

ST. CLAIR COUNTY

LOCAL SCHOOL

ACCOUNTING

PROCEDURES MANUAL

Local School Accounting Procedures Manual

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ACADEMIC INCENTIVES

Amendment 558 of the Alabama Constitution permits the use of public funds to promote educational excellence by students. Students may receive food items (but not foods of minimal nutritional value), school supplies, admissions, T-shirts publicizing school academic accomplishments, and other tangible incentives for attendance, honor rolls, test scores, and other academic achievements. Academic excellence (athletics are also considered academic) may also be recognized with plaques, trophies, and award banquets. Academic incentives with a significant monetary value may be provided to a group of student or by selecting individual recipients. (Scholarships and tuition for programs outside of the school's academic program are not permitted). By preparing and following formal incentive award procedures a school can minimize auditor questions and public scrutiny when the incentive recipients are announced. Procedures for providing academic incentives with a significant monetary value to students should be established before the incentive recipient is determined and should include:

1. Action required for a student to receive an incentive
2. Relationship of the required action to educational excellence
3. Description of the planned incentives. (Cash, gift card, laptop, tec.)
4. Value of planned incentives, if known
5. Process for determining the incentive recipients

Make sure you have documentation on file to show how the incentive was relevant to academic excellence.

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Accommodations

Schools provide a service to the student/parent with accommodations. Some accommodations relate to collection of revenue that is forwarded to a non-profit organization such as *Math-A-Thon*, *Jump Rope for Heart*, etc. Other accommodations fall under club activities such as Cheerleading, Band Auxiliary, Basketball, etc.

At the April 15, 2002 Audit Exit Conference, the State Examiners were asked how our schools should handle Accommodations with regards to extra-curricular activities such as Cheerleading, Band Auxiliary, Basketball, etc. The amount of money collected is usually from fundraisers and donations made by the parent/guardian of the student participants. The expenses for these activities are usually items for resale and uniforms, shoes, etc.

For these types of activities schools will post the revenue according to its source; donation, fundraiser, etc. Expenses will be posted according to the type; items for resale or accommodations (in the case of purchasing items that will be come the property of the student that worked to produce funds to purchase the property).

The total amount of money collected from all sources should be enough to cover the cost of any items that are purchased for a fundraiser and the uniforms, shoes, etc., which the students are purchasing, in addition to the cost of shipping and handling charges.

The documentation for accommodations should be complete and will require the cooperation of the principal, sponsor and the school secretary.

New Requirement for Accommodations:

At the April 15, 2002 Audit Exit Conference, the State Examiners requested that organizations collect all money for expenses, (uniforms, shoes, etc.) before September 30 of the fiscal year. Participants should not have a balance due past this date.

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I. Sponsor Responsibility

- a) Complete the Fundraiser Request form; presents the form to the Principal for approval. Fundraisers are not allowed without prior approval of the Principal.
- b) Receives money from participants. Do not combine fundraiser money with money donated by a parent/guardian.
- c) Documents for each participant the amount of revenue received from all sources.
- d) Submits a completed, detailed, signed requisition with supporting documentation to verify that students have money in the account to pay for the items ordered.
- e) Upon receipt of shipment, have each participant sign for items received. Sponsor signs packing slip to verify that all items have been received and distributed.

ABSOLUTELY NO ITEMS ARE TO BE ORDERED BEFORE A PURCHASE ORDER IS ISSUED BY THE OFFICE.

II. School Secretary/Bookkeeper Responsibility

- a) Receives money from sponsor and posts according to source, i.e., fundraiser, donation.
- b) After approval is received from the principal, issues a purchase order for each requisition; after verification of account balance.
- c) Assist sponsor to ensure requisition is complete and supporting documentation is attached.
- d) Assist sponsor with fundraising forms, if needed.
- e) Process purchase order as usual.
- f) Verify that all signatures for receipt of items ordered are in place before paying invoice.

III. Principal Responsibility

- a) Ensure that all procedures are in place and followed

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Accommodations General Information

“Accommodations” is a term used for items that are purchased for individual use (will not be retained by the school) and are not sold as an item for re-sale. Examples include, but are not limited to, basketball shoes, t-shirts for club members or teachers, etc. Remember, the individual is being charged what the item costs and the funds are merely passing through the school books. The activity/club/group is not selling the items for a fund raiser. “Accommodations” may also be used for items such as *Jump Rope for Heart* when money is collected and passed on to a charity.

It is advisable to set up an accommodations activity for athletics, cheerleading and band auxiliary activities, especially if a large amount of accommodation items are sold for the activity.

Items that will remain the property of the individual may not be purchased with public funds¹. Individuals must pay for these items in advance and the funds accounted for as “accommodations”. This includes items ordered for students as well as clothing items for coaches, faculty and staff.

Normal receipting procedures apply except that money collected for an “accommodation” item should be receipted on a separate receipt from other money collected.

An *Accommodations Accountability Report* must be completed at the conclusion of the ‘sale’. These reports must be maintained by fiscal year for easy accessibility. Auditors will ask to see these records.

Coding Requirements for Accommodations

<u>Accommodation Revenue</u>	12-4-7440-000-cctr-7101-0-0000-0000
<u>Athletic Expenditures</u>	12-5-9800-699-cctr-7501-0-9600-0000
<u>Club/Band Expenditures</u>	12-5-9800-699-cctr-7501-0-9600-0000

¹ Public funds – defined as money derived from tax revenue, fundraisers held during school hours or on school property, money received from the board of education, legislative donations, etc.

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Activity Numbers

The following information is provided as a guide for creating an activity. The numbers listed below may or may not be the same as the activity numbers that were set up in the local school accounting program. It is not necessary to change any activity number currently used in order to match this chart.

Category Activity Number	Type of Activity
Assets, Liabilities & Equities	To be assigned
FEES	
1001	Textbook
1005	Locker
1010	Driver's Education
1015	Parking
1100 – 1199	Fees "Unrestricted School Use Only"
GENERAL	
2001	General Fund Investments
2002	General Fund Investments #2
2003	General Fund Investments #3
2010	ADE
2012	Helping Schools
2015	Donations (Group Account)
2016 – 2049	Donations (Separate Activities)
2050	Principal's Discretionary Account – NP
2051 – 2099	Fundraiser Activities
2100	General Fund
2200 – 2299	General "Unrestricted School Use Only"

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CLUBS

3005	BETA Club
3010	Drama Club
3015	Art Club
3020	Math Club
3025	Foreign Language club
3030	4-H Club
3035	Leo Club
3040	Varsity Letterman
3045	Arrive Alive
3050	"Just Say No"
3055	TSA
3060	FFA
3065	FHA
3070	HERO
3075	FBLA
3080	HOSA
3085	VICA
3090	DECA
3100 – 3199	Clubs "Unrestricted School Use Only"

CLASSES

4005	Library
4010	Guidance
4100 – 4699	Classes "Unrestricted School Use Only"
4800 – 4801	CIS / Joint
4802 – 4809	CIS / Department
4810 – 4898	CIS / Individual Teacher
4899	CIS Year-End Encumbrances
4920 – 4950	Vocational Maintenance / Individual
4960 – 4975	Kindergarten M & S / Individual

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ACCOMMODATIONS

5010	PTO
5020	Band Boosters
5030	Athletic – all sports
5035	Athletic Boosters – football
5040	Athletic Boosters - baseball
5045	Athletic Boosters – soccer
5050	Athletic Boosters – basketball
5055	Academic Boosters
5100 – 5199	Accommodations “Unrestricted School Use Only”

ATHLETICS

6010	Football
6015	Baseball
6020	Boys’ Basketball
6025	Soccer
6030	Boys’ Track
6035	Girls’ Basketball
6040	Girls’ Volleyball
6045	Girls’ Softball
6050	Girls’ Track
6055	Tennis
6100 – 6199	Athletics “Unrestricted School Use Only”
6100	Physical Education

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STUDENT ACTIVITIES

7005	Yearbook
	NOTE: Use this code when the project only pays for itself or profits are used for student activities. If the school uses the annual/yearbook profits as a General Fund Fundraiser, this activity should be in the 2051-2099 activity range.
7010	School Newspaper
7015	Student Government
7040	Varsity Cheerleaders
7045	B-Team Cheerleaders
7050	Dance Team
7055	Math Team
7060	Scholars' Bowl Team
7065	Majorette
7070	Color Guard
7075	Peer Helpers
7106	Class of 2006
7107	Class of 2007
7108	Class of 2008
	Etc. for classes
7200	Safety Patrol
7201 – 7299	Student Activities "Unrestricted School Use Only"

OTHER

8005	Faculty Gift Fund
8010	Coffee Fund
8015	Concessions – Teacher's Lounge
8020 – 8050	Grants
8060 – 8100	Memorial Funds
8110 – 8200	Scholarships
8300 -8399	Other "Unrestricted School Use Only"
8900	Professional Development – group account
8901 – 8950	Professional Development – individual accounts
8965	Student Management

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Admission Revenue – Athletics

Procedure for recording gate receipts for athletic events

Money received at athletic events requiring gate receipts to be divided among different entities (as dictated by the AHSAA) may be entered using the “Cash Receipts Entry” in the accounting program.

Activity # _____ Admissions 12-4-7110-000-cctr-7101-0-0000-0000

Distribution of net revenue

Expenditures associated with the athletic event will be paid by the home team. After expenditures are paid, the home team will divide the net profit from the event as dictated by the AHSAA. For example, revenue from a state playoff might be divided three (3) ways. The home team, the visiting team and the AHSAA would each receive one-third of the net revenue. **The entry, to record on the books for the home team representing the portions of profit being distributed, will debit the Admissions journal number. Remember, you are reducing revenue instead of entering a new expense.**

Forms for distribution of revenues associated with playoffs are distributed by the AHSAA. Attach a copy of the form to each check issued. Receipts received from the visiting school(s) and the AHSAA should be attached to the check records and retained for audit purposes.

