

Business Operations

System of Accounts

The accounting systems and procedures for the school district shall be set up so as to conform to best business practice and existing guides from the Nebraska Department of Education.

# ACCOUNTING POLICIES AND PROCEDURES MANUAL PCSD

This manual has been prepared to document the internal accounting procedures for Plattsmouth Community School District. Its purpose is to ensure that assets are safeguarded, that financial statements are in conformity with generally accepted accounting principles, and that finances are managed with responsible stewardship.

All personnel with a role in the management of Plattsmouth Community Schools fiscal operations are expected to uphold the policies herewith. It is the intention of Plattsmouth Community Schools that this accounting manual serves as our commitment to proper, accurate financial management and reporting.

# 1. DIVISION OF DUTIES

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The following is a list of personnel who have responsibilities within the accounting department:

## Superintendent

1. Review and approve all financial reports
2. Reviews and approves annual budget
3. Reviews payroll summary to verify correct payee, hours allowed and worked and pay amount.
4. Reviews monthly vendor payments and signs purchase orders that require prior approval.
5. Reviews and approves all contracts.
6. Reviews all bank reconciliations.
7. Initials all bank statements.

## Business Manager

1. Receives all unopened bank statements, which are picked up by a designated employee of the district, from the local banks. Currently, the designated employee is a school van driver who is available at the time the bank statements are ready for pick up. The Business Manager will present all bank statements to the Superintendent for review.
2. Develops the annual budget with the assistance of the superintendent.
3. Reviews all payroll summaries to verify payee, hours worked, and budget categories charged.
4. Manages the asset accounts, including investment of funds of the district in certain securities as outlined in state law.
5. Processes all receipts and disbursements.
6. Submits request for Head Start funds online.
7. Maintains and reconciles the general ledger monthly.
8. Prepares the financial reports, including requests for reimbursement for all federal and state grants.
9. Manages the petty cash funds.
10. Reconciles all bank accounts
11. Reconciles the statement of credit card expenses.
12. Reconcile all reimbursement requests against receipts provided

13. Participates in the annual audit of all financial functions of the district.

#### Human Resources

1. Processes the payroll, including payroll tax returns.
2. Reviews the payroll summary for correct payee, hours worked and check amounts.
3. Provides salary figures to the Superintendent in regard to negotiation of teacher salaries and classified salaries.
4. Works with staff in regard to benefit programs offered by the school district.

#### Office Assistant/Receptionist

1. Processes incoming and outgoing mail to the district.
2. Mails all checks for payment.

#### Building Principals and Other Administrators

1. Approves voucher payments from their respective building/program budgets.
2. Generates purchase orders for approved purchases.
3. Submits purchase orders to district office for processing.
4. Reviews their individual building/program budgets on a monthly basis.

#### Board of Education

1. Reviews all vendor payments prior to mailing checks
2. Reviews financial statements as presented to them on a monthly basis
3. Negotiates salary figures on an annual basis for all certified and classified employees
4. President and Secretary of the Board of Education have check signing authority on all district checking accounts, with the exception of petty cash and activity funds.
5. Approves the final budget and associated tax levies as presented by the Superintendent.

6. Awards all contracts as presented by the Superintendent.

# CASH RECEIPTS PROCEDURE

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The office assistant receives all incoming mail. All checks and invoices are forwarded to the Business Manager for processing.

The Business Manager then prepares deposit slips and sends the deposits to the individual banking accounts with a designated school employee. Copies of each individual deposit slip are kept, with a log attached showing each receipt account that is included in the deposit.

Bank deposits are made on a weekly basis, unless a substantial amount of money is received. Un-deposited funds are kept in a locked fireproof cabinet. The Superintendent and Business Manager have the only keys to this file cabinet.

Single accounts do contain more than \$250,000. FDIC provides the first \$250,000 of coverage against loss. Each of the school depositories pledges securities with Plattsmouth Schools as loss payees up to the amount of school deposits in their institution.

