



OFFICE OF BUSINESS / FINANCE

Procedures Manual for

Southfield Public Schools

Updated as of February 15, 2023

Revisions Include:

- Travel and Conference 04-02-2020
- Athletic Receipts Procedures 01-20-2020
- District Credit Card (P-Card) 10-11-2021
- Purchasing 02-07-2023

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Purchasing - Revised 02-07-2023

Related Board Policies include but may not be limited to:

6420 - PURCHASING

PURCHASING PROCEDURES

1. Purchases are to be made in accordance with applicable legal requirements and Board of Education Policy. Purchase Orders are **REQUIRED** for all purchases except for small purchases of \$50 dollars or less that are made from petty cash, activity fund purchases, and employee expense reimbursements.
2. Phone or internet orders **WILL NOT BE PERMISSIBLE** without a Purchase Order.
3. Board of Education Policy requires that for materials, equipment, goods, and supplies to be obtained that are likely to cost more than \$5,000 but less than the State of Michigan bid requirement threshold, the administrative personnel making the order shall secure at least three written quotes. These quotes will be attached to each requisition. The State of Michigan bid threshold for the 2023 fiscal year is \$28,048. This amount is adjusted annually by the State of Michigan. The current amount is posted on the purchasing page of the District website.
4. Competitive bids and the Board of Education approval are required for all purchases costing over the current State of Michigan bid threshold. The Purchasing department, with input from the department/school making the purchase, prepares the specifications. Purchasing oversees all aspects of purchases at this level.
5. Consult the Procurement Manual for guidance on purchases that exceed the State of Michigan bid threshold.
6. Purchase requisitions are prepared by administrative personnel that are authorized BusinessPlus access **after** ascertaining that the budget balance is adequate for the purchase. If a budget transfer is necessary it must be made **prior** to creating the purchase requisition.
7. All purchase requisitions must be reviewed and approved in BusinessPlus by the appropriate approving authority over the budget account number being used and by other applicable departments/administrators.
8. The Purchasing Manager makes final authorization of requisition.
9. Copies of the Purchase Orders are distributed to the vendor, the requestor and the Purchasing department.
10. The Purchasing Manager or designee will approve the entry of new vendors and assign PEID numbers. At minimum, a W9 is required prior to requesting for a new vendor entry however, the

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SPS Vendor Registration form solicits for all the necessary information to properly complete the vendor entry process and should be used in lieu of or in additions to the W9.

11. The administrative personnel making the order will be responsible for receiving the goods ordered in BusinessPlus, using the Purchase Order and shipping documents to assure that all goods have been received and in acceptable condition.
12. The Accounts Payable staff will match the Purchase Order and receipt against the invoice to assure that the proper payment is to be made.
13. Consult the Purchase Card (P-Card) Manual for use of the P-Card for purchases.

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MasterCard Purchase Card (P-Card) Program - Revised 10-11-2021

Related Board Policies include but may not be limited to:

6423 - USE OF DISTRICT CREDIT CARDS (Purchase Card/P-card)

6420 - PURCHASING

All cardholders shall abide to the guidelines in the **Purchase Card (P-Card) Program Procedures Manual for Southfield Public Schools dated 10-11-221** when using a District Credit Cards (Purchase Card/P-Cards). A brief overview follows.

- The Purchase Card is to be used in accordance with the guidelines established within the **Purchase Card (P-Card) Program Procedures Manual for Southfield Public Schools dated 10-11-2021**.
- You are asked to treat this program with the same sense of responsibility and security you would use with your personal credit cards.
- All Purchase Cards are issued at the request of **Southfield Public Schools** and card usage will be audited and may be rescinded at any time. **You are the only person authorized to use your card!**
- Finally, remember you are spending on behalf of *Southfield Public Schools* each time you use the Purchase Card.

Please follow the guidelines in the Purchase Card (P-Card) Program Procedures Manual to obtain a P-Card and for instructions on accounting for all transactions.

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Travel & Conferences – Revised 04-02-2020

The District will not entertain request to attend conferences of competing interests (i.e.-charter schools, private schools, etc.)

GUIDELINES

Travel and conference¹ expenses are often scrutinized by the public, press and other government agencies. Therefore, it is essential that all District travel and conference spending be necessary, reasonable and justifiable with **proper approvals and supporting documentation**. Compliance with these procedures is mandated to uphold the integrity of the District's Board in its support of staff members pursuing professional development and educational opportunities.