REF: AASOP – July 2005

Athletic/Band Camp Guidelines

AN APPLICATION MUST BE FILLED OUT AND SENT TO AMY MARTIN IN FINANCE FOR APPROVAL BY THE CSFO BEFORE CONDUCTING ANY ATHLETIC/BAND CAMPS

Local Camp

- Involves only district students
- No fees are charged
- Employees of the district do not receive compensation

Camp Fundraiser

- May not be limited to district students
- Fees are charges
- Employees of the district **DO NOT** receive compensation
- All funds raised go to the benefit of the sport/activity

Open Event Camp

- Not limited to district students
- Fees for participation are charged
- Employees of the district receive compensation for coordinating or working the camp
- May be sponsored or run by third party

Accounting Procedures for Camps

- **All camps will be accounted for on the school's books**
- Prior approval for **ALL CAMPS** is requires for the CSFO-see attached form
- All receipts from camp must run through the school bookkeeper
- All expenditures must be paid through the school books by check
- Normal accounting/purchasing procedures must be followed
- Charges for facility use and other administrative fees should be consistent based on board policy
- Individual must be designated as event coordinator

Compensation to District Employees

- **All compensation must go through payroll**
 - IRS regulations do not permit an employee to send a 1099 to an employee. All wages must be reported on the W-2
- Compensation should be reasonable when compared to duties performed
 - All extra pay (including benefits) must receive prior board approval
 - All work must be outside regular employment hours
 - Non-exempt employees must be paid at an hourly rate to include overtime

Camps Run by Third Party

- Prior Board Approval
- Liability Insurance-Board added as insured
- Facility use fee-According to board policy
- Background checks are required for ALL camp staff not employed by SCCCBOE

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Athletics

Gate Receipts ¹	
Ticket Sales ²	
Pre-Game Meal Regular season – football only A check may be written prior to the meal for the coach to pay for the food. However, the coach must submit a detailed receipt for the meal and return any money not used for re-deposit. Re-deposit of money would not be treated like a new deposit. It would be posted as a journal entry to credit the expense number used when the check was issued.	12-5-1100-419-cctr-7101-0-4500-0000
Entry Fee	12-5-2190-629-cctr-7101-0-4500-0000
Officials / Referees ³	12-5-2190-397-cctr-7101-0-4500-0000
Uniforms – retained by the school	12-5-1100-415-cctr-7101-0-prog-0000
Uniforms – retained by the athlete ⁴	Accommodations
Trophies	12-5-2190-415-cctr-7101-0-4500-0000

¹ See *Admission Revenue – Athletics*

² See *Ticket Sales*

³ See *Vendors – 1099 Vendors*

⁴ See *Accommodations*

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Bank Accounts

The selection of a banking institution for school funds should involve a comparison of the operating features of various banks. Although proximity to the school is important for accessibility for daily deposit of funds, bank charges and other banking procedures can create problems in managing school funds. Some school boards select the banking institution for the schools after conducting an analysis of the bank's willingness to cooperate in meeting the unique operations of public schools. Alabama banking institutions often accommodate local schools by waiving fees and providing banking features not available to individual customers. In some cases, an interest-bearing checking account has additional fees and charges that negate the interest income. Fortunately, many banks will waive the fees and charges upon request.

School funds must be maintained in a Qualified Public Depository (QPD)¹. A QPD is an Alabama banking institution that provides protection for school funds under the Security for Alabama Funds Enhancement Program (SAFE), administered by the Alabama State Treasurer's office. At the end of each fiscal year, the bank should be required to provide a letter confirming that all school funds are listed on the bank's records as SAFE Program Accounts.

A school should have no more than one (1) checking account, preferably an interest-bearing account. Funds not needed for current operations, whether invested in CD's, money market accounts, or savings accounts, must be recorded in the school's accounting records and included in the school's financial statements.

¹ Qualified Public Depository – required by State Law

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Bank Statement Reconciliation

Bank Statement Reconciliation is required on a monthly basis. The bank reconciliation and all month end procedures are due to the central office on the 1st of the month. Periodically, a person other than the bookkeeper should balance the bank statement manually and compare it to the computerized report prepared by the bookkeeper. The manual bank reconciliation should be maintained for auditor reference.

The bank statement reconciliation report should be signed by the principal and kept on file in the bookkeepers office along with the bank statement.

Interest Earned

Interest earned on the bank account will be posted as a journal entry using the C/R journal code.

	Activity	Journal Number
Debit	0000	12-1-0111-000-cctr-7101-0-0000-0000
Credit	2100	12-4-6810-000-cctr-7101-0-0000-0000

Other Reconciliation Items

These are transactions that are to be carried on the books, without making an accounting entry, until they are cleared. Examples of other reconciliation items are NSF checks and bank errors. **Do not use other reconciliation items to force balance the bank reconciliation.** Transactions such as check orders, deposit slips, and bank charges that will not be refunded should have a journal entry to post the transaction in the books. They should not be entered as an other reconciliation item.

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Budget

Next Year Budget

Information from various sources will be utilized for preparing a sound budget for an upcoming fiscal year. The budget is a “projection” of expected revenues and expenditures based on actual transactions from prior fiscal years, the current fiscal year and proposed activities for the upcoming fiscal year.

Procedure

Print the “Next Year Budget Worksheet”

This report will provide the actual amounts for revenues and expenditures for the current fiscal year and two prior fiscal years. Use these amounts as a guide for next year’s budget. Keep the following items in mind:

- ✓ DO NOT budget “Unreserved Fund Balance”¹
- ✓ DO NOT budget “Transfer In / Transfer Out”²

¹ Unreserved Fund Balance – this amount will be entered on an amendment for the fiscal year

² Transfer In / Transfer Out – this amount will be entered on an amendment for the fiscal year

Change Cash

General Information

A Change Cash Accountability form (found below) should be used for all change cash disbursements made. All documentation should be attached as shown on the form as verification and placed in a change cash folder or binder.

Funds to be used as “up-front money” must be accounted for with the Change Cash Account. The check for change cash must be made payable to the principal and it should be expensed to the change cash g/l# 0000-12-1-0115-000-cctr-7101-0-0000-0000. The principal will cash the check and give the money to the appropriate individual. The principal is responsible for this money.

Cash in the office MAY NOT be substituted in lieu of using the change cash account.

Change cash must be receipted and re-deposited as a separate item. Use the following journal entry to post change cash that is re-deposited.

Credit Change Cash 0000-12-1-0115-000-cctr-7101-0-0000-0000
Debit Cash 0000-12-1-0111-000-cctr-7101-0-0000-0000

Change cash for football games must be re-deposited on the same date as the gate receipts for the game for which the change was used unless you have multiple football games in one week.

Change cash of sports other than football may be re-used during the sport season and re-deposited on the same date as the gate receipts for the last game OR you may re-deposit change cash for each sport (except football) on a weekly basis if this way is easier for you.

Change Cash

General Information

The change cash account should be balanced each month prior to the month-end closeout. You should do a Journal Entry Detail Report using function code 0115. Verify that the change cash is in balance, if not research any difference found on the report and correct it before proceeding with month end closeout.

If a sport carries over between fiscal years which will cause you to have a balance in change cash at the end of the fiscal year, you must notify the finance department at the central office.

A change cash folder must be maintained as instructed in this section under "Change Cash Verification Procedures".

During internal audits any balance in change cash will be verified by the LSA supervisor. Make sure you have documentation in order for any outstanding change cash on your books.

Change Cash

General Information

Change Cash Verification Procedures

A Change Cash folder must be maintained for each fiscal year containing a Change Cash Accountability Form with the necessary documentation attached.

The Change Cash folder must be checked periodically for outstanding items by the bookkeeper and then initialed on the Change Cash Accountability Verification form (found below) attached to the inside of the left of the folder. It is suggested that this folder be checked prior to monthly close-out so any problems may be handled in the month in which they occur.

The Change Cash folder must be available for spot checks by the Principal and Central Office with verification of these spot checks noted on the Change Cash Accountability Verification form.

The Change Cash account must have a zero balance prior to close-out of any fiscal year. Reports documenting a zero balance should be added to the Change Cash folder at fiscal year-end.

Change Cash General Information

Change Cash Accountability

Complete all sections below and attach documentation as requested for each section.

SECTION I:

Documentation to be attached: Copy of check issued

Date of Check _____ Check Number _____

Amount of Check _____

Activity: _____

Reason change cash is needed: _____

SECTION II:

Documentation to be attached: Copy of deposit slip (prepared by bank)

Date Re-Deposited _____ Amount _____

SECTION III:

Documentation to be attached: Copy of Cash Receipts report
printed from computer

Date entered in computer _____

Change Cash General Information

Change Cash Accountability Verification (to be attached to the inside left of Change Cash folder)

Date Checked by Secretary	Secretary Initials

Date Checked by Principal / Central Office	Initials

Deposits

Deposits must be made on a daily basis per Board Policy. If a deposit cannot be made before the bank closes, a locked night deposit bag should be used to secure the funds in the bank's night depository.

In order to allow the bookkeeper time to prepare the daily deposit, the Principal should establish and enforce reasonable timeframes for teachers to bring receipt books to the office for verification by the bookkeeper.

The individual completing the deposit slip SHOULD NOT be responsible for delivering the deposit to the bank.

Daily receipts should be deposited intact. DO NOT CASH CHECKS FOR PARENTS, FACULTY, STAFF, STUDENTS, etc. WITH THE FUNDS RECEIVED.

A photocopy of all checks included in the deposit should be attached to the cash receipt report along with the validated deposit slip.

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DONATIONS AND VOLUNTARY CONTRIBUTIONS

Voluntary contributions may be requested for various items purchased by the school that are used by students in academic courses and classes including workbooks, supplemental instructional materials, lockers, sheet music, and other academic purposes. The voluntary nature of the contribution must be clearly stated in the request for the contributions. Non-payment of requested contributions cannot be used against a student and the student must be provided the same instructional items as if payment was made on behalf of the student.

Donations may be requested for specific school purchases, including janitorial products, cleaning supplies, paper products, copier expenses, software maintenance, and other school purposes. The voluntary nature of the donation must be clearly stated in the request for the donation. Non-payment of requested donations cannot be used against a student and the student must be provided the same instructional items as if payment was made on behalf of the student.

Donations may be requested for general school purposes, including communication services, additional personnel services approved by the school board, playground upkeep, equipment, maintenance, student lunches, etc. The voluntary nature of the donation must be clearly stated in the request for the donation and a student must be provided the same instructional items as if payment was made on behalf of the student.

Schools that allow events during the school day that charge admission to students should provide admission to a non-paying student to avoid subjecting the student to embarrassment or ridicule.

Teachers have no authority to request or accept student fees, contributions, or donations without the approval of the principal, unless directed by the local superintendent. The principal or the local superintendent should approve requests to collect school fees, contributions, and donations.

Actions taken against a student for non-payment of student fees, contributions, or donations including the withholding of grades, report cards, transcripts, diplomas, honor rolls, participation in graduation events and student recognition events, membership in honors organizations, and other actions that would subject the student to embarrassment or ridicule, are prohibited.

The local school board office can provide guidance on collections from students for meals, snacks, and refreshments; library fines; student parking; charges for participating in extra-curricular activities; summer school; day care; weekend, before school and after school programs; dual enrollment programs; tutoring; and, requests for donations from school vendors.

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FIELD TRIPS

Voluntary contributions may be requested to pay the costs of transportation, meals, or admissions charges for field trips. The voluntary nature of the contributions must be clearly stated in the request for the field trip costs. Non-payment of requested contributions for field trips cannot be used against a student and the student must be provided the same participations as if payment was made on their behalf.

Field trips during the school day cannot generate a profit but a per student amount that exceeds the individual student costs, if the cost is not being paid by private sources or non-public school funds, may be requested to provide the funds for non-paying students. Additional costs should be considered when calculating the per student field trip amount to accommodate for non-paying students.

Bookkeepers should assist the teacher with calculating the per student cost of the field trip. Make sure that admission, food cost (if any), mileage, bus driver's pay, substitute pay, nurse expenses including substitute, and costs for non-paying students are considered when calculating the per student cost. The cost should be calculated to cover the expenses for the field trip as closely as possible without making a profit.

