GDOE – Georgia Department of Education
- 4.3 GPA – Grant Payment Advice

5.0 PROCEDURE:

- 5.1 Accountants monitor income statements to determine the need for additional monies from grants.
- 5.2 When it is determined that additional monies are needed, the Accountant will complete the Cash Receipts Tracking Form (Form No. FIN-F001) and forward the form to the Assistant Director of Finance, or designee.
- 5.3 The Assistant Director of Finance, or designee, will log on to the GDOE to request the monies. Confirmation of this request, including the projected date of payment, is then printed out and forwarded to the Accountant who initiated the request, along with the tracking form.
 - 5.3.1 A copy of the request confirmation from the GDOE is also forwarded to the Accounting Coordinator who will use this information to monitor the bank statements and various other purposes.
- 5.4 The tracking form, with the confirmation request attached, is forwarded to the Bookkeeper.
- 5.5 Upon receipt of the tracking form and request confirmation from the Accountant, the Bookkeeper will locate the customer number and record it on the tracking form. The Accounts Receivable screen is then accessed and all information pertaining to the cash request is entered. Once entered, a report is run to update the system. The system will automatically assign an invoice number that is recorded on the tracking form. The report is printed and attached to the tracking form and the confirmation request form.

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5.6 The Bookkeeper will then record pertinent information on the “Accounts Receivable Log” (Form No. FIN-F006). Copies of the tracking form, request confirmation and the updated report are filed in a 3-ring binder according to fund number pending receipt of the Grant Payment Advice (GPA).

5.6.1 The Assistant Director of Finance, or designee, will monitor the receipt of monies based on the projected payment date. Once the monies have been deposited electronically into the operating account, a Grant Payment Advice (GPA) is printed and forwarded to the Bookkeeper.

5.7 Upon receipt of the GPA from the Director of Finance, or designee, the Bookkeeper will locate the tracking form and attached documents utilizing the fund number and date of the grant payment request line item on the Accounts Receivable State Grants log and record the date of receipt.

5.8 The cash receipt screen of the computer is then accessed and the receipt is entered into the system. Once entered, the computer automatically assigns a receipt number and this number is recorded on the tracking form.

5.9 A cash receipt update report is generated by the Bookkeeper and forwarded to the Accountant who will review and attach to the bank statement. The bank statement and attached cash receipt report is filed by bank, if applicable.

5.10 The tracking form and request confirmation is then filed by fund and/or program/grant name.

6.0 ASSOCIATED DOCUMENTS:

6.1 Cash Receipt Tracking Form – Form No. FIN-F001

6.2 Accounts Receivable Log – Form No. FIN-F006

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Cash Receipt Tracking Form & Request Confirmation	Hard Copy by Fund and Grant in the File Cabinet in Acctg.	Minimum period of 7 years	To Be Determined by accounting	To Be Determined by accounting
Cash Receipt Report & Bank Statements	Hard Copy by bank name in date order	Minimum period of 7 years	To Be Determined by accounting	To Be Determined by accounting
Accounts Receivable Log	Hard Copy in date order	Minimum period of 3 years	To Be Determined by accounting	To Be Determined by accounting

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
15-Dec-02	A	Initial Release

*** End of Procedure ***