REQUIREMENTS

- Any Conference Request Form for out of state travel **must** be approved by Cabinet **prior** to processing.
- The Conference Request Form **must** be turned into the Finance Department **14 days before the advance payments are due – NO EXCEPTIONS**

MILEAGE

When preparing your **CONFERENCE REQUEST FORM**, estimate the mileage using MapQuest, attaching a printed copy. When submitting for reimbursement after attendance, simply note the dollar amount for mileage in the REIMB EMPLOYEE column. When leaving from home, report the **shorter** distance of (1) from home to destination or (2) work location to destination.

MEALS

A maximum stipend of \$60 per day is provided for meals for both in-state and out-of-state travel which assumes meal allowances of \$10 for breakfast, \$15 for lunch and \$35 for dinner. These amounts include taxes and tips. Alcoholic beverages are not reimbursable. The maximum reimbursement for a tip is 15%. **Detailed/itemized receipts are required for each meal**; debit/charge card receipts/statements are not acceptable. If the conference fee/agenda includes meal(s), you will not be reimbursed for a separate meal since the district has essentially paid for the meal with the registration fee. When preparing the estimate of the total conference costs, be sure to reduce your daily meal stipend by whatever meals are included in the conference registration fee. Also see Federally Funded Travel Allowances on next page.

ROOM

Payment for room reservations should be arranged and paid for **prior** to the conference. It is the conference attendee's responsibility to make the hotel reservation, ensuring MI Sales Tax is not included in the amount due if the conference is held in Michigan. While the District will pay for the hotel or convention tax, we are not

TIPS:

- Plan ahead for better rates and ability to issue payment directly to the vendor
- Use the proper account number
- Turn in paperwork upon return. Attaching **original, detailed receipts**.
- Don't forget to attach Google Maps to support mileage
- In all cases you must be cognizant that you are spending **public funds**, which may be questioned. All expenses should be reasonable, allowable and necessary with detailed receipts.

¹ . Conferences are any event attended by an employee where a registration is required.

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liable for sales tax. Attach the reservation confirmation with amount due, payable to and where to mail payment. Complete the lodging information section and circle 'yes' to remit payment to vendor. Ensure the Vendor ID is in the system and matches to whom the check is payable and where it should be mailed.

REGISTRATION

Payment for registration should be arranged and paid for *prior* to the conference. Complete the registration information section and circle 'yes' to remit payment to vendor. Attach your Registration Confirmation with amount due, payable to and where to mail payment. Ensure the Vendor ID is in the system and matches to whom the check is payable and where it should be mailed. **If you fail to plan in advance you will need to pay for the registration with your own funds.** Provided that you have proper receipting, you will be reimbursed.

OTHER: Taxis, parking, airfare, transportation

These expenses must be necessary, reasonable and justifiable with **supporting documentation/receipts** to be eligible for reimbursement once approved.

Additional fees for valet parking when self-parking is an option are not reimbursable as they are not considered a necessary expense.

Payment for airfare should be arranged and paid for *prior* to the conference. Attach the invoice and circle 'yes' to remit payment to the vendor. Flights made well in advance often have lower fares. If you seek a reimbursement for airfare that you paid, you must provide a copy of the itinerary that outlines the dates of travel and expenses along with a receipt for the paid airfare or credit card statement showing the transaction.

FEDERALLY FUNDED TRAVEL ALLOWANCES

Federal grants including Head Start are governed by these guidelines as well as the Federal Travel Regulations² (FTR 301-11.300 through 306) and OMB Circular A-87. **All expenditures must be allowable, necessary, reasonable, and included in the grant document. As such, in some cases, some expenditures may not be considered necessary and therefore unallowable for reimbursement purposes. (Title grants for example do not reimburse for tips.)**

Parents traveling for Head Start Program purposes may be **advanced** the travel related expenses are required to follow the conference and travel procedures as outlined below. The parent's signature is required on the conference request form to confirm their understanding that **failure to submit acceptable receipts within 14 days following the trip may require refund of funds advanced.** Detailed/itemized, original receipts **must be submitted.** If there is a difference between the amount advanced and actual expenses, the parent will either be reimbursed for expenses in excess of receipts; in the event that the advanced amount exceeds the total of the receipts, the parent must refund the difference.

² <http://www.gsa.gov/portal/content/142071>

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Travel and Conference cont.

PROCEDURE OVERVIEW:

1. Fill out CONFERENCE REQUEST FORM prior to the conference. Advance approval is required. (see attached example: Request)

On the Conference Form the estimated column should be completed with ALL anticipated expenses including registration, lodging, travel, mileage and meals. If there are expenses beyond these components (such as parking or reasonable, customary gratuities) please include them in the estimate column and explain in an attachment to the form.