Information about the field trip to parents and guardians should include plans for the disposition of excess field trip funds including the cancellation or postponement of the field trip; A student's inability to participate in the field trip due to absence, illness or disciplinary actions; and, requirements to receive a refund for the field trip payment.

Food of minimal nutritional value may not be purchased for field trip meals.

Student trips that extend overnight, are held outside of school hours, or are held on a day that school is not in session are considered extra-curricular activities and are not subject to the requirement to provide participation for non-paying students.

Expenses for field trips should be charged to the following general ledger numbers:

Admissions/Food	12-5-1100-389-cctr-7101-0-4400-0000
Fuel for buses (ck to BOE)	12-5-4150-391-cctr-7101-0-4400-0000
Charter buses	12-5-4150-392-cctr-7101-0-4400-0000

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Filing Monthly Accounting Data

Create tabs for each of the following categories to be filed in a folder for each month.

1. Bank Reconciliation
2. Cash Receipts
3. Journal Entries / Transfers
4. Invoices / Checks
5. End of Month Reports
 - a. Inventory Control and Transfers to BOE-file reports to show that these have been checked and balanced each month.
 - b. Principal's Report
 - c. Detailed Activity Report
6. Change Cash-function 0115-Make sure this is balanced each month

In addition to the reports listed above you should look at the following reports each month.

1. Verification Report
2. Trial Balance by source of funds 7101-7501
3. Budget Analysis Report

Month end procedures should be completed by the end of business on the 1st of the month. If this is not possible you should make arrangements with the LSA Supervisor.

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LOCAL SCHOOL ACCOUNTING MONTHLY CHECKLIST

SCHOOL: _____ CCTR _____ MONTH _____

- Monthly Extract Report**
- Principal's Report** Signed by Principal Negative Balances?
- Bank Reconciliation** Signed by Principal Include J/E listing
- Bank Statement** Signed by Principal
- General Ledger Reports I & II – By Source of Funds**

<input type="checkbox"/> # I – Inventory Control → FUND 12-32 → FUNC All → OBJ CODE 491-599 → CCTR cctr → S FUNDS 7101-7501 → APPR YR 0 → PROG CODE All → USER All → FIS PERIOD Current → DETAIL ? Yes → SUP ZEROS No	<input type="checkbox"/> Inventory Control Documentation <u>Include copy of supporting documentation for items purchased.</u> → Purchase Order → Invoice → Check → Fixed Asset Inventory Sheet (completed) *An Inventory Control Tag will be issued & returned for item(s) listed.
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<input type="checkbox"/> # II – Trans to BOE → FUND 12-32 12-32 → FUNC 5-9910 5-4150 → OBJ CODE 923 391 → CCTR cctr cctr → S FUNDS 7101-7501 7101-7501 → APPR YR 0 0 → PROG 9700 4400 → USER All All → FIS PERIOD Current Current → DETAIL ? Yes Yes → SUP ZERO No No	<input type="checkbox"/> Invoice by Vendor-St. Clair Co. BOE → Print Report for Paid Invoices- Current Month Only → Verify Match with General Ledger Reports II – Invoice by Vendor report should equal the total of the two reports. If reports do not equal, make corrections before sending to Central Office.
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- Detailed Activity Report / Include Open Purchase Orders-print 2 copies**

Distribute at the local school as follows:

- #1 – Bookkeeper's Office for Audit Purposes-File with monthly reports
- #2 – Activity Sponsor (Teacher, Coach Sponsor, etc.)

Bookkeeper Signature: _____ **Date:** _____

Month end procedures should be completed by the end of day on the 1st of the month. Please notify the LSA Supervisor at the central office when you have completed month end so that the following month's books can be opened.

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FUNDRAISERS

The Principal must approve each school fundraising activity conducted by students, teachers, or school employees. Elementary school students must not be involved in any door-to-door solicitations or sales. **No fundraisers may sell foods of minimal nutritional value during the school day.** A **Projected Fund Raiser Approval** form (see below) must be approved by the Principal prior to the start of the fundraising activity.

Approved fundraising activities must comply with financial procedures for school funds, including:

1. All funds collected must be delivered to the bookkeeper's office for a master receipt. **Do not cash checks from collections.**
2. Income from fundraisers must be deposited daily. Teachers and sponsors of fundraisers should be reminded not to hold fundraiser income until the fundraiser is complete.
3. All fundraising expenses, including sales awards to students, must be approved by the Principal for payment by check.
4. A school employee cannot receive a gift or gratuity for the fundraising vendor.

Upon completion of the fundraising activity, a **Fundraiser Profit/Loss** form (see below) must be submitted to the Principal to document the result of the fundraiser.

The bookkeeper should keep a folder or binder with all fundraiser documentation for the year. Approval forms should be completed prior to the start of the fundraiser. Profit/Loss forms should be completed soon after the fundraiser is over. Keep all documentation for each fundraiser together and filed in the folder/binder for auditing purposes.

St. Clair County Board of Education Local School Accounting Manual

PROJECTED FUND RAISER APPROVAL

School _____

Projected Date(s) of Event/Sale: _____

Projected Event/Sale: _____

Teacher/Sponsor: _____

Funds from fund raiser will be used in the following manner:

Projected total amount to be raised: \$ _____

Projected expenses of fund raiser: \$ _____

Projected profit: \$ _____

Signature of Teacher/Sponsor

Principal Signature

St. Clair County Board of Education Local School Accounting Manual

FUNDRAISER PROFIT/LOSS

School: _____

Date(s) of Event/Sale: _____

Event/Sale: _____

Teacher/Sponsor: _____

Club/Organization Name (if applicable): _____

Required Documentation:

Attach a Detailed Activity Report
Highlight all entries for this fundraiser
Enter deposit and expense totals as noted

Total amount deposited from fundraiser: \$ _____

Total expenses of fundraiser: \$ _____

Total Profit/Loss from fundraiser: \$ _____

Signature of Teacher/Sponsor

Principal Signature

Funds

Public v Non-Public

The funds maintained at the local school can generally be divided into two major categories:

- ♣ Public (Fund 12)
- ♣ Non-Public (Fund 32)

Public funds are restricted to the same legal requirements as funds maintained by the Board of Education. Examples include:

- ♣ **General Office/ General Fund** – generally consisting of appropriations from the Board, grants, local contributions, vending machine proceeds, commissions from pay telephones (if used), restricted donations, proceeds from public fundraisers (picture sales, animal show, coupon books, etc.) and other miscellaneous revenue. It's primary purpose is to pay for the general operation of the school and is totally controlled by the Principal.
- ♣ **Library** – accounts for late charges on returned library books, funds collected for lost books, and expenditures incurred for purchasing books.
- ♣ **Athletic** – gate receipts are considered public funds. If fundraiser monies are deposited into the same account/activity with gate receipts, all funds become public. Parking receipts for athletic events are also considered public. *However, the Board has granted to principals the approval to enter into yearly contracts with booster organizations to provide for the use of public property after school hours for non-public fundraiser activities in exchange for reasonable consideration. (See Guidelines for School Related Organization).*
- ♣ **Concessions** – accounts/activities for proceeds from concession stands operated at athletic events. If the school purchases the supplies and retains the proceeds, it is considered public. If a booster organization buys the concession supplies and retains the proceeds then it is considered non-public, and is not likely reflected on the local school financial records.
- ♣ **Dues and Fees** – school imposed dues for certain non-required academic courses. All fee revenues collected should be used to cover the costs associated with the class for which the dues and fees are collected.
- ♣ **Parking or Locker Fees** – these funds should be used to cover the costs associated with maintaining the school parking lot and lockers. Excess amounts remaining after costs are paid can be transferred to the General Fund with the approval of the CSFO. See form in Internal Transfer section.
- ♣ **Grants** – all grants from legislative representatives are from a public source (tax derived) and are therefore considered public.

Funds

Public v Non-Public

Non-public funds are restricted only to the intent and authorization of the appropriate sponsors and officers. If an organization or parent group raises or collects funds and determines how they will be expended, the funds are non-public. Examples include:

- ♣ **Clubs and Classes** – these funds normally consist of self-imposed fees and not school required fees. In other words, the participants usually set their own fees to participate in the club and/or class. The most common types are FHA, Senior Class, Student Government Association, Science Club, Spanish Club, Beta Club, Cheerleaders, Band, etc., as long as these activities do not collect monies that are considered public funds.
- ♣ **Other School Related Organizations** – Parent or parent/teacher organizations can have the organization’s funds in the school accounts. These organizations are governed by officers elected by its members. PTO, PTA, Band Boosters and various athletic booster clubs are considered school related organizations. (See section on School Related Organizations)
- ♣ **Donated Unrestricted** - if contributions are made with no restrictions by the donor, they may be placed in any non-public activity.

Food purchases – PUBLIC

All day professional training (working lunch)	Yes
Open House attended by the general public	Yes
After school staff meeting	No
Pizza party for a classroom	No
Candy rewards for students	No
Staff meeting the day before/day after the school year	No

ALLOWABLE purchases from PUBLIC funds

- ✓ Expenditures for pictures/decorations/flower arrangements for the office
- ✓ Refreshments for an open house that the general public would attend
- ✓ Athletic receipts may be expended for pre-game meals for the athletic participants and coaches (principal and/or parents excluded)
- ✓ Banquets honoring persons making significant contributions to the school system
- ✓ Transportation to/from events related to a student’s school sport, if related to a school sponsored activity
- ✓ Academic incentives for students

Funds

Public v Non-Public

- ✓ Professional development training
- ✓ Memberships in professional organizations
- ✓ School landscaping, maintenance and furnishings

NOTE: Trophies, championship rings and banquets related to athletics are *not* currently viewed as an allowable expenditure of public funds. However, trophies and all other expenditures relating to an athletic tournament may be paid from tournament entry fees. Entry fee money for these events are to be placed in a public athletic tournament activity set up to handle all tournament income and expenses. If two tournaments are running consecutively, it is suggested that two activities be set up for accountability purposes. After each tournament is complete and all expenditures are complete any remaining funds left in the activities must be transferred to the appropriate public athletic activity.

IMPORTANT: If all funds are maintained in one bank account and separate accurate bookkeeping is not maintained for each activity then the non-public funds would be commingled with public funds and as a result would be considered public funds.

UNALLOWABLE purchases from PUBLIC funds

- | | |
|------------------------------------|-------------------------------------|
| Gift items for staff birthdays | Dues to private clubs |
| Flowers for staff and/or family | Alcoholic beverages |
| T-shirts for office staff | Meals for spouses |
| Staff Christmas party/gifts | Food items for the teacher's lounge |
| Christmas cards | Coffee/cups for teacher's lounge |
| Donations to various organizations | |

DO NOT transfer public funds to a non-public activity

DO NOT transfer non-public to public activity (expend from non-public activity)

DO NOT expend public funds for personal items for faculty/staff

DO NOT spend public funds for flowers, cards or food when it relates to a death/illness for staff or students

DO NOT classify an activity as non-public to circumvent public fund restrictions

DO NOT expend public funds on clothing/uniforms for coaches unless the item(s) stay at the school during the off-season and is accounted for with an inventory sign in/out form.

