Cost Recovery…
How does it work?

As an Example, let's create a
Grade 7 Field Trip.

The Bus & Admission Costs for the
event come to a total of $19.80

Step 1: Create the Item & Assign Cost Recovery amount

Downs Middle School

School Cash

MAIN MENU | VIEW ITEMS | CREATE A NEW ITEM | STUDENT ATTACHMENTS | GROUP IMPORT | REPORTS

Create a New Item ⓘ

Name: * Grade 7 Science Field Trip - Feb 19th.

Item Price: $20.00

Description: Bus leaves the school at 8:00 am and returns back to the school on 4:00 pm. Pack a lunch. We go rain or shine. Please pay before midnight Feb 17th.

School: Downs Middle School

Year: * ⦿ 2014/2015 ◯ 2013/2014 ◯ 2012/2013

Bank Account: * ⦿ Downs Middle - School Funds ◯ TDSB Central Funds

Effective From: * 1/7/2015 | 2/17/2015
Start Date | End Date

Send Reminder Email: ☑ 2/14/2015
Send Date

Quantity Available: * [ ] Unlimited? ☑ ?

Limit Per Person: * 1 Unlimited? ☐

Available to Public? ☐ Unlisted Fee? ☐

Recurring ☐ ?

Add an Item Category ✕

Category: Cost Recovery [▾]

GL Department: [▾]

Object Codes: [▾]

Amount: **$0.20**

Cancel | Save Category

Category Name	Category Number	Amount	GL Department	GL Name
Field Trips General	8030.00	$19.80		
Cost Recovery	2010	$0.20		

Step 2: 10 Parents Pay for the field trip

Sales Activity Summary by Student

Student Name	Student ID	Item Name & Comment	Type	Tender	Amount	Payment Date
Adams, Dylan	9091	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Anderson, Makaila	7403	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Anderson, Michelle	8859	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Anderson, Samantha	7854	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Barefoot, Shelby	7491	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Bennett, Hannah	7737	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Berzins, Jason	7396	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Binder, Kendra	7833	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
Bruneau, Kyle	7723	Grade 7 Science Field Trip - Feb 19th.	P	Cash	$20.00	02/05/2015
O'Brien, Sarah	7549	Grade 7 Science Field Trip - Feb 19th.	P	Check	$20.00	02/05/2015

Some Parents Pay $20 via
School Cash Online

Others pay in person via
School Cash Register

KEVGROUP
School Cash Simplified

Step 3: Money Flows to School's Bank Acct.

Transactions Post Automatically
To the School Cash Ledger.

KEVgroup | Ledger Inquire | (i) (🍁) Log Out

School Cash — Downs Middle School - School Funds

| Balance | Print ▽ | Find ▽ | Query Report | Main Menu | Auditor Menu |

| List View | Modify | Search | Void Cheque | Journal Entry | Deleted Records | Current Bank Balance: $56,983.93 |

Date	Category Name	Cat. #	Type	Trans. #	Description	Debit	Credit	Total
02/05/2015	Field Trips General	8030.00	Deposit	163	Sales 02/06/2015-02/06/2015	$0.00	$198.00	$200.00
02/05/2015	Cost Recovery	2010	Deposit	163	Sales 02/06/2015-02/06/2015	$0.00	$2.00	$200.00

Benefits to School Staff:

Flexibility

- Schools can decide when NOT to apply cost recovery (eg: Dance-a-thon, Gift Card fundraisers etc.)

Automation

- All Transactions (both School Cash Online and School Cash Register collections), are automatically split and post to the correct ledger category.