2. Get approval

You must have this form approved and **signed** by the appropriate authorities prior to sending to Accounts Payable. The account numbers should be verified by the budget manager. Any necessary budget transfers must be completed before submitting payment requests. Out of state travel will require Cabinet's approval.

3. Turn in to Accounts Payable Department

- The Conference Request Form will be utilized for payments both to the vendor and for employee reimbursements. Purchase Orders will not be required unless the vendor requires one.
- Use **proper account number**. Any necessary budget transfers must be completed before submitting payment requests.
- The **CONFERENCE REQUEST FORM must be turned** into the Accounts Payable Department **14 days before the advance payments are due – NO EXCEPTIONS.** *The preferred practice is to pay the vendor directly as opposed to using the District charge card³ or reimbursing staff members.*

4. Attend conference

5. Submit receipts for reimbursement (see attached example: Reimburse)

- Submit your copy of the Conference Request Form, with the **Actual** column completed, to the Payroll Department.
- Attach all original, detailed receipts. The receipts should be taped on 8 ½ "by 11" paper.
- Requests for reimbursement **must** be turned in within 60 days after the conference. Requests for reimbursement after the 60-day limit will **NOT** be honored.
- Any actual expenses that go over the estimate on the Conference Form by 15% or more will need to be re-approved.

³ Board Policy 6423-District credit/debit cards shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy

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Petty Cash Procedures – Revised 02-21-2021

Related Board Policies include but may not be limited to:

6423 - USE OF DISTRICT CREDIT CARDS (Purchase Card/P-card)

6420 - PURCHASING

6620 – PETTY CASH

The Board of Education recognizes the convenience afforded day-by-day operations by the establishment of one or more petty cash funds. Petty cash is also used to provide change for funds collected at the building. The following controls are required to safeguard those funds, to ensure they are utilized for proper, district needs, and to prevent abuse or loss.

The Building Administrator who receives the funds for the petty cash start-up and on-going activities is responsible for the petty cash funds. He shall ensure that the funds are kept in a safe, secure location with limited access. He shall ensure that cash will only be disbursed for minor, school business related expenditures that are time-sensitive that he has pre-approved. **Petty cash fund may not be used to circumvent the purchasing procedures required by law and the policies of the Board.** A written, signed request for petty cash must be provided prior to releasing funds; it must include the account number that will later be expenses by accounting. Original receipts should be provided afterwards

Each petty cash fund shall reconciled by the bookkeeper as funds are depleted OR on a quarterly basis, whichever comes *first* The **Petty Cash Report** (form is in the back of this section) along with original receipts to support the disbursements should be submitted to Accounting. After review of this report and the backup detail, the Accountant will submit the request for petty cash replenishment to Accounts Payable.

All petty cash funds will be closed out at the end of the school year. Unused funds and receipts must be submitted the Account/Finance Office by June 10th of each year.

Key reminders:

- Keep in locked, secure, supervised location
- Limit access
- Only used for district purposes
- Reconciled at least once per quarter
- Returned prior to the end of the school year

PETTY CASH

1. Petty Cash must be requested annually using the Petty Cash Fund Request Form. Petty Cash accounts shall not exceed \$200. The initial start-up money shall be in the form of a check payable to the Building Principal.
2. Petty Cash accounts will only be replenished with completed **Petty Cash Report** (form is in the back of this section). The checks will be made payable to the Building Principal.
3. Internal audits of petty cash funds shall take place periodically by the Finance Department.
4. Petty Cash accounts are to be used for the following purposes:

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- **Small purchases not over \$50 each, Authorized by Building Principal**
- **To provide change as needed**

5. PROHIBITED USES:

- Travel
- Salaries or casual labor
- Items costing in excess of \$50
- Loans to staff for any purpose
- Non-school related purchases

Related Forms:

- Petty Cash Fund Request
- Petty Cash Report (to record expenses and request replenishment)

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Accounts Payable – Revised 01-15-2021

Related Board Policies include but may not be limited to:

6420 - PURCHASING

ACCOUNTS PAYABLE PROCEDURES

1. **ALL** purchases must follow the Purchase Order Procedure.
2. The Conference Request Form (form is in back of this section) will be utilized as your request for payments for workshops and conferences. Purchase Orders will **not** be required unless the vendor requests one.
3. When you physically receive the goods (or services) you must go into the BusinessPlus system and receive them on-line. This is the only way that Accounts Payable will be able to qualify the invoice for payment. You will need your Purchase Order number in order to this. Do not wait until the entire order is delivered to begin the receiving process. Partial shipments are sometimes billed separately by the vendor, and if not received in the system, will hold up payment to the vendor.
4. **All vendor invoices must be routed directly from incoming mail to the Accounts Payable Department where they are date stamped with the exception of Activity Fund purchases.**
5. Invoices are matched against receiving information and against the approved Purchase Order.
6. Original invoices are maintained in the Accounts Payable Department.
7. **Payments are generated from invoices only;** payments are not made based on statements. Vendors' month-end statements are reconciled to determine liabilities based on invoices paid versus outstanding invoices.
8. Activity Fund requests for disbursement will utilize the **Activity Fund Requisition Form** (form in the back of this section). This form should be completed with the appropriate approval signatures and account number(s). Determine that there are adequate funds for the request **prior** to sending over the request.
9. **Request for Check Form** (form in the back of this section) should only be used when standard Purchase Order procedures cannot be utilized. Explanation of exception to standard procedures will be required on form.

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Employee Reimbursement – Revised 02-21-2021

Related Board Policies include but may not be limited to:

6423 - USE OF DISTRICT CREDIT CARDS (Purchase Card/P-card)

6320 - PURCHASING

EMPLOYEE REIMBURSEMENT PROCEDURES

ALL employee reimbursements are processed through payroll. The following forms are utilized for this procedure.

1. **Payroll Employee Reimbursement Form** (form is not published, only supplied under exception basis with pre-approval from the Associate Superintendent of Administrative Services) is used for miscellaneous reimbursements. Receipts must be attached and taped to an 8.5 x 11 sheet of paper.
 - Employee, Supervisor and Budget Manager (if different than Supervisor) signatures and the account number must be on the form.
 - Reimbursements over \$100 require Cabinet signature
 - Reimbursements over \$500 require Superintendent's signature
 - Employee should use Sales Tax Exempt Certificate or may not be reimbursed for sales tax.
2. **Mileage Request Form** is used for mileage reimbursement for district related and allowable travel other than travel for a Conference. Google Maps must accompany and match requested mileage on form. In-district travel should have current Mileage Chart attached (available on district website). Approval signatures and the account number must be on the form. These forms need to be turned in monthly and received no later than the 15th of the following month.
3. **Conference Request Form** (see Travel and Conference procedures tab)

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Athletic Receipt Procedures – Revised 01-20-2020

The following procedures will be used in the Athletic Department for control of ticket stock and event receipts.

GENERAL PROCEDURES:

The Athletic Director holds ultimate responsibility for the safekeeping of the cash and tickets for an event.

1. CASH BOXES:
 - a. Are to be kept in a **secure location** and **locked** when not being actively used at an event.
 - b. Each cash box will have \$100 (high school) or \$50 (middle schools) in cash for purposes of providing change during the ticket sales process.
 - c. At the end of the school year, Finance will verify amount in each cash box (petty cash fund)
 - d. The Athletic Director will ensure that cash boxes are locked and kept in a secure location (locked safe with restricted access) during the summer.
2. TICKETS (required for all events where tickets are sold):
 - a. Pre-numbered tickets are used
 - b. The unused supply of tickets will be locked up in a secure area in the building for each school (i.e. inside a locked safe, file cabinet or closet) until they are ready to be used to prevent theft and potential loss of revenue
 - c. Patron ticket stubs are to be torn in half by ticket seller to prevent re-entry or re-use. It is the Athletic Directors responsibility to train the ticket seller
 - d. A **Report of Ticket Sales** must be completed by ticket seller and bookkeeper for each sport having ticket sales.
3. *REPORT OF TICKET SALES (RTS)*
 - a. Must be prepared for all home events collecting entry fees. A copy must be sent to the Finance Office within 5 days of the event.
 - b. The Athletic Director shall provide the Finance Office with a schedule of home games where tickets will be sold before the season starts and update when games are cancelled or rescheduled.
 - c. All documentation should be completed in ink and any changes need to be initialed by the individual making the change
 - d. See 4e and bottom of report for distribution
4. CASH BOX & DEPOSITS:
 - a. Pre-numbered bank deposit bags will be used
 - b. The ticket seller and bookkeeper will count, record, and seal the deposit bag following the event.
 - c. The sealed deposit bag shall be locked up until it is picked up by Total Armored Car. **Under no circumstances will these receipts be taken home by anyone.**
 - d. The bookkeeper shall prepare the bank deposit slip and put with the prepared deposit bag. Deposits should be kept in the safe until picked up and logged by Total Armored Car.
 - e. The bookkeeper shall fax (248-746-8564) or scan (katherine.sackett@southfieldk12.org) a copy of the RTS to the Finance Office
 - f. **Deposits are to be made within a few (3-5) days of event.**

GET THE MONEY INTO THE BANK AS QUICKLY AS POSSIBLE.