DO NOT pay a school employee, substitute or retiree directly for services. Any payment due for service provided must be submitted to the Board with payroll.

St. Clair County Board of Education

Internal Audit of LSA Records

From time to time a school will be asked to submit financial records to the Central Office for a spot check. This monitoring process is initiated by the Superintendent as a result of previous audits of local school records by the Examiners of Public Accounts. This monitoring process serves to alert the Superintendent of any irregularities in local school accounting procedures in order to correct the irregularities.

**Irregularities in local school accounting records rarely occur
and most are unintentional!**

The school secretary/bookkeeper assumes the responsibility to make sure that all records are in order for every financial transaction of the school. The guidance and support of the school principal is vital to the successful operation of local school accounting.

As the Superintendent, or his/her designee, reviews the records, notes are made in order to assist the local school secretary/bookkeeper. The goal of the monitoring process is to remediate procedures. If a problem exists it can easily be corrected in the current fiscal year. Once a fiscal year is closed, the records are open to audit by the Examiners of Public Accounts. If an omission or error is not corrected before closing the fiscal year an audit finding may result.

The principal and school secretary/bookkeeper are notified of the results of the spot check. If a potentially serious problem(s) is found, a follow-up review will be made using the results of the previous review as a guide.

REF: Spot Check of LSA Records – February 2002

St. Clair County Board of Education

Internal Audit of LSA Records

SCHOOL: _____ CCTR _____ DATE _____

I. CONTROL OF RECEIPTS

CASH RECEIPTS

- Review teacher receipt book – Compare with master ledger
- Funds delivered to office in timely manner by teacher(s)
- Funds receipted in timely manner
- Master Receipt issued to individual teachers
- Receipt page marked to indicate
 - Date receipted in office
 - Master receipt number issued
 - Amount of total amount remitted to office
 - Initials of person that receipted money in office
- Funds deposited in timely manner
- C/R posted to McAleer in timely manner
- C/R posted to correct journal number
- Posting date properly used – C/R report reviewed
- Collection of funds traced from teacher receipt to bank statement
- Individual teacher(s) receipt page/books may be requested for review

RECEIPTS ISSUED TO TEACHERS & MASTER RECEIPTS

- Log for assignment of teacher receipt pages/books maintained
 - One copy of completed page to teacher
 - Hard copy of completed page to office master file
- All receipt pages accounted for at all times
- Master receipts issued returned to individual that turned in funds
- Master receipt of funds traced to bank statement

Principal _____ Date of Review _____

Bookkeeper _____ Date of Review _____

Central Office _____ Date of Review _____

Review - Page 1

St. Clair County Board of Education

Internal Audit of LSA Records

II. CONTROL OF EXPENDITURES

PURCHASE ORDERS

- Detailed requisition attached / quantity, item description, unit cost
- Requisition signed by person requesting purchase
- Complete vendor information
- PO issued before purchase made
- Signed by principal
- PO signed by principal before purchase made
- PO entered to encumber against activity funds in a timely manner
- Purchase Order Register maintained

ACCOUNTS PAYABLE

- Review A/P records
- Supporting documentation attached
 - Requisition
 - Purchase Order
 - Packing Slip
 - Invoice
 - Marked Paid
 - Date Paid
 - Check Number
 - Journal Number Identified
 - Journal Number properly utilized
 - Check / Copy of check issued

CHECKS

- All checks accounted for at all times
- Checks properly voided/spoiled
- Checks issued in numerical sequence

St. Clair County Board of Education

Internal Audit of LSA Records

FUNDRAISER – Proper documentation maintained?

- Permission to conduct fundraiser
- Funds to office reports
- Profit / Loss Statement on completed fundraisers

TICKET SALES – Any used ticket rolls that need verification?

- Sent to Central Office weekly for verification?
 - (This will not apply to all sites)
- Proper reconciliation procedures followed
 - Change cash
 - Ticket verification (new rolls included)

CHANGE CASH

- Records maintained for all instances when change cash is utilized
- Change Cash check issued for each home event
- Change Cash check re-deposited in a timely manner

1099 VENDORS

- Issued for individuals paid in excess of \$600 for services rendered
- Vendors Social Security = Vendor ID / marked 1099 Vendor?
 - Excludes vendors / 63-xxxxxxx = Federal ID

ACTIVITY REPORTS (Detailed) DISTRIBUTED?

- #1 – Principal’s Office – prepare a data binder for this purpose
- #2 – Bookkeeper’s Office for Audit Purposes
- #3 – Activity Sponsor (Teacher, Coach, Sponsor, etc.)

RECORD KEEPING / FILING

- Accounting files behind locked door and/or in locked file
- Blank checks safeguarded w/locking drawer, file, etc.
- Checks filed numerically in the month generated
- Cash receipts reports filed chronologically in the month generated
- Validated deposit tickets attached to cash receipt reports
- Monthly reports printed and filed

SEGREGATION OF DUTY

- Mail opened by _____
- Money received in office receipted by _____
- Deposits prepared & posted by _____
- Deposits delivered to bank by _____
- Deposits made on a daily basis _____

St. Clair County Board of Education

Internal Audit of LSA Records

III. OTHER ITEMS NOTED for information/survey purposes only

LOCATION OF BOOKKEEPER OFFICE

- Main office area – wide open space with no privacy
- Separate office connected to main office area – door that locks
- Other _____

OFFICE ASSISTANT

- Full Time
- Part Time
- Student office aide(s)
- None

TECHNOLOGY

- Computer up to date with minimum of Windows 98 or Greater
- Print Services for Accounting _____Dot _____Laser
- Email service available
- Instant Message service available

PROFESSIONAL DEVELOPMENT

- Additional Training Requested
- _____
- _____
- _____

Additional Comments

- _____
- _____
- _____
- _____
- _____

St. Clair County Board of Education

Internal Audit of LSA Records

IV. OTHER ITEMS that may be requested for review

FIRE DRILL / SEVERE WEATHER DRILL

REF: Policy EBBC – Emergency Drills
Memo 02032006 – Butler

- Drills held according to Board Policy**
 - (attach copy of documentation)

- LOG maintained for drills**
 - YES Location _____
 - NO

- FIRE DRILL – most recent**
 - ✓ DATE _____ TIME _____

- FIRE ESCAPE DIAGRAMS**
 - ✓ RM _____ RM _____ RM _____ RM _____

- SEVERE WEATHER DRILL – most recent**
 - ✓ DATE _____ TIME _____

- SAFE-PLACE DIAGRAMS (for severe weather)**
 - ✓ RM _____ RM _____ RM _____ RM _____

St. Clair County Board of Education

Local School Accounting Manual

www.alsde.edu

Sections – LEA Financial Assistance

LEA Financial Assistance

Barry Kachelhofer, Coordinator - barryk@alsde.edu

Phone: (334) 242-9914

LEA Financial Assistance is responsible for reviewing and approving local school system budgets, program applications, amendments, financial statements, various state and federal program expenditure reports, as well as disbursing state and federal funds. Other activities include technical assistance and training for local school personnel in fiscal planning, budgeting and reporting; preparing financial and statistical reports to various state and federal agencies; answering requests regarding school system finances; and calculating major federal formula grant allocation amounts to local school systems.

- [Accounting Manual](#)
- [Budget](#)
- [Budget Hearings](#)
- [Financial Statement](#)
- [Allocations](#)
- [Classroom Instructional Support](#)
- [Coding Guidance](#)
- [Forms - IDEA](#)
- [Forms - Other](#)
- [Statistical Data](#)
- [No Child Left Behind](#)



Supported By: Alabama Dept. of Education/Information Systems Services

Primary Contact: [Barry Kachelhofer](#) or (334) 242-9914

Technical Support Only: [Web Administrator](#)

St. Clair County Board of Education Local School Accounting Manual

www.alsde.edu

Sections – LEA Funding and Accountability

LEA Funding And Accountability

Dennis Heard - dheard@alsde.edu

Phone: (334) 242-9747

Responsible for the determination of state appropriations to Alabama school systems and ensures accountability requirements for school systems as mandated. Activities include K-12 and State Department of Education funding, budget planning, local education agency audits, warrants, and technical assistance to local school systems.

- [Purchasing Cards](#)
- [GASB Statement No. 34](#)
- [Certified Chief School Finance Officers](#)
- [LEA Audits](#)
- [Rules of the State Board of Education](#)
- [Employee Leave Laws](#)
- [Local School Finance](#)
- [Miscellaneous](#)



Supported By: Alabama Dept. of Education/Information Systems Services
Primary Contact: [Dennis Heard](#) or (334) 242-9747
Technical Support Only: [Web Administrator](#)

St. Clair County Board of Education Local School Accounting Manual

LOCKER AND PARKING FEES

Funds collected from students for locker and parking fees must be used to cover the costs associated with maintaining the student lockers and parking lot first. Excess funds collected for locker and parking fees must be transferred to another activity (preferably the general fund) before being spent.

Before transferring funds from the locker or parking activity you must have approval from the CSFO. See the instructions and form in the Internal Transfers section.

St. Clair County Board of Education

Local School Accounting Manual

Principal's Fiscal Responsibility

The position of Principal carries with it the full responsibility for ALL financial matters relating to the school. It is imperative that the Principal gives his or her personal attention to the collection, expending, documenting, recording, and overall supervision of everything relating to the financial affairs of the school. The Principal has the responsibility for collecting and disbursing all monies in a manner approved by the local board of education and in accordance with generally accepted accounting principles and procedures.

Following are some general rules regarding the financial affairs of the schools. These rules, as well as the accompanying procedures and policies will be subject to audit.

- 1. School funds will be receipted and deposited in the school account daily.**
- 2. Expenditures will be paid by check and supported by proper documentation.**
- 3. Purchases will be approved by the Principal (with a signed purchase order) before the purchase is made.**
- 4. Accounting records will be posted daily.**
- 5. Bank statements will be reconciled monthly.**

St. Clair County Board of Education Local School Accounting Manual

- 6. Monthly Financial reports reflecting accurate balances and activities of the accounts of the school will be reviewed and approved by the principal.**

The Principal must be familiar with all local school financial policies so that he or she will not permit practices contrary to the policies. The Principal is directly responsible in the handling of monies received at the school. **It is the ultimate responsibility of the Principal for any shortages resulting from the failure to follow, or to require others to follow, the financial procedures for the handling of school monies.**

St. Clair County Board of Education

Local School Accounting Manual

PROPERTY MANAGEMENT

The Superintendent or designee shall maintain an adequate and accurate record of all tangible personal property of the St. Clair County School System. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number, and shall be consistent with all controlling requirements of Alabama statutes and rules. School inventories shall be verified by administration at the Superintendent's direction.