## Funds Received by Wire Transfer:

The school district receives the bulk of deposits via ACH deposit/wire transfer into their checking accounts. For all deposits coming from the State of Nebraska, the Business Manager sets up the ACH deposit request. There are currently two on file with the State of Nebraska – one request for food service/cafeteria dollars and the other request is for all other state deposits. The Business Manager reconciles these deposits each month with the bank statements and codes these deposits as appropriate into the correct line items on the budget. Memorandums from each bank are either mailed or e-mailed to the Business Manager on the day following the ACH deposit receipt.

As to Head Start funds, the Business Manager reconciles the Head Start bank statement and then requests funds from the Division of Payment Management on a monthly or more frequent basis. This is done online. Confirmations of each transaction are printed off and held with the bank reconciliation.

The Business Manager monitors bank balances on a daily basis. If it becomes necessary to transfer funds from one bank to another during a month, the Business Manager conveys this information to the Superintendent and a transfer is made. The check stub for the transfer check is held for the auditor's review.

As to cafeteria funds, Plattsmouth Community Schools allows e-payments into the checking account designated for lunch payments. The bank sends copies of each day's receipts to the Business Manager. Those are reconciled each month by the Business Manager and coded into the proper cafeteria fund receipt account.

# CASH DISBURSEMENTS PROCEDURE

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1. Purchases are approved and a requisition is placed on the on-line accounting system by building principals or the superintendent and forwarded to the Business Manager for processing. Upon receipt of invoices, the Business Manager matches up the invoices to the appropriate purchase order and held for payment. Payments are made once a month and presented to the Board of Education for approval. Checks are then printed, signed and sent out by the Business Manager with the assistance of the Office Assistant. A check register is printed and maintained for inspection by the auditor for each batch of checks printed.
2. On a monthly basis, the Business Manager checks the status of purchase orders that have not been processed with an invoice.

Cash Flow: The Business Manager monitors cash flow of the district on a daily basis. In the event the cash position is unusually low or high at any time, the Superintendent is notified and arrangements are made to move money to or from our investment account.

Bank Reconciliations: Bank statements are received unopened by the Business Manager. The statements are reconciled within five days of receipt and individual bank reconciliation forms are maintained for each account.

The following items are included in the reconciliation procedure:

1. A comparison of dates and amounts of deposits as shown on the bank statement with the deposit books and logs.
2. A comparison of inter-organization bank transfers to be certain that both sides of the transaction have been recorded on the books.
3. An investigation of items rejected by the bank, i.e. returned checks or deposits.
4. A comparison of wire transfers and ACH deposits received with dates sent.
5. A comparison of cancelled checks with the disbursement journal as to check number, payee and amount.
6. An accounting for the sequence of checks both from month to month and within a month.
7. An examination of cancelled checks for authorized signatures, irregular endorsements and alterations.
8. A review of void checks. Any void check is clearly marked void and maintained in a file for review by the auditors.
9. Investigate and write off checks that have been outstanding for a substantial period of time.

Completed bank reconciliations are reviewed by the Superintendent and dated.

The Business Manager prepares any general ledger adjustments required after reconciliation of the bank statements.

Reconciliation of Other General Ledger Accounts:

1. Each month, the Business Manager reviews the ending balance shown on balance sheet accounts such as the cash accounts, accounts receivable, accounts payable and deferred revenue. The Business Manager reviews the bank reconciliations, schedules of accounts receivable and deferred revenue and the aging of accounts payable to support the balances shown on the balance sheet.
  
2. Assets – These accounts will include cash, petty cash, prepaids, property, equipment and fixtures, security deposits and intangible assets.
  - Cash – the balances in cash accounts will agree with the balances shown on the bank reconciliations for each month.
  - Petty Cash – the balance in this account should always equal the maximum amount of all petty cash funds. The current maximum amount of any petty cash check is \$5,000.00.
  - Prepaids – the amounts in these accounts will equal any advance payments paid to vendors at the end of each accounting period.
  - Property, Equipment and Fixtures – The amounts in this account will equal the totals generated from the audited depreciation schedules. When additional purchases are made during the year, the balances in the accounts may be updated accordingly.
  