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Instructions for completing the Report of Ticket Sales (RTS)

BEFORE EACH SPORTING EVENT (Section 1):

1. Section 1: Pre-Game will be completed by the bookkeeper and ticket seller.
 - a. Agree on beginning amount in cash box (BEST PRACTICE: Count with both parties present)
 - b. Record beginning ticket number
 - c. Sign to confirm agreement of information listed.
2. Include a pre-numbered bank deposit bag in the cash box. (Bookkeeper can pre-fill base information and record bag number on *RTS*).
3. Keep cash box and tickets secure until game time.

DURING THE SPORTING EVENT:

Never leave the tickets or cash box unattended.

If the athletic director feels that **large** amounts of money will be collected, money may be removed from the Ticket Seller's cash box periodically. If this occurs, **money must be counted by both the Ticket Seller and Athletic Director and put into a pre-numbered deposit bag and sealed.**

As the Ticket Taker collects tickets at the gate, **he/she will rip the collected tickets in half and return half to attendee to prevent recycling of the tickets.** It is explained that there is a NO RE-ENTRY rule, both in writing and verbally as the attendee enters the gate. Absolutely no one, if they leave will be allowed to re-enter the event.

IMMEDIATELY FOLLOWING THE SPORTING EVENT (Section 2):

1. At the end of the event, the Ticket Seller and Bookkeeper will **complete Section 2 of RTS:**
 - a. Verify and record the first ticket number of the remaining ticket roll.
TIP: Protect yourself and avoid finger pointing by having 2 people present
 - b. Leave \$100 (or \$50 for middle schools) in the cash box.
 - c. Count the amount remaining in the box. (It should equal ticket sales.)
 - d. Put the money from part c. into the pre-numbered bank deposit bag. Write the amount on the bag in the designated area. Sign bag. Seal bag.
 - e. On the RTS - Write the deposit amount in Section 2. Write in the amount left in the cash box. Fill in Deposit bag number if it has not already been completed.
 - f. Give bag, cash box and RTS to Athletic Director or designee. **Both need to sign under section 2 to document the exchange.** Ticket seller should keep a copy as evidence that cash and report were submitted.
 - g. Lock the cash box in the presence of one another.
2. Athletic Director or designee will put cash box, bank deposit bag, unsold tickets, and RTS in safe until the next school day when it should be taken to the main office.

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NEXT SCHOOL BUSINESS DAY (Section 3):

The Bookkeeper will:

1. Verify first ticket number
2. Calculate ticket sales
3. Recount the cash box
4. Prepare the deposit slip based on the information in Section 2 and insert in bank deposit bag pouch
5. Log the deposit for pickup by Total Armor Car
6. Complete section 3 of the RTS, including signature
7. Distribute RTS –
 - a. Original – School Bookkeeper
 - b. scan or fax to Finance Office (fax 248.746.8564/e-mail Katherine.sackett@southfieldk12.org);
 - c. Middle Schools ONLY – fax or scan to Athletics

Finance will post to:

- Freshman, Junior Varsity and Varsity Ticket Sales are posted to 110-000-5102-0000-000-6100-41710000
- Middle School Ticket Sales are posted to 110-000-5101-0000-000-6100-41710000

Other Cash Handling TIPS & Reminders

- a. NEVER leave cash unattended. It should be kept in the safe/vault until you are able to reconcile and make a deposit.
- b. Allow time daily to reconcile and record the current day's receipts and prepare the deposits.
- c. NEVER use cash receipts to pay bills or expenses of any kind.
- d. NEVER use cash receipts to cash any checks or IOUs.
- e. NEVER open a group or club bank account in the School Districts name or allow a club or group to use the District's Federal ID number to open a bank account. Notify the business office immediately if you learn of a group that has opened a bank account in the district's name.

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Cash Handling Procedures – Revised 11-04-2014

Related Board Policies include but may not be limited to:

6620 Petty Cash

6151 Bad Checks

6152 Student Fees, Fines, and Surpluses

6610 Student Activity Accounts

All lost, stolen, or unrecorded deposits must be immediately reported to the Building Principal and Business Administrator.