- I. All equipment that has a value or cost specified by the St. Clair County Board of Education shall be listed.
- II. Property inventories shall be performed annually. It shall be each principal's duty to designate a person to make an annual inventory of all school property within his/her building(s). This report shall include recommendations for the disposition of obsolete and surplus equipment and equipment beyond economical repair. Such inventory shall be verified by the central office and filed with the central office either at the time designated in writing by the property control officer or at the time of any principal's resignation.
- III. Any incoming principal and the facilities supervisor shall make an inventory of all school equipment when the new principal assumes the duties of the position. This inventory shall be checked against the last inventory made at the school and a report shall be filed with the central office to identify any shortages or discrepancies.
- IV. The principal shall also be responsible for inventories of properties not listed in section I above such as library books, films and tapes, and other materials as deemed appropriate. These inventory records shall remain on file in the individual school.
- V. The Superintendent shall prescribe the procedures for the accountability of property.
- VI. All equipment purchased by the various school organizations or by outside organizations for school or system use shall become St. Clair County Board of Education property and shall be recorded and inventoried in the same manner as all other equipment of a similar nature.
- VII. The Superintendent or designee shall maintain a current and perpetual inventory of all stock in the St. Clair County Board of Education warehouses and shall file an annual end-of-the-year report of the count and value of such items with the finance department.

Public Fund Journal Codes

Revenue

Admissions	12-4-7110-000-cc-7101-0-0000-0000
Money received from ticket sales or charges for admission for athletic events, school plays, band concerts, etc. (Athletics – only your school’s portion of the gate receipts if coded as admissions – see Athletics for more information)	
Concessions	12-4-7180-000-cc-7101-0-0000-0000
Money received from sale of concessions at school-sponsored events and proceeds from vending machines	
Commissions	12-4-7220-000-cc-7101-0-0000-0000
Money received directly from a vendor as a portion of the gross receipts from a school-sponsored event such as athletic contracts, school pictures or vending machines	
Fines and Penalties	12-4-7300-000-cc-7101-0-0000-0000
Money received for overdue library books, lost or damaged textbooks, parking fines, etc.	
Fund Raiser	12-4-7340-000-cc-7101-0-0000-0000
Money received from candy sales, t-shirt sales, carnivals, fall festival, field day, or any other activity. School assemblies for which an admission is charged should also be credited to this number.	
Interest	12-4-6810-000-cc-7101-0-0000-0000
Sales	12-4-7420-000-cc-7101-0-0000-0000
Money received from the sale of items from a school store, school newspaper, or yearbook sales.	
Donations	12-4-7430-000-cc-7101-0-0000-0000
Money received from outside donors such as parents, banks, local businesses, civic organizations, or other community stakeholders. Any money received from a local PTO/PTA, etc., should be credited as a donation. Money collected for a field trip is also credited as a donation.	
Accommodations	12-4-7440-000-cc-7101-0-0000-0000
Money received and passed through the school’s books to an outside party for items such as <i>Jump Rope for Heart</i> , <i>Math-a-Thon</i> , etc. The exact amount collected is the exact amount expended.	
Grants	12-4-7380-000-cc-7101-0-0000-0000
Money received from an outside donor through an application process that stipulates the manner in which the funds will be expended	
Liabilities	12-2-0269-000-cc-7101-0-0000-0000
Portion of gate receipts for athletic events that will be passed on to another school/group.	

Public Fund Journal Codes

Expenditure

Postage	12-5-2310-364-cc-7101-0-8230-0000
Supplies – General Office	12-5-2310-471-cc-7101-0-8230-0000
Supplies – Instructional Classroom	12-5-1100-411-cc-7101-0-PROG-0000
Grade K – 1100 1-6 Elementary – 1200 7-12 Secondary – 1500 Vocational-3800	
Supplies purchased for use in the classroom. Including, but not limited to, Weekly Reader, chalk, markers, pencils, scissors, construction paper, and other items of a nominal cost.	
Equipment – General Office	See “INVENTORY”
Equipment – Classroom	See “INVENTORY”
Dues/Fees Professional Organizations	12-5-2310-629-cc-7101-0-8230-0000
Equipment Repair (instructional)	12-5-3400-341-cc-7101-0-8340-0000
Items for Resale	See “FUND RAISER”
Payment for products purchased that will be or have been sold for a profit – drinks, snacks, items for school store, t-shirts, pictures, yearbook payments, trophies for talent show, payments for assemblies, etc.)	
Travel/Training	12-5-2310-389-cc-7101-0-8230-0000
All related expenses for seminars/workshops for school administration (principal, assistant principal, counselor, secretary, etc.)	
Instructional Staff Development	12-5-2215-389-cc-7101-0-8220-0000
All related expense for seminars/workshops for teachers and teacher aides.	
Athletic Officials / Referees	See “ATHLETICS”
Security	12-5-3100-399-cc-7101-0-8300-0000
Accommodations	12-5-9800-699-cc-7101-0-PROG-0000
Athletics will use 4500 program code, other activities use 4400 program code	

St. Clair County Board of Education

Local School Accounting Manual

PURCHASING

Purchase Orders

The Principal should approve all expenditures that will be paid from school funds. A purchase orders allows the Principal to approve expenditures prior to purchase. A purchase order provides protection to the vendor for not charging Alabama sales tax on the school's purchases. Prior to the purchase or ordering of any materials, supplies, or equipment an approved purchase order must be obtained. An approved purchase order is a computer generated form with a purchase order number and the signature of the school principal.

Teachers/Sponsors should fill out a school requisition form (request to purchase) listing items that they wish to purchase. This form will be given to the bookkeeper, for approval by the principal, once it has been confirmed that the activity has sufficient funds for the purchase. After the principal approves the purchase the bookkeeper will issue a purchase order and have the principal sign it. Once the purchase order has been signed the merchandise may be ordered or purchased.

Invoices for any materials, supplies, or equipment ordered or purchased without first obtaining an approved purchase order from the school bookkeeper can become the responsibility of the person who made the purchase.

Purchase order numbers should be reset at the beginning of each fiscal year and should include the school prefix, last two digits of the fiscal year and then begin with 0001. (Example SE11-0001)

Invoices

An invoice should be obtained for each purchase before payment is made. An IRS form W-9 should be completed and maintained on file for each individual or vendor that qualifies for IRS Form 1099 reporting. The vendor invoice should include the date (dated after the purchase order), the pre-printed name and address of the vendor, a description of the purchase, an itemized listing of items purchased and item price, shipping and handling

St. Clair County Board of Education

Local School Accounting Manual

charges and the total amount of the purchase. Do not pay vendors from an account statement, only from a detailed invoice. Unless provided in another document, such as a packing slip or an email to confirm receipt of all merchandise, the school employee receiving the items should sign the invoice to verify that items have been received.

The invoice should be matched with the applicable purchase order before payment is made.

Expenditures

Payments for school expenditures should be made from the school's checking account. The Principal should sign all checks. No signature stamp may be used in place of the Principal's signature on the check. Local board policy provides for co-signatures and/or a designee to sign checks in the Principal's absence. The school bookkeeper can be a co-signer on the account but should never be the sole signatory or allowed to sign on behalf of the Principal. The following procedures should be followed at all times:

1. Do not write checks to "Cash".
2. Do not sign checks that do not contain the check recipient's name and amount of check.
3. Do not pay for items in advance of receipt of materials, supplies, or equipment.
4. Invoices and supporting documents should be provided with the check to be signed.
5. Vendors should be paid in a timely manner, at least bi-weekly. Late charges, penalties, and interest should be avoided by making payments by the due date.
6. Checks should be used in numerical order.
7. Checks must be secured at all times.
8. Voided checks must be retained for audit purposes.
9. Sales tax should not be paid on purchases from in-state vendors unless the items do not qualify for the sales tax exemption (school pictures, class rings, hotel accommodations).
10. School employees may not use the school's sales tax exemption for personal purchases.
11. Checks outstanding more than 60 days should be investigated.

Receipting Procedures

Receipts must be pre-numbered from the vendor.

Receipt pages are suggested, however, receipt books will also work as long as they contain pre-numbered receipts.

All receipts should be processed using the Receipt Module in the accounting software.

Receipt pages must be disbursed in the following manner:

- ✓ A log must be maintained containing the following information:
 - Receipt page control number assigned
 - Teacher/sponsor/individual the receipt page is assigned to
 - Beginning and ending number of receipts on the receipt page
 - Date receipt page is assigned
 - Date the completed receipt page is returned to the office (incomplete receipt pages with blank receipts that are returned to the office at the end of the school year or fiscal year can be reassigned to the same teacher/sponsor in the new year)

Receipt books must be disbursed in the following manner:

- ✓ Each receipt book must be numbered on the front cover in permanent ink
- ✓ A log must be maintained containing the following information:
 - Number of receipt book assigned
 - Teacher/sponsor individual receipt book is assigned to
 - Beginning and ending number of receipts in the receipt book
 - Date receipt book is assigned
 - Date receipt book is returned to the office (for end of school year, fiscal year, or issuance of a new receipt book)

There is no need to issue separate receipt pages/receipt books to a teacher/sponsor for various activities. (Receipt books may be issued for multiple activities such as donation money, field trips, assemblies etc.

Individual receipts must be written for money collected in amounts over \$10.00. If less than \$10.00 is collected from students the \$10.00 and under form can be used and one receipt can be written for the total amount collected.

Receipting Procedures

No money should be left in the classroom overnight. The teacher is responsible for all monies collected until turned in to the office. Funds should not be held until all money is collected for an activity, fund raiser or other purpose. According to board policy, teachers are responsible for turning receipt books in to the office each day when funds are collected.

Receipting Procedures:

1. Teacher collects money from student
2. Teacher writes student a receipt for money received unless amount being collected is \$10.00 or less. If so, the \$10.00 and under form can be used and one receipt can be written for the total amount collected.
3. **For auditing purposes, teachers MUST write the receipt number in the corresponding box on each receipt issued so that the receipt numbers will be recorded on the office copy of completed receipt pages.**
4. A receipt book balancing form must be filled out to accompany the receipt book and funds turned in to the office. (See attached below)
5. Teacher gives receipt page / book and money collected to the office for deposit
6. Office verifies that receipts written since last deposit equal the amount of money given to the office
7. Office initials the receipts written since last deposit equal amount of money given to office
8. Office issues receipt to each teacher for amount deposited within 1 business day
9. Office attaches receipt issued to the receipt page / book for future reference
10. Receipt page / book is returned to teacher for use the following day

A master receipt should be written by the designated office employee for all checks received in the mail and given to the bookkeeper for deposit.

Receipt page / book must be returned to the office, along with money collected, each day for deposit.

VOIDING RECEIPTS

Original receipt must be marked VOID and attached to the copy of the receipt on the receipt page / book. A receipt may not be voided without the original receipt.

Funds receipted must be deposited intact as collected. DO NOT CASH CHECKS WITH FUNDS RECEIVED.

Receipting Procedures

FUNDS COLLECTED \$10 .00 AND UNDER

DATE _____ HOMEROOM _____

TEACHER _____

EVENT _____

STUDENT NAME	INITIAL	AMOUNT
1		
2		
3		
4		
5		
6		
7		
8		
9		
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TOTAL		

OFFICE USE ONLY

AMOUNT	RECEIPT #	DATE	INITIALS

Receipting Procedures

The following procedures should be followed when the bookkeeper is away from the school for 1 to 2 days:

1. An announcement should be made first thing in the morning to the teachers that the bookkeeper is away from the school.
2. Teachers should receipt funds collected as usual, but funds should be placed in a Ziploc bag (provided by the office) with the teacher name on it.
3. When receipt books are delivered to the office all Ziploc bags should be collected by the principal, or a designee, and placed in a night drop bag and put in the night drop at the bank to be picked up, verified, receipted and prepared for deposit by the bookkeeper on their return to school.