3. Liabilities – These accounts are described as accounts payable, payroll tax liabilities, loans and mortgages payable and amounts due to others.
  - Accounts payable – the balance in this account shall equal amounts owed to vendors at the end of the accounting period and the aging report.
  - Payroll Tax Liabilities – the amounts in these accounts shall equal amounts withheld from employee paychecks as well as the employer portion of the expense for the period, that has not been remitted to the government.
  - Due to Others – If there are any amounts owed to others at the end of the period, they should be recorded and the correct balance maintained in the general ledger accounts.

4. Income/Expenses – These accounts are described as income from memberships, contributions, publications and other expense line items such as salaries, consulting fees, etc.

- Income – the amounts charged to the various cash accounts should be reconciled with funding requests, funders' reports, draw down schedules, etc.
- Gross Salary Accounts – The balances in the gross salary accounts shall be added together and reconciled with the amounts reported on quarterly payroll returns.

# PETTY CASH FUND

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1. The maximum authorized amount for a petty cash fund check will not exceed \$5,000.00.
2. The Business Manager is the custodian of the petty cash fund.
3. The Petty Cash fund shall be operated on an impress basis. This means that when it is time to replenish the petty cash fund, the Business Manager shall total out the expenses made and identify those expenses by general ledger account number. A transfer is made from another of the district's general fund checking accounts to replenish the petty cash fund.
4. The Plattsmouth Schools postage meter is not to be used for personal mailings under any circumstances. Staff may use the UPS service provided if they indicate that the mailing is personal and reimbursement Plattsmouth Schools at the time the appropriate invoice is paid.

The following guidelines shall be followed for all purchases up to \$25,000 made with District funds (general fund, activity fund, fundraising money, etc.), to the extent that they do not conflict with local, state, and federal laws. For guidelines related to purchases for \$25,000 and higher, refer to Policy 3130.

All food purchases for conferences, meetings, workshops, etc. shall be made from businesses located within the boundaries of the District or whose owners are residents of the District. All other purchases (products and services) shall be made from businesses located within the boundaries of the District or whose owners are residents of the District, unless one or more of the following items are documented and submitted with a purchase order.

- a. A similar product or service (of comparable quality) is not available from a Plattsburgh business.
- b. A similar product or service may be obtained from a business located outside the boundaries of the District with a cost savings greater than 10% and a Plattsburgh business has been contacted and will not match the identified price. Calculation of cost savings shall include shipping, staff time (salary and benefits) and travel expenses.
- c. A similar product or service (of comparable quality) is available directly from the manufacturer/supplier and a Plattsburgh business has been contacted and will not match the identified price.

The guidelines also apply to employees that purchase items and are seeking reimbursement. **If employees purchase items with their personal money and do not follow Policy 3180, including obtaining preapproval for all purchases, they will NOT be reimbursed for the purchases.**

To prompt a Purchase:

1. The building administrators and administrative personnel are able to generate and approve requisition requests on line. When an employee wishes to purchase items, they must first ask their building administrator for permission. The administrator will place a requisition on the online

accounting system with their approval noted. **Ordering by staff will not be allowed without first securing that approval from the appropriate administrator(s) and placement of the requisition on line. This applies to ordering items from an outside vendor or a request for reimbursement for items purchased by the staff member.**

2. Approved requisitions will be made available to the Business Manager via the online accounting system.

3. Approved requisitions will be paid by the Business Manager and approved by the Board of Education only when a detailed invoice is received. Packing slips detailing the items received will also be forwarded to the Business Manager and attached to the requisition/purchase order.

#### Credit Card Purchases:

1. The Business Manager and Superintendent have access to the credit card in the district's name. Approved vendors who will not accept purchase orders from the district may be used by submitting a requisition request to the Business Manager made payable to First National Bank. Upon approval, the building administrator will place those orders at the school district administration office.

2. Receipts for purchases made with the credit card and packing slips must be forwarded to the Business Manager for attachment to the purchase requisition.

#### Proper Documentation for all Purchases, including Plattsmouth Community Schools Credit Card Purchases:

Every instance of credit card or other purchase use must be documented with travel authorizations, original, itemized receipts, individuals paid, nature of business, etc. before the expense will be considered authorized and approved for reimbursement.