CASH HANDLING:

1. Proper cash handling must be a high priority.
2. All cash received from school sanctioned activities must be documented, deposited, and recorded in the general ledger. When possible, a written receipt should be provided to the payer. (i.e. pre-numbered receipt book, cash register tape, ticket stub)
3. All Activities involving the collection of money through Fundraising, Student Activities/Sales, or Athletic Ticket Sales, **MUST BE PRE-APPROVED** by the Building Administrator and Business Office. Cash handling procedures must be reviewed.
4. Except for Food Service, **deposit slips will be prepared by the school secretary/bookkeeper**. The Food Service Managers will prepare their school's daily deposits and maintain all backup. The courier will pick up the foodservice bank bags and take them to JP Morgan Chase for deposit.
5. Do not pay for items OR give refunds from funds collected. These must be paid through the district's accounts payable process.
6. Cash must be deposited in a districts bank account as soon as possible (within 5 business days maximum). Until deposited, it shall remain in a locked, secure place with limited access, recommended place - building's safe.
 - a. Cash must not be left unattended.
 - b. Cash should never be taken home, left in a car, or deposited to an individual's personal account.
 - c. Schools will identify areas to be used for counting and handling funds with limited access and out of view of traffic
7. Checks:
 - a. Should be endorsed with a restrictive "for deposit only" endorsement as soon as practical.
 - b. NSF (non-sufficient funds) - If a check that is part of your deposit is unable to be cashed due to NSF, the Business Office will notify you. It is your responsibility to track down the person who issued the check and receive cash or a money order as replacement. Additionally, a \$35.00 fee should be added to the amount due to cover administrative costs associated with the additional collection and any possible bank charges. The fee will go into the Business Office Budget to offset additional costs for the additional collection work.
 - c. Should NOT be accepted for cash or in amounts above the purchase price. (If a check from a parent comes to school with a student and is slightly higher than the purchase, you may give student change; however, you must note on the receipt the dollar amount of change given and reason why.)
8. Documentation to support the submitted deposit should be remitted with the deposit.
 - a. Summary of Cash Received Report the recommended form of documentation. It should be remitted with the deposit and include:
 - 1) The date the cash was received
 - 2) The name of the remitter (an individual, firm, or organization)
 - 3) The amount received

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- 4) The purpose the money was received
- 5) Type of payment received (Cash, Check, or Money Order)

This documentation will be helpful if the event is cancelled or to track down checks returned for NSF.

SCHOOL AND DEPARTMENT ADMINISTRATORS ARE RESPONSIBLE FOR ENSURING THE FOLLOWING OCCUR:

1. Changing safe combinations and collection of keys as personnel changes.
2. Limiting the number of people who have access to combinations and keys.
3. Making bank deposits frequently and keeping cash in schools to a minimum.
4. Periodically review activity in accounts for reasonableness, completeness, and/or accuracy.

FINANCE OFFICE IS RESPONSIBLE FOR:

1. Posting deposits
2. Reconciling Deposit Reports to bank activity and notifying bookkeeper or building administrator of discrepancies
3. Training staff on cash handling purposes
4. Periodic site reviews regarding compliance to procedures