In the event that the bookkeeper is out for an extended time, the receipt book funds will be verified and the deposit will be prepared by a person designated by the central office to be the bookkeeper's backup or the Local School Accounting Supervisor from the central office. If possible, arrangements should be made with the backup designee in advance. Copies of the Receipt Book Balancing Forms, turned in with each receipt book, should be made as a reference for the bookkeeper to enter receipts into the accounting software from. The deposit will be made as usual but receipts will be entered into the accounting software and distributed to teachers by the bookkeeper upon their return to the school.

Receipting Procedures

RECEIPT BOOK BALANCING FORM

**THIS FORM MUST BE SUBMITTED WITH MONEY AND RECEIPT BOOK
EACH TIME MONEY IS TURNED IN FOR DEPOSIT**

Date: _____ Teacher's Name: _____ Activity: _____

MONEY RECEIPTED: Check to ensure that the total of all receipts equals the total money received.

Currency Total: \$ _____

Change Total: \$ _____

Checks Total: \$ _____

Total: \$ _____

Please indicate below how money should be distributed to activities.

DUES/FEES FUNDRAISER DONATIONS SPIRIT PACKS FIELD TRIP OTHER

\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____

Name of Fundraiser (if applicable) or Other Activity _____

For Bookkeeper: _____
Receipt Number

PROCEDURES

1. All receipts should be marked to indicate cash or check.
2. All boxes on receipts should be filled in. Use a sharp pen due to carbon copies.
3. For ease in balancing the receipt book, write the check number on the receipt.
4. All currency should be counted and secured in the envelope or bag provided.
(Bills should be facing in same direction and change rolled when possible.)
5. All checks should have student's address and phone number on the front.
6. If any changes need to be made, void the receipt and write a new receipt for student.
Always attach voided receipt to back of page.

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RETURNED CHECK PROCEDURES

The St. Clair County Board of Education has a contract with Envision Payment Solutions, a check recovery service company, for the recovery and collection of returned checks. All checks that are returned to a school's bank account are automatically forwarded to Envision Payment Solutions for collection. Envision Payment Solutions will contact the check writer in regards to collection of the check plus the state allowed collection fee (currently \$30.00). Schools cannot accept payment for any returned checks and should give the following contact information for Envision Payment Solutions to any parents or other check writers with questions concerning returned checks.

Parent Contact Information for Envision Payment Solutions

customerservice@envisionpayments.com

1-877-290-5460 or 770-709-3100

Mailing address: P.O. Box 157 Suwanee GA 30024-9998

Payliance will guarantee payment of all returned checks up to \$75.00, and checks that meet the following criteria up to \$1,600.00:

1. Check returned for NSF, Account Closed or Uncollected Funds
2. Check is returned within 60 days of date on check

Payments for guaranteed checks will be deposited to the schools bank account by EFT on the 1st and 15th of the month. Payment for non-guarantee checks will be made after funds have been collected.

Schools in each community should communicate with each other about frequent NSF check writers.

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Any unpaid returned checks should be shown as an other reconciling item on the bank reconciliation with a description of NSF-name of maker. No entry should be made in your books for EFT deposits from Envision Payment solutions for returned checks-just clear the other reconciliation item for the check(s) paid.

If you have anyone who has issued 2 returned checks to the school or has an unpaid returned check that has not been collected within 60 days they should be placed on a risk list and notified that they will no longer be permitted to make payments to the school by personal check. Bookkeepers are responsible for notifying teachers and necessary staff that checks will no longer be accepted on these individuals.

Any non-guarantee returned checks that have not been collected within a reasonable period of time will be charged-off. Upon notification from the central office to charge off an outstanding returned check you will need to make the following journal entry.

Debit the original revenue the check was deposited to (if original activity does not have sufficient funds you will debit the general fund)

Credit Cash 0000 12-1-0111-000-cctr-7101-0-0000-0000 Public

or 0000 32-1-0111-000-cctr-7501-0-0000-0000 Non-Public

Make sure you remove the other reconciling item on the bank reconciliation

Use description of NSF charge-off/maker name

If funds are later collected by Envision Payment Solutions you will reverse the above journal entry to post the deposit.

Any bank charges for returned checks should be waived by the bank.

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EXAMPLE LETTER-2 NSF CHECKS

May 8, 2009

Check Writer Name
Address
City & State

Mr. or Ms. _____

The St. Clair County Board of Education policy on NSF checks states that schools will not accept checks from individuals who have had two returned checks during the year. Unfortunately you have had two NSF checks returned to our school this year. As stated in board policy we will no longer be able to accept checks from you. Payments to the school for any reason must be made in the form of cash, money order, or cashier's check from this point forward. The St. Clair County Board of Education has an agreement with Envision Payment Solutions for the collection of all returned checks. You must make payment to Envision Payment Solutions for any outstanding NSF checks. You can contact Envision Payment Solutions at 1-877-290-5460 or online at www.customerservice@envisionpayments.com. Please feel free to contact me if you have any questions.

Sincerely,

Your name
School Name Bookkeeper

St. Clair County Board of Education Local School Accounting Manual

EXAMPLE LETTER-OUTSTANDING RETURNED CHECK

May 8, 2009

Check Writer Name

Address

City & State

Mr. or Ms. _____

You currently have an NSF check that was written to our school in the amount of \$_____. This check was charged back to our account on _____ and is still outstanding. Until this outstanding NSF check is paid we will no longer be able to accept checks from you. Payments to the school for any reason must be made in the form of cash, money order, or cashier's check from this point forward. The St. Clair County Board of Education has an agreement with Envision Payment Solutions for the collection of all returned checks. You must make payment to Envision Payment Solutions for your outstanding NSF check. Envision Payment Solutions will then forward payment to us when the check has been collected. You can contact Envision Payment Solutions at 877-290-5460 or online at www.customerservice@envisionpayments.com. Please feel free to contact me if you have any questions.

Sincerely,

Your name

School Name Bookkeeper

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Local School Accounting Manual

SCHOOL RELATED ORGANIZATIONS

Guidelines for School-Related Organizations

The majority of public K-12 schools in Alabama operate under the accreditation standards of the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS/CASI). The *Accreditation Standards 2005* published by SACS/CASI includes in *Standard 2 Governance and Leadership 2.4* the following requirement: **In fulfillment of this standard, the leadership of the school...Controls all activities, including extra-curricular, that are sponsored by the school.** This publication also provides in *Standard 6 Financial Resources 6.15* the following requirement: **In fulfillment of this standard, the school...Controls all funds raised in the name of the school...** Interpretations of these standards, primarily *Standard 6.15*, have created conflicting guidance from various sources relating to the accounting requirements for school-related organizations.

In addition to the requirements of SACS/CASI, the Alabama Department of Education must also consider other factors in providing these Guidelines for School-Related Organizations, including:

- *State laws giving the authority to establish financial and administrative requirements for local schools to the:*
 - *State Superintendent of Education.*
 - *State Board of Education.*
 - *Local Boards of Education.*
 - *Department of Examiners of Public Accounts.*
- *Governmental Accounting Standards Board (GASB).*
 - *Generally Accepted Accounting Principles.*
 - *GASB Statement No. 14 – The Fiscal Reporting Entity.*
 - *GASB Statement No. 39 – Determining Whether Certain Organizations Are Component Units.*
- *Federal legislation.*
 - *Internal Revenue Service.*
 - *Congressionally Chartered Organizations.*

The determination that a particular club or organization is a school activity must be made on a case-by-case basis according to the actual facts and circumstances of the club or organization's operations at a school. The fact that an organization would not exist without the school it supports has no bearing on determining that the organization is a school activity. However, the purpose of these Guidelines for School-Related Organizations is to assist these organizations, school officials, school bookkeepers, auditors, and other agencies in determining the proper accounting for school-related organizations.

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Student Organizations

Student clubs and classes are usually recognized as school activities. The student officers and faculty sponsor operate the organization while the school principal acts in a fiduciary capacity over the organization's funds. The school's accounting records contain a separate account to record the financial operations of each student organization. Income from the student organization is recorded by receipts and deposited in the school bank account. The school principal approves the purchase orders, signs the checks, and maintains the supporting documents for the expenditures.

Some organizations consisting of students from the school may not be school activities. Some students belong to social organizations that operate off-campus. Community recreation leagues may consist solely of the school's students and operate under other entities that are not under the control of the school. Although the activities of these organizations may benefit the school's students, these organizations have a separate employer identification number (EIN), a separate mailing address, and maintain their own records and accounts.

Athletics

School athletics are extra-curricular activities that must be under the control of the school principal. Coaches and other school employees cannot maintain a separate bank account that supports, or benefits from, a school extra-curricular activity. Funds received to support an athletic activity at a school from sponsors, vendors, or other sources must be included in the school's financial records under the fiduciary control of the school principal. Funds from gate receipts and other sources may be recorded in one or more separate accounts for a particular sport in the school's financial records. However, a separate account for each sport is not required. When athletic events are held on locations other than school property, the school principal's control over the financial operations of the event, including ticket sales, concessions, and parking fees, will be determined by agreement with the entity in control of the event location.

Parent Organizations

Parent and parent/teacher organizations provide a vital role in the education of students. In Alabama public schools, the PTA and the PTO are the most common parent organizations. Both organizations have a national organization that serves the individual school organizations. Each of the national organizations publishes guidance for the financial operations of the individual school organizations. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, these organizations will become school activities if:

- a) *Both parties mutually assent to the fiduciary control of the principal, or,*
- b) *A school employee leads fund-raising or maintains the accounting records for the organization.*

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Local School Accounting Manual

Booster Organizations

All school sponsored extra-curricular activities must be under the control of the school. However, booster organizations are often formed to support the operations of these activities in a variety of ways. While providing additional financial support for a particular extra-curricular activity, the volunteers in the booster organizations also enhance community support that often extends to benefit all of the students at a school. Because some of the activities of a booster organization may be intertwined with the extra-curricular activity it supports, some of the organization's activities may be under the fiduciary control of the school principal while other functions of the same booster organization are not school activities. The determination that a particular booster organization is a school activity must be made on a case-by-case basis according to the actual facts and circumstances of the organization's operations at a school. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, these organizations will become school activities if:

- a) *Both parties mutually assent to the fiduciary control of the principal,*
- b) *A school employee, who is associated with the activity supported by the booster organization, serves/holds a leadership position in the organization, or,*
- c) *A school employee leads fund-raising or maintains the accounting records for the organization.*

Specific activities of a booster organization may come under the control of a school principal if:

- a) *The organization collects admission to the school function,*
- b) *The organization operates a concession operation on school property at the school function,*
- c) *The organization collects parking fees for the school function,*
- d) *The organization operates a training camp that includes students of the activity it supports, or,*
- e) *The organization operates an exhibition or competition that includes students of the activity it supports.*

Specific Requirements

Parent organizations and booster organizations that maintain financial operations outside the control of the school could create a negative image for the school by failing to maintain proper accounting controls. Accountability for the funds these organizations control includes an agreement that:

- a) *The organization has obtained an employer identification number from the IRS.*
- b) *The organization provides a report of the annual audit of the organization to the school.*
- c) *The organization makes its financial records available to the school's auditors and authorized school employees upon request.*
- d) *The organization provides required financial reports.*
- e) *The organization provides proof of a fidelity bond for the treasurer.*
- f) *The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.*

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Each school will choose one of the following options in order to meet the accounting requirements of school-related organizations set forth by the State Department of Education.