- A. Lodging – Provide an original, itemized receipt from the hotel detailing every charge and the name of the person for whom lodging was provided.
- B. Meals – Provide an original, itemized receipt detailing the cost of food and gratuities, including the name of the person for whom the food was provided and the specific business purpose for which the meal was allowed.
- C. Other expenses – An original, itemized receipt from the vendor detailing every individual good or service provided. The purchase order/requisition accompanying any expenses should explain the purpose of the purchase, i.e. “classroom supplies” or “conference expenses for xxx conference held on 00/00/2008.”

The Business Manager will re-calculate all reimbursement requests to ensure that documentation is proper and that the total requested matches the receipts provided.

#### Capital Expenditures:

For all major expenditures such as computers, furniture, audit services, printing services, etc., the district will follow the procurement policy outlined in board policy.

#### Consultants:

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc.

#### Contracts:

Contracts for purchasing products or services, similar to a purchase order, should be created and maintained when appropriate. Contract cost limitations shall follow board policy.

1. A permanent property database will be maintained in the office of the superintendent containing date of purchase, description of items purchased, cost or fair market value of each item, serial number or identification number, depreciation term, vendor name and address, warranty, if applicable, and inventory tag number.
  
2. At least annually, a physical inspection and inventory shall be taken of all Plattsmouth Community School fixed assets, with adjustments for disposed items.
  
3. The Business Manager shall be informed in writing, of any material change in the status of property or equipment.

## Personnel:

1. The Administration Office of the Plattsmouth Schools is charged with the responsibility of maintaining personnel files on all staff.
2. Each personnel file shall contain the following information:
  - Employment application or resume
  - A record of background investigation
  - Date of employment
  - Position, pay rate and changes thereto
  - Authorization for payroll deductions
  - Earnings records of non-active employees
  - W-4 Form, withholding authorization
  - I-9 Immigration Form
  - Termination date, if applicable
3. All personnel records are to be kept locked in a locking file cabinet in the Human Resource office. Access to these files other than by the Business Manager, Human Resource Manager and Superintendent should be requested in writing.

## Payroll Preparation and Timekeeping:

1. Timesheets are to be prepared by all hourly staff persons and submitted weekly. Time should be recorded on the on-line timekeeping system and approved by the supervisor of each department.
2. Timesheets are to include specific time spent on each job performed.
3. Timesheets are to be signed by the supervisor of each employee.
4. All approved timesheets will be submitted to the Human Resource Manager for verification of hours worked.
5. The Human Resources Manager will process the time sheets as submitted.

6. The Superintendent will review the payroll summary pages for appropriate payees and hours worked.
  
7. Plattsmouth Community Schools requires all employee paychecks be direct deposited on the designated paydays. Employees are provided with a pay stub showing what the deposit was to their individual accounts.

# GRANT COMPLIANCE

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1. When a new grant is received or renewed, a copy of the executed grant and award must be forwarded to the Business Manager.
2. The Business Manager shall set up a permanent file for the grant and maintain the contract along with other financial correspondence regarding the grant.
3. It is the responsibility of the Business Manager to review the grant terms and extract any fiscal items which must be complied with by Plattsmouth Community Schools. Typically, for government grants, reference will be made to various publications put out by the Office of Management and Budget and the Comptroller General's Office to which Plattsmouth Schools is responsible for adhering.

Currently, those publications include:

- OMB Circular A-110 Grants and Agreements with Institutions of Higher Learning, Hospitals and Other Non-Profit Organizations
- OMB Circular A-122 Cost Principles for Non-Profit Organizations
- OMB Circular A-133 Audits of Institutions of Higher Learning & Other Non-Profit Organizations

Governmental Generally Accepted Accounting Principles:

4. It is a policy of Plattsmouth Community Schools to adhere to any restrictions imposed by its funders, both governmental and private. Therefore, Plattsmouth Community School employees are expected to bring to the attention of management any instances of non-compliance.
5. When Plattsmouth Community Schools is expending federal funds, prior written approval from the funder agency is required for the purchase of:
  - Capital expenditures for land or buildings
  - Insurance and indemnification expenses
  - Pre-award costs

- Public information service costs
- Publication and printing costs
- Re-arrangement and alteration costs

6. Plattsmouth Community Schools will not request federal funds to pay for the following costs:

- Bad debt expense
- Contingencies
- Contributions or donations to others
- Entertainment expense
- Fines and penalties
- Interest, fundraising and other financial costs
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7. Federal funds received in advance shall be deposited into a school district federally insured bank account. Any interest earned from those monies will be reported to the funder agency. It is customary of Plattsmouth Community Schools to receive federal funds only on a reimbursement basis.