CASH DEPOSIT PROCEDURES

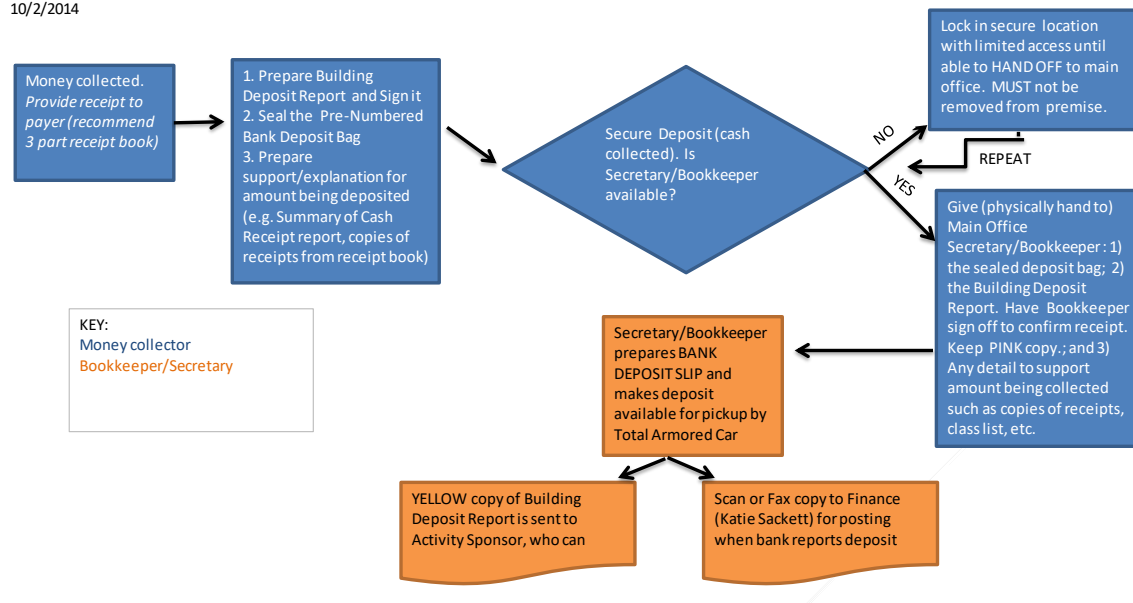
These procedures reduce the opportunity for loss or discrepancies by reducing the number of times a deposit changes hands. Actual monies collected should be counted, documented, and sealed into a pre-numbered bank deposit bag. See flowchart for overview of process.

1. Cash is collected. When possible a written receipt should be provided.
2. The **individual who received/collected the money** is responsible for:
 - a. Counting the money (cash) and sealing it in a Bank Deposit Bag.
 - b. Checks should be endorsed with "For Deposit Only – Southfield Public Schools" and place in the bottom portion of the bag but not sealed.
 - c. Preparing a Deposit Report (to submit with the Bank Deposit Bag)
 - d. Preparing support or an explanation for the amount being deposited (e.g. Summary of Cash Receipts Report, copies of receipts from receipt book)
 - e. Getting the prepared deposit (includes items a-c) to the designated individual (secretary, bookkeeper, principal, etc.) and having that individual sign off on the Deposit Report
 - f. Keep the PINK copy
3. The **bookkeeper or designated individual** will:
 - a. Complete the deposit form and prepare the bank deposit slip.
 - b. Secure deposit until picked up by Total Armored Car
 - c. Scan or Fax copy of Deposit Report to Finance Office (Katie Sackett)
 - d. Forward YELLOW copy to activity sponsor if applicable
4. The **Finance Office** will:
 - a. Match the Deposit Report to the bank activity
 - b. Record the cash and credit the activity or revenue account
5. The **Activity Sponsor and/or Building Administrator** should review activity in accounts periodically for reasonableness, completeness, and/or accuracy.

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Cash Handling Process - Flow chart

10/2/2014



COURIER PICK-UP OF SEALED MONEY BAGS

General Fund, Athletic Receipts, Student Activities, and Food Service deposits are picked up by Total Armored Car. The following is the daily routine for pick-up of sealed money bags:

1. If the school has deposits to make, the building secretary and food service staff must have deposit money in a sealed money bag(s) for all deposits in time for the courier pick-up. The foodservice deposit will have a deposit slip already filled out. Documentation should be included also.
2. Total Armored Car will pick up the money bags at each location during his/her regular route.
3. Money bags will be issued to school secretaries, foodservice managers, and all Class and most Student Activity Advisors.
4. After picking up the sealed money bags at each building, the courier logs the bag numbers into a control sheet.
5. At the end of the daily building route, the courier delivers the sealed money bags to JP Morgan Chase Bank for deposit.
6. The courier's daily control sheet of bank bag numbers taken to the bank helps in the unlikely event we need to track down a lost bag.

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Student Activity Accounts

Related Board Policies include but may not be limited to:

6152 Student Fees, Fines, and Surpluses

6610 Student Activity Accounts

Activity funds are used by Southfield Public Schools to account for funds received and disbursed for various student groups/activities. The District acts as the fiduciary agent for these groups/activities.

Each building is responsible for keeping individual ledgers for each of the activity accounts in their building. These individual accounts should total to the Activity Account total for that building in the Business Office ledgers.

Each student group/activity will have an Activity sponsor who is responsible for the activity and the accounting of all monetary transactions. This person will maintain records that support the building ledgers. An internal audit may include discussion and review of the Activity Sponsor's records with the Activity Sponsor.

Periodic review by the Internal Auditor or other Business Office staff will be conducted. It is imperative to maintain the individual activity account ledgers and keep them up to date at all times. Compliance with these procedures will help to protect the staff and the District as a whole.