Option #1 is for all funds generated by school- related organizations to be recorded in the local school's books.

Option #2 is for the principal and the school- related organization's officer to have a signed agreement (see below) of compliance with the Alabama Department of Education's Guidelines for Financial Operations of School-Related Organizations. The principal will accept full responsibility to ensure that all organizations have complied with the signed agreement.

Failure of the principal to ensure that school- related organizations comply with all aspects of the agreement will result in a personal conference with the superintendent followed by official corrective action to be placed in the principal's employment file. At the superintendent's discretion the school could be made to accept Option #1 as the policy to be adopted at their local school.

Failure of the school- related organization to comply with the agreement will result in the club being denied the right to raise money or conduct fund raisers on school property or on behalf of the school or to have Option #1 as the only policy available to the organization.

There should be copies of the following on file at your school for each organization related with the school that has chosen to not have their funds recorded in the schools books.

1. A signed copy of the School Related Organization Agreement (see below)
2. A copy of the employer identification number for the Organization
3. A copy of the fidelity bond for the organization treasurer
4. A copy of the annual audit of the organizations financial records.

All School Related Organizations that do not have their funds recorded in the schools books are required to give 40% of any profits that are made while raising money on school grounds (parking, concessions, fund raisers. etc.) back to the school.

The Local School Accounting Supervisor from the central office will be visiting schools periodically to ensure that all documentation is in order for each School Related Organization. Any non-compliance issues will be reported to the Board of Education.

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Local School Accounting Manual

STUDENT FEES

State laws and administrative rules of the State Board of Education restrict the collection of fees from students:

Alabama Code § 16-13-13 Fees for courses. It is the intent of the Legislature that no fees shall be collected in the future in courses required for graduation. In courses not required for graduation, local school boards may set reasonable fees for courses requiring laboratory and shop materials and equipment, provided, however, that such fees shall be waived for students who cannot afford to pay the fee. **Any funds collected in fees shall be spent on the course for which the fee was levied.** This section shall not be construed to prohibit community groups or clubs from fundraising activities, provided, however, that students shall not be required to participate in such fundraising activities.

Alabama Code § 16-6B-2 Core curriculum. (a) The following words and phrases used in this section shall, in the absence of a clear implication otherwise, be given the following respective interpretations: (1) **REQUIRED COURSES.** Courses which are required to be taken by every student enrolled in public schools in the State of Alabama.

Alabama Code § 16-10-6 Incidental fees in elementary schools. No fees of any kind shall be collected from children attending any of the first six grades during the school term supported by public taxation; provided, that any county or city board of education shall be authorized to permit any school subject to its supervision to solicit and receive from such children or their parents or guardians voluntary contributions to be used for school purposes by the school where such children are attending; provided further, that the provisions of this section shall in no way affect or restrict the right or power of a school board to fix and collect tuition fees or charges from pupils attending schools under the jurisdiction of such board but who live outside the territory over which such board has jurisdiction.

AAR 290-3-1-.02 Driver Education. (a) No fee shall be charged any child whose family is unable to pay the fee. (b) Thirty dollars (\$30) per student, per semester, is the maximum driver education fee to be charged by local boards of education without approval from the State Superintendent of Education. (c) The State Superintendent of Education may approve a higher fee upon the request of a local superintendent approved by the local board of education with sufficient documentation of actual costs in excess of the maximum. (d) Each board of education shall establish criteria by which the ability of families to pay the fee may be determined and submit same to the State Superintendent of Education for approval. (e) Local boards of education shall take reasonable steps to insure that students for whom no fee is required shall not be identified.

In reading the guidance above, it can be noted that academic fees during the regular school term (excluding driver education) may only be charged for materials and equipment used in instructional courses, and that the fees collected may only be used in the course for which the fee was collected. **Actions against a non-paying student, such as withholding grades, report cards, transcripts, academic recognitions, and graduation activities, are prohibited. However, state laws governing textbooks may require the withholding of additional textbooks for a student due to unpaid lost or damaged textbook fines. (See Alabama Code § 16-36-69).**

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TICKET SALES PROCEDURES

Tickets should be sold at all events where admission is charged. Admission events include football, basketball, baseball, softball, volleyball, soccer, wrestling, swimming, track, and other athletic events, as well as, beauty pageants, dances, theatrical performances, talent shows, carnivals, festivals, and other school-related events. The use of tickets for admission events, when properly managed, assures that entrants to events paid the admission fee and that all admission charges are deposited in the school's bank account. Security practices, such as having a ticket collector tear tickets in half, may be necessary at some events to avoid the re-use of tickets by entrants to the event.

All new ticket rolls must be sent to the central office for a ticket verification slip to be prepared and attached to the ticket roll before use.

The Game/Event Ticket Sales form is to be used for all games or events where admission is charged. Each ticket roll is balanced separately on this form. A copy of the ticket verification slip that has the beginning ticket number is attached to the form for the ticket roll that is being used. The top of the form should be completed with the event information, date, and beginning ticket number and keep in the bookkeepers office until the funds from the event are verified. After the event is over the remainder of the form should be completed and signed by the bookkeeper as well as the principal.

The Ticket Sale & Reconciliation form should be filled out and placed in the cash box for the event. The ticket roll #, starting ticket #, and beginning cash in box information in Step #1 on the form should be filled out by the bookkeeper. The person who will be responsible for the ticket box during the event will sign on the "received by" line of the Step #1 section and verify that the beginning ticket number is correct. After the event is over the Step #2 section will be completed by the person who was responsible for the ticket sales to verify the funds in the cash box after the event. All information in the Step #2 section should be filled out completely and signed by the person who was responsible for the ticket sales to verify the cash in the ticket box and the ticket number on the roll after the event. **The cash box, remaining tickets, and Ticket Sale & Reconciliation form should then be turned over to the appropriate school administrator to be delivered to the bank and placed in the night drop.** Step #3 and #4 are completed by the bookkeeper after the bag is picked up from the bank the next day.

A master receipt should be issued by the school bookkeeper to the individual depositing the money for the ticket sales. A separate deposit should be made and a separate master receipt should be issued for the Change Cash.

Any gate money that cannot be deposited the day of the game should be placed in the night deposit at the school's bank until the funds can be verified and deposited.

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All funds collected must be deposited intact. Do not use cash collected or change cash to cash any checks, including school checks issued for officiating, security, ticket sellers, or ticket collectors. All officials and workers must be paid with a school check. NO CASH CAN BE TAKEN FROM THE CASH BOX TO PAY OFFICIALS OR GATE WORKERS.

After the event is over and the funds have been verified and receipted each ticket roll, along with the above forms and a copy of the cash receipt transaction generated by the accounting software, should be forwarded to the LSA Supervisor (at least bi-weekly) at the central office for verification. The forms are checked for accuracy and a new ticket verification slip is prepared with the new beginning number of the ticket roll. The forms and ticket roll are then returned to the person at the school who prepares gate boxes for reuse. No ticket roll can be used until a new ticket verification slip has been prepared and attached to the ticket roll by the LSA supervisor.

CONCESSIONS

Proper accounting for the sale of items from the concession stand is essential. An approved purchase order must be received from the bookkeeper **PRIOR** to ordering items to sale for the concession stand. An approved purchase order is a computer generated form with a purchase order number and the signature of the school principal. All purchase requisitions (request to purchase) must be submitted to the bookkeepers office in a timely manner to ensure adequate time for approval. A minimum of three working days should be allowed for a purchase requisition to flow through the proper channels of approval before becoming an approved purchase order. Upon receipt of items for resale, a designated individual must “check in” all items received.

At the beginning of each athletic event, an accurate inventory must be taken of all items in the concession stand prior to making any sales (see the Inventory Control Report for Concessions). At the end of the athletic event, an accurate ending inventory must be taken of all remaining items.

The Concession Sales Report must be completed and signed by the concession worker at the close of the concession stand to account for the sales from the event. The cash box, completed Concession Sales Report and the inventory reports should be given to the designated school administrator. The administrator must review the reports, count the money, and sign the report verifying the accuracy of the money collected. The cash collected from the concessions sales should be delivered to the bank by the administrator and deposited into the night drop. The following school day, the administrator should return to the bank to collect the bag to be verified by the bookkeeper and included in the school’s daily bank deposit.

The Concession Sales Report and Inventory Control Report must be delivered to the school bookkeeper by the administrator the following school day.

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ACCOUNTABILITY

It is the responsibility of the school principal to ensure that proper financial procedures are followed at all school events. All sales forms and inventory forms for gate admissions as well as concession sales must be submitted to the principal (or his/her designated employee) by the following school day. The principal, or designated employee, must keep accurate financial files of all athletic events.

COMPLIMENTARY PASSES

An Attorney General Opinion stated that the local school board could authorize complimentary passes to certain individuals provided the granting of the passes furthers and enhances school purposes. A Principal cannot issue any complimentary passes without the express authority of the school board. Public employees and officials and their family members receiving a complimentary pass are responsible for compliance with the State Ethics Law.