## Monthly Reports:

The Business Manager shall prepare a set of monthly financial reports for distribution to the Superintendent and Board of Education. The reports will include a Treasurer's Report, and statement of income and expense for each department; a budget-to-actual report for all accounts included in the annual operating budget, and a list of monthly revenue.

## Year-End Audit Report:

At fiscal year end, an audit report shall be prepared summarizing the total income and expense for the year for each fund operated by the district. A balance sheet shall be prepared as of August 31<sup>st</sup> of each year and made available to the audit team.

The auditing process will begin each year during the month of September and be completed in time for submission of the AFR on November 1.

1. All cash accounts owned by Plattsmouth Community Schools will be held in financial institutions that are federally insured and have received a favorable Community Reinvestment Act rating.
2. Employee paychecks and or/personal checks will not be cashed through the petty cash funds of Plattsmouth Community Schools.
3. No salary advances will be made under any circumstances.
4. No travel cash advances will be made except under special conditions and pre-approved by the Superintendent. Reimbursements will be paid upon full expense reporting using the normal disbursement schedule (i.e. monthly board meetings)
5. Any item received via donation that exceeds \$50 in value will be recorded in the books and records of Plattsmouth Community Schools.
6. Fiscal Management personnel are required to take annual vacation which will not interfere with fiscal procedures. Variances from this policy shall be made in special circumstances with permission of the Superintendent.
7. It is the policy of Plattsmouth Community Schools to reimburse out of pocket expenses only when supporting documentation has been presented and approved costs incurred.
8. It is the policy of Plattsmouth Community Schools to establish pay rates that equal or exceed the federal minimum wage.
9. All funds received by Plattsmouth Community Schools shall be segregated into separate accounts in the general ledger to avoid any possibility of co-mingling monies with general operating funds. A full, computerized ledger accounting system will be maintained. Monthly financial statements will be produced for each separate fund of the School District.

10. The President and Secretary of the Board of Education are signators of all bank accounts with the exception of the activity fund, student fee fund, and petty cash fund. Two signatures are required on the General Fund, Cafeteria Fund, Head Start Fund, Head Start Nutrition Fund, Special Building Fund, Depreciation Fund, Bond Fund, Asbestos Fund and Employee Benefit Fund checks. The Activity Fund, Student Fee Fund and Petty Cash accounts require one signature of either the Superintendent or the Business Manager.

11. Bank statements will be reconciled monthly to account for any outstanding or lost checks.

12. Expense reports will be maintained which will disclose the nature of the expenses and the dates incurred.

13. Separate files will be maintained for each bank account and each vendor. Files will be kept separately for each year.

14. The services of a certified public accountant will be engaged to prepare a formal financial audit of the Plattsmouth Community Schools year-end.

15. Correction fluid should never be used in preparing time sheets or any accounting documents.

# ANNUAL MEETING CHECKLIST

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During the reorganization meeting of the Board of Education in January of each year, the following procedures will be performed:

1. The Board shall approve new signers to each bank account.
2. The Board will be advised of any new and necessary bank accounts.
3. As required, new signers shall complete the appropriate signature cards and corporate resolutions.
4. A review of the current operating procedures shall be made with the president and treasurer of the board.
5. All financial institutions shall be notified of any changes to the authorized signers of the accounts within a week following the annual reorganization meeting of the Board of Education.

