

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS

For the Six-Month Period Ended December 31, 2020

Account Group	Balance 7/1/2020	Cash Receipts	Cash Disbursements	Net Transfers	Balance 12/31/2020
Administrative Accounts	\$ 7,650	688	442	(322)	7,574
Virginia High School League Accounts	14,573	414	-	(804)	14,183
Club and Student Activity Accounts	4,345	-	979	322	3,688
Athletic Accounts	(158)	14	14	-	(158)
Departmental Accounts	19,976	157	5,243	804	15,694
VBCPS Accounts	950	310	106	-	1,154
Clearing Accounts	-	30	30	-	-
Total	\$ 47,336	1,613	6,814	-	42,135
Bank Interest	\$ 28	2	-	-	30
Pictures	6,273	305	-	(317)	6,261
Staff Welfare	-	250	-	(208)	42
Supply Store	(888)	-	-	-	(888)
Office	-	-	234	234	-
Donations/Contributions	30	131	-	(5)	156
Office Depot Rebate	261	-	-	(234)	27
Staff Recognition	-	-	208	208	-
Procurement Card Rebate	446	-	-	-	446
Vending Operations	478	-	-	-	478
Parent Teacher Association	1,022	-	-	-	1,022
Administrative Accounts	7,650	688	442	(322)	7,574
Yearbook	14,573	414	-	(804)	14,183
Virginia High School League Accounts	14,573	414	-	(804)	14,183
Student Activities	-	-	317	322	5
Student Council Association	1,677	-	252	-	1,425
Art Club	55	-	-	-	55
Diversity Ambassadors	29	-	-	-	29
Kindness Club	33	-	25	-	8
Leadership Skills	313	-	-	-	313
National Junior Honor Society	1,695	-	385	-	1,310
Family, Career and Community Leaders of America	303	-	-	-	303
Technical Education Club	240	-	-	-	240
Club and Student Activity Accounts	4,345	-	979	322	3,688
Athletics Reimbursement	-	14	14	-	-
Cheerleaders	4	-	-	-	4
Athletic Clothes	(162)	-	-	-	(162)
Athletic Accounts	(158)	14	14	-	(158)
Instructional Materials	4,341	74	5,219	804	-
Library	237	71	19	-	289
Language Arts	61	12	-	-	73
Physical Education	9,251	-	-	-	9,251
Special Education	926	-	-	-	926
Band	301	-	-	-	301
Chorus	583	-	-	-	583
Orchestra	656	-	-	-	656
Teen Living	1,143	-	5	-	1,138
Technology Education	1,504	-	-	-	1,504
Advancement Via Individual Determination	950	-	-	-	950
Computer Supplies	23	-	-	-	23
Departmental Accounts	19,976	157	5,243	804	15,694
Calculator/Heart Monitor-Lost/Damaged	350	-	-	-	350
Technology	300	310	106	-	504
Textbooks-Lost	300	-	-	-	300
VBCPS Accounts	950	310	106	-	1,154
Clearing	-	30	30	-	-
Clearing Account	-	30	30	-	-
Total	\$ 47,336	1,613	6,814	-	42,135

Office of Internal Audit

Change in Bookkeeper School Activity Funds Audit
Salem Middle School
February 2021

NOTE TO THE FINANCIAL STATEMENT

NOTE 1 – Reporting Entity

Nature of Activities

The Commonwealth of Virginia requires that school activity funds be audited at least once a year by a duly qualified accountant or accounting firm approved by the local school board. School Board Policy 3-46 Audits requires that a special audit of individual school accounts be conducted whenever there is a change in principal or bookkeeper or at the request of the Audit Committee. School activity funds are comprised of numerous extracurricular school activities, groups, and clubs existing in the schools for the benefit of the students. The principal at each school is responsible for the records that are maintained for each fund.

Significant Accounting Policy

The financial statement has been prepared on the cash receipts and disbursements basis of accounting. Under that basis, the only asset recognized is cash, and no liabilities are recognized. All transactions are recognized as either cash receipts or disbursements, and noncash transactions are not recognized. The cash basis differs from accounting principles generally accepted in the United States of America primarily because the effects of outstanding receivables and payables at the date of the financial statement are not included in the financial statement.

Cash

The principal and bookkeeper must establish a bank account in the name of the School Board of the City of Virginia Beach and the school name using the School Board's Federal Identification Number. This shall be the account for all school activities and all school activity funds. The account should be an interest-bearing checking account. The principal is also authorized to open a savings account or a certificate of deposit in the name of the school. During the audit period, there were no significant violations of those provisions.

The bank balances were collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act"). Under the Act, banks holding public deposits in excess of the amounts insured by the Federal Deposit Insurance Corporation must pledge collateral in the amount of 50% of excess deposits to a collateral pool in the name of the State Treasury Board. The State Treasury Board is responsible for monitoring compliance with the collateralization and reporting requirements of the Act and for notifying local governments of compliance by banks.