St. Clair County Board of Education

Inventory Report for Concessions

Date: _____

Game vs. _____

Sport: _____

<u>Items</u>	<u>Menu Price</u>	<u>Beginning Inventory</u>	<u>Ending Inventory</u>	<u>Amount Sold/Used</u>	
<u>Individual Items:</u>					
Bottled Water					
Gatorade					
Coke					
Diet Coke					
Sprite					
Dr. Pepper					
Bagged Chips (individual)					
M & M					
Snickers					
Reese Cups					
<u>Prepared Items</u>					
Weiners					
Hot Dog Buns					
Nacho Cheese					
Peppers					
Nacho Chips					

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Concession Sales Report

Game vs. _____ Date: _____

Location of Concession Stand _____

Group Responsible for Concession Stand _____

Change Cash Received \$ _____ Verified by: _____

Total Sales \$ _____

Amount of \$1 _____

Amount of \$.01 _____

Amount of \$5 _____

Amount of \$.05 _____

Amount of \$10 _____

Amount of \$.10 _____

Amount of \$20 _____

Amount of \$.25 _____

Amount of \$50 _____

Amount of \$100 _____

Total Money in Bag (including change cash) \$ _____

Concessions Worker: _____

Reviewed By (Administrator): _____

Signature of Administrator Receiving Money for Deposit: _____

Ticket Sale & Reconciliation

TICKETS & CHANGE BOX DISTRIBUTION													
STEP #1	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">TICKET ROLL #</td> <td style="width: 33%; border: none;">START TICKET #</td> <td style="width: 33%; border: none;">BEGINNING CASH</td> </tr> <tr> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; height: 20px;"></td> <td style="border: 1px solid black; text-align: center;">\$</td> </tr> <tr> <td colspan="2" style="border: none;">RECEIVED BY _____</td> <td style="border: none;">Date _____</td> </tr> <tr> <td colspan="2" style="border: none;">RECEIVED BY _____</td> <td style="border: none;">Date _____</td> </tr> </table>	TICKET ROLL #	START TICKET #	BEGINNING CASH			\$	RECEIVED BY _____		Date _____	RECEIVED BY _____		Date _____
	TICKET ROLL #	START TICKET #	BEGINNING CASH										
			\$										
RECEIVED BY _____		Date _____											
RECEIVED BY _____		Date _____											
<p>FUNDS RETURNED TO SCHOOL OFFICIAL: (person(s) responsible for cash box/tickets completes this section)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">CASH</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">COIN</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">CHECK</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">TOTAL</td><td style="text-align: center;">\$</td></tr> </table> </td> <td style="width: 25%; border: none;"> <p>TICKETS</p> <p>ROLL # 0</p> <p>START # </p> <p style="font-size: small;">first ticket after event</p> </td> <td style="width: 50%; border: none;"> <p>GATE RECEIPTS/ CHANGE CASH COUNTED BY _____</p> <p style="text-align: right; font-size: small;">Signature of person that was issued cash box / tickets</p> </td> </tr> </table>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">CASH</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">COIN</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">CHECK</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">TOTAL</td><td style="text-align: center;">\$</td></tr> </table>	CASH	\$	COIN	\$	CHECK	\$	TOTAL	\$	<p>TICKETS</p> <p>ROLL # 0</p> <p>START # </p> <p style="font-size: small;">first ticket after event</p>	<p>GATE RECEIPTS/ CHANGE CASH COUNTED BY _____</p> <p style="text-align: right; font-size: small;">Signature of person that was issued cash box / tickets</p>		
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COIN	\$												
CHECK	\$												
TOTAL	\$												
<p>** FOR SCHOOL OFFICE USE ONLY **</p> <p style="text-align: center;">VERIFICATION OF CASH / GATE RECEIPTS / TICKETS RETURNED TO SCHOOL</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">CASH</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">COIN</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">CHECK</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">TOTAL</td><td style="text-align: center;">\$</td></tr> </table> </td> <td style="width: 25%; border: none;"> <p>TICKETS</p> <p>ROLL # </p> <p>START # </p> </td> <td style="width: 50%; border: none;"> <p>GATE RECEIPTS /CHANGE CASH VERIFIED BY _____</p> <p style="text-align: right; font-size: small;">Signature of School Official (not either of the above individuals) Date</p> </td> </tr> </table>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">CASH</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">COIN</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">CHECK</td><td style="text-align: center;">\$</td></tr> <tr><td style="text-align: center;">TOTAL</td><td style="text-align: center;">\$</td></tr> </table>	CASH	\$	COIN	\$	CHECK	\$	TOTAL	\$	<p>TICKETS</p> <p>ROLL # </p> <p>START # </p>	<p>GATE RECEIPTS /CHANGE CASH VERIFIED BY _____</p> <p style="text-align: right; font-size: small;">Signature of School Official (not either of the above individuals) Date</p>		
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Master Receipt #	Activity #												

EVENT _____

DATE _____

TICKETS ISSUED TO: _____

ROLL # _____

ATTACH
 TICKET VERIFICATION
 SLIP HERE

BEGINNING TICKET # (first ticket sold)	<input type="text"/>
-------------------------------------------	----------------------

ENDING TICKET # (last ticket sold)	<input type="text"/>
---------------------------------------	----------------------

TICKET SALES (complete after event)

A) # 1st Ticket on Roll (AFTER EVENT)	<input type="text"/>
B) # 1st Ticket Sold	<input type="text"/>
C) Total Tickets Sold	<input type="text"/>

(A minus B = C)

@ \$ _____ ea = \$
 (due to office)

TICKETS ISSUED TO: _____

ROLL # _____

ATTACH
 TICKET VERIFICATION
 SLIP HERE

BEGINNING TICKET # (first ticket sold)	<input type="text"/>
-------------------------------------------	----------------------

ENDING TICKET # (last ticket sold)	<input type="text"/>
---------------------------------------	----------------------

TICKET SALES (complete after event)

A) # 1st Ticket on Roll (AFTER EVENT)	<input type="text"/>
B) # 1st Ticket Sold	<input type="text"/>
C) Total Tickets Sold	<input type="text"/>

(A minus B = C)

@ \$ _____ ea \$
 (due to office)

CASH RECEIVED

ATTACH
 BOOKKEEPER
 RECEIPT HERE

A) CURRENCY	\$ <input type="text"/>
B) COIN	\$ <input type="text"/>
C) CHECK	\$ <input type="text"/>

TOTAL DEPOSIT \$

OVER / SHORT \$

PREPARED BY _____

DATE _____

PRINCIPAL _____

DATE _____

*Required: Copy of Receipt from school bookkeeper ticket roll verification slip attached to this form. Remaining tickets may not be reused until someone from Central Office verifies the accuracy of this form.

St. Clair County Board of Education

Local School Accounting Manual

TRANSFERS

Internal transfers are used to move funds from one activity to another within the school. All internal transfers should be approved by the teacher/sponsor who has control of the funds before a transfer is made. You should use the Internal Transfer Form (see below) for these transfers. Do not transfer funds between public and non-public activities without prior approval from the LSA Supervisor or CSFO.

Any transfers that are made from an activity that has no teacher/sponsor in control of the funds must have board approval before funds are transferred. These activities include but are not limited to parking, lockers, general fund, fundraisers and principal's account. The Transfer of Funds-Central Office Approval form (see below) should be filled out and sent to the LSA Supervisor at the central office. After approval by the CSFO the form will be sent back to the bookkeeper for the transfer to be made.

**St. Clair County Board of Education
Local School Accounting Manual**

**Transfer of Funds
Authorization Form**

Posting Date: _____

Amount: _____

Transfer from:

	Activity Name	Activity #
--	---------------	------------

Transfer to:

	Activity Name	Activity #
--	---------------	------------

Reason for Transfer:

Signature of Teacher/Sponsor/Club Officer

Principal Approval

FOR OFFICE USE:

Transfer completed: _____

Date	Initials
------	----------

Transfer of Funds

St. Clair County Board of Education Local School Accounting Manual

Central Office Approval

This form is to be used for the transfer of funds from any activity that does not have a sponsor/teacher.

School: _____

Date: _____ Amount: _____

Transfer From: _____
Activity Name Activity #

Transfer To: _____
Activity Name Activity #

Reason for Transfer: _____

Principal Approval

CSFO Approval

Transferred in Computer: _____
Date Initials

TRAVEL EXPENSES

The Board authorizes the reimbursement of professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall not exceed travel and per diem authorized by the Board. Prior approval for all travel shall be obtained before any travel expenses may be incurred. No expenses incurred for school-related trips shall be paid in advance.

Travel Expense In-State

Travel expense incurred to send employees to attend a required educational workshop within the state is an allowable cost. Reimbursement will be limited to only those costs that are considered reasonable. Any expenditure deemed unreasonable may be disallowed. Travel that is necessary and that is directly related to the operation of the St Clair County Schools will be an allowable cost for reimbursement purposes pursuant to the following provisions.

(a) Automobile

1. Reimbursement will be based on a standard mileage rate and will be limited to mileage which is documented by log entries. Reimbursement to employees for the use of their personal vehicles will be reimbursed at the rate designated by the IRS.

All log entries must be made at the time of travel, and log entries will be subject to verification during audit. Failure to timely and accurately account for travel mileage will result in a disallowance of this cost.

2. Commuting mileage between the employee's residence and his/her place of employment is not allowable mileage for reimbursement purposes.
3. The standard mileage rate is as follows: The IRS mileage rates in effect on January 1 of the calendar year in which the cost report is filed. These rates will be applied on a per provider basis regardless of the number type of vehicles used.

(b) Meals

1. No reimbursement for meals will be paid for a trip of less than 6 hours in duration.
2. A per diem rate of \$15.00 will be paid for a day trip of 6-12 hours in duration.
3. A per diem rate of \$25.00 will be paid for a day trip of 12 or more hours in duration.
4. The per diem rate for meals during an overnight stay will be \$35.00 per day.

(c) Overnight Travel.

Travel which requires an overnight stay must have prior approval of immediate supervisor and be documented by a travel voucher which includes the following:

1. Date
2. Name of person
3. Destination
4. Business Purpose
5. Actual cost of lodgings (must be supported by detailed invoice) Note: Credit card receipts are not acceptable.

Travel Out of State

- (1) Costs of travel to out-of-state conventions or association meetings will be limited to those reasonable costs incurred by an employee. Reimbursement will be considered only for employees of the St Clair County Schools whose attendance will benefit the operation of the St Clair County Schools. The employee must submit documentation to verify that the travel was St Clair County Schools related. Such evidence may be: (a) seminar registration receipts, (b) continuing education certificates, or (c) similar documentation. If verification cannot be made, reimbursement will not be allowed.
- (2) Travel expenses in or out-of-state will be limited to the ordinary and necessary costs of transportation, food, lodgings and required registration fees.
- (3) Whenever out-of-state travel could be accomplished at a lower cost by utilizing air travel, reimbursement will be limited to the costs which would have been incurred if such air travel had been utilized and the costs normally incident to such air travel (meals, lodging, etc.).
- (4) No travel expenses of a non-business nature will be reimbursed.
- (5) Travel which requires an overnight stay must be documented by a travel voucher which includes the following:
 1. Date
 2. Name of person
 3. Destination
 4. Business purpose
 5. Actual cost of lodgings (must be supported by detailed invoice) Note: Credit card receipts are not acceptable.

Travel associated with political activities or lobbying efforts is not allowable.

Rental of an automobile may be reimbursed only when the Superintendent has given written approval prior to departure on the trip.

Date Adopted:

St. Clair County Board of Education

Local School Accounting Manual

VANDALIZED, LOST, OR STOLEN PROPERTY

The principal or designee shall notify the following individuals when any St. Clair County School System property has been vandalized, lost, or stolen:

The proper law enforcement agency immediately to provide such information as may be available if the property is believed to have been stolen;

The CSFO at the system central office by telephone;

In writing with a copy of such notice being sent to the Superintendent or the clerk of fiscal assets;

The custodian of the property records, or their designee, shall prepare a written report and recommendation to the Superintendent if the property is not recovered within thirty (30) days of notification.

The Superintendent shall report to the St. Clair County Board of Education any property that has been lost or stolen if not recovered with thirty (30) days after the discovery of the loss or theft except major losses shall be reported to the Board immediately. Such a report shall include a recommendation that the property record be made inactive and any information applicable to personal liability shall also be reported.