1. The Technology Director is responsible for backing up the server containing the accounting system at the close of business each day.
2. Plattsmouth Community Schools uses a five day tape rotation and backup system. There are five tapes labeled Monday-Friday.
3. Each day, the next sequentially ordered tape shall be used to back up the accounting files. Complete, not modified, backups should be done.
4. The Business Manager shall lock up the tape in a fireproof safe overnight. All tapes shall be kept in a fire proof safe at all times. The following day, the tape will be placed at the end of the tapes to be rotated.
5. All back up tapes shall be stored off premises of the accounting server by the Business Manager for safeguarding.
6. Annual tapes shall be compressed and stored in the fire proof safe.

Each spring, the Business Manager and Superintendent begin working on the district budget for the following school year.

Building administrators should review their existing budgets and determine what will be ordered to close out their building budgets pending the end of fiscal year on August 31<sup>st</sup>. Attention should be focused on what purchases can be made for classroom and building needs not only for the current year but also for the next budget year.

All requisitions that are intended to come from the current budget year must be ordered and proper documentation submitted for payment at the June board meeting. **Any requisitions that are submitted after the June meeting may or may not be paid out of current year funds at the discretion of the Superintendent after review of cash position and remaining budget authority. Any pending requisitions that have already been ordered, but proper documentation not received or orders not shipped by the June board meeting may be carried over and paid out of the next fiscal year's budget in September.**

As noted earlier in this procedure manual, staff may not make purchases without prior authorization from the building administrator, with a purchase order/requisition being placed online.

If orders are called in, it is important to use the purchase order number that matches the authorization given by the building administrator. **Do not "make up" a purchase order number that is not consistent with the one generated by the on line system.**

**When orders are placed, most vendors require payment within 30 days. Faculty cannot order items and then request withholding payment pending receipt of fundraising dollars.**

The district has accounts set up with several hundred vendors. If a faculty member finds that they need to fill an order with a vendor not previously set up and approved, they must request that the Business Manager set up the

vendor. Faculty members should make an effort to use a pre-approved vendor when making a purchase.

**ONLY SCHOOL DISTRICT EMPLOYEES ARE AUTHORIZED TO SIGN CHARGE TICKETS AT THE LOCAL VENDORS, i.e. grocery stores, Pamida, Bomgaars, etc. STUDENTS SHOULD NOT BE ALLOWED TO SIGN CHARGE TICKETS.**

When a staff member is approved to make a purchase and then be reimbursed, the purchase requisition is made out to the person being reimbursed, not the store where the item was purchased. On the description line of the requisition, the building administrator should provide a short description of the items purchased, including the vendor name, i.e. "classroom supplies purchased at Pamida."

As noted in this policy, activity account payments are made on the 1<sup>st</sup> and 15<sup>th</sup> of the month, and district payments are made after the board meeting on the second Monday of each month. In order to be reimbursed at the board meeting, approved requisitions with receipts must be in the office of the Business Manager by the **first** of the month. The Business Manager is not responsible for the timely receipt of requisitions/receipts that are sent through the school mail.

The building secretaries are responsible for receipting monies coming into their buildings. The District accepts cash, credit card, debit card, cashier's check, or money order for payment of fees. Checks will not be accepted for payment of fees. If an activity sponsor chooses to accept checks for fundraising, any bad checks and related fees will be charged back to the respective account. At the elementary level, the money is forwarded to the district office for deposit.

At the middle school level, the building secretary is assigned the duty of receipting funds into the activity accounts of the middle school and depositing those funds on a timely basis. At the end of each month, the receipt book is forwarded to the Business Manager for entry into the accounting system and reconciliation of deposits.

At the high school level, the attendance secretary is in charge of receipting and depositing activities money and depositing said funds into the district's activity fund account on a timely basis. A spreadsheet is forwarded to the Business Manager at the end of each month for entry into the accounting system and reconciliation of deposits. A detailed description of each deposit shall be provided on the spreadsheet, i.e. "shirts sold", "fundraising sales", etc.

Depositing shall be made at least weekly and more frequently if large sums of money are collected. Staff members in each building are required to turn in money collected from students and patrons for fundraising and other activities to the school office daily. **Money is not to be taken home or away from school premises for any reason. There are no exceptions to this policy.**

If the building administrator finds that faculty members are holding money longer than one day in their classroom or any other location, especially away from school premises, the building administrator must address the situation with the faculty member and advise the Superintendent.

Gate receipts for activities shall be turned into the building office immediately following the event. For each event, a written log will be kept

for documenting the number of paid student and adult admissions. At the end of admission sales, there shall be a reconciliation of the admissions (student and adult) sold to the cash receipted.

The reconciliation shall be completed by two people, signed and dated by both. The reconciliation, event log, and gate receipts shall be turned in to the building office immediately following the event. No later than the next business day, the identified items shall be turned in to the Office of the Business Manager at the Administration Center.

Disbursements from the activities fund are handled in the same manner as district expenses. Activity purchase requisitions are approved and put on the on line accounting system by the building administrator. The Business Manager processes those requisitions for payment after receipt of packing slips and invoices for payment. In the case of entry fees or any on-line orders, a copy of the entry form or on line receipt must be provided as evidence for payment.

On clothing items purchased for resale to faculty, students, patrons, etc., sales tax will be charged at the established rate that was in place when the items were purchased. The sales tax is charged back to the activity account where the purchase was made. **No faculty member who is purchasing a clothing item for personal use is exempt from sales tax.** Purchase orders/requisitions should be clearly marked "not for resale" if there is a legitimate reason that sales tax should not be charged. That reason must be noted. If items are being given to faculty members or students and no money is exchanged, that typically should be a district expense and not taken from activity fundraising activities. Those fundraising activities are used to benefit the students involved.

The Business Manager makes activity purchase order payments as close to the 1<sup>st</sup> and 15<sup>th</sup> of each month as possible. There are situations where an immediate check is written with proper notice and explanation of the situation.

Tax identification numbers must be secured for any vendor/person the district is paying for services provided. This applies to any service provider, including officials. Form W-9 "Request for Taxpayer Identification Number and Certification" is available for this purpose at the district office. **Under no circumstances will a vendor be paid for services without the tax identification number being provided prior to payment.**

The High School Athletic Director is issued 25 checks at a time by the Business Manager to facilitate writing checks to athletic officials when events occur. No other checks are authorized to be written from the athletic office except the checks for officials for athletic events. At the end of each month, the Athletic Director sends over the check stubs and accompanying documentation for each check written from the checks in his possession. Purchase requisitions for those checks written will be on line on the date the check is written.

It is the policy of Plattsmouth Community Schools that **NO FUNDRAISING OR OTHER MONEY COLLECTED UNDER THE AUSPICES OF PLATTSMOUTH SCHOOLS OR BY STUDENTS OF PLATTSMOUTH SCHOOLS ALLUDING TO HELPING FUND ACTIVITIES OF THOSE STUDENTS WILL BE HELD IN ANY ACCOUNTS OTHER THAN THE ACTIVITY ACCOUNTS OF THE PLATTSMOUTH SCHOOLS. All monies collected by students for fundraising activities will be turned DIRECTLY into the building office or Business Manager's office in a timely manner. RECENT CHANGES IN ACCOUNTING LAW MAKE THE SCHOOL DISTRICT LIABLE FOR ANY FUNDS HELD OR CREATED UNDER THE AUSPICES OF OUR SCHOOL OR SCHOOL FUNDRAISING.**

Organizations outside of the auspices of Plattsmouth Schools, i.e. booster clubs, PTOs, little leagues, after prom, etc. are **not** permitted to purchase using the Plattsmouth Community School's tax exempt status, nor can those purchases be billed to Plattsmouth Community Schools.

Activity account balances shall be kept in a positive state. If any account has a negative balance, an inventory must be provided showing what items are still unsold that will ultimately bring the balance into a positive state.

Those inventories must be provided to the building administrator on a routine basis.

In the event of a fundraising activity, the Superintendent shall be notified of the fundraising event proposed and a time line shall be given for sales. The faculty member supervising the fundraiser shall provide an accounting of the products sold, payments made for the product, and profits made. All funds for fundraising shall be deposited promptly into the appropriate activity fund.

Refer to the Sales and Use Tax Responsibilities document from the Nebraska Department of Revenue.

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