All public schools are required by law to maintain records of all monetary activity within the district and these financial records are subject to an annual audit. These funds are reported in the District's Annual Audited Financial Statement each year

PROCEDURES

Setting up an Activity Group account:

1. To set up a group fill in the **Request for Authorization to Form Student Activity Group Form** (form in the back of this section). This completed and authorized form should be kept on file in the building's Main Office files. If there is any change with the group, including its Activity Sponsor, a new form must be completed.
2. Any fundraising activity should follow the procedure policy for Fundraising.

Receipting the cash/revenue:

1. All receipts for the day must be brought to the Main Office DAILY.
2. The monies must be counted in the presence of two people. The **Activity Deposit Sheet** (form in the back of this section) must be initialed by both the Building Secretary and the Activity Sponsor.
3. A numbered receipt must be made out and a copy given to the Activity Sponsor. The Activity Sponsor must keep these receipts as a verification of monies deposited with the Building Secretary.
4. All monies for activities shall be kept separate. There shall be no co-mingling of Activity Account monies and personal monies.

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Student Activity Accounts cont.

5. ABSOLUTELY NO CASH RECEIPTS WILL BE USED TO PAY OUT FOR ANY DISBURSEMENTS. All monies received must be deposited. All monies and disbursements must be accounted for through the ledger system.
6. Checks MUST be made out to SOUTHFIELD PUBLIC SCHOOLS. Checks should be stamped daily with the bank stamp when received from the Activity Sponsor.
7. Deposits must be prepared and made to the bank DAILY!! Deposit slips must be sent to the Business Office. Please indicate the type of deposit on the slip.
8. The Building Secretary will enter each Activity Deposit into the appropriate Activity Account Ledger. These Activity Account Ledgers will add up to a control account ledger that records all transactions for all of the Activity Accounts in the building. This control account balance must be reconciled with the Business Office monthly.

DISBURSEMENTS

1. All purchases/distributions for any Activity Account must be done through regular District procedures. **NO CASH CAN BE USED FOR PAYMENT FOR ANY REASON!!**
2. For payments made for \$50 dollars or less a request for Petty Cash can be made from the Main Office's petty cash fund. Original receipts must be submitted.
3. Purchase orders and regular Accounts Payable procedures must be followed for any purchases. It is the Activity Sponsor's responsibility to make sure there are sufficient funds in their Activity Account prior to making a request for disbursements. Overdrafts of these accounts are typically not allowed. Pre-approval is required by the Principal/Department Head and the Director of Finance and Budget.
4. Blanket Purchase Orders can be set up with certain vendors to accommodate some types of purchases. Advances for preparation of certain events can be arranged with the Director of Finance and Budget.
5. All disbursements must be recorded into the appropriate Activity Account ledger that is kept in the building.

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Fund Raising

Related Board Policies include but may not be limited to:

5830 STUDENT FUND-RAISING

6605 CROWD FUNDING

Southfield Public School District recognizes that fund raising activities for educational purposes have the potential to be productive and learning events. In an effort to keep fund raiser activities within these parameters, administrative approval will be given individually to each request. The request to hold a fund raiser will be approved based on the merit of the activity, the financial burden placed on the community and the other activities that are running concurrently within the school and the community at large.

Fund raising activities should consume very little class time and should not place an excessive burden on classroom teachers. The Activity Sponsor for this event must assume responsibility for supervising this event, including proper accounting and handling of all funds, filling out the necessary paperwork and following through on any issues that may arise in this effort.

In all fundraising efforts of any internal clubs, groups or classes the cash handling and disbursement procedure policies must be followed.

The following procedures are to be followed:

1. To initiate a fundraiser activity the **FUND RAISER ACTIVITY APPROVAL REQUEST FORM** (form in the back of this section) must be completed and given to the principal. If this is a school wide effort, it must be approved by the Superintendent.
2. There must be an Activity Sponsor named on the approval request form. This person will assume the responsibility for overseeing and accounting for the event and filing the different forms.
3. This form should be filed with the building's main office. A copy of the form should be held by the Activity Sponsor.
4. Deposits should be made daily at the main office. Do not hold any money in the classroom or desk. Money should be counted in the presence of two people and both must initial the **ACTIVITY FUND DEPOSIT FORM** (form in the back of this section). The building secretary should give the Activity Sponsor a numbered signed receipt for the amount of the deposit. This receipt should be kept by the Activity Sponsor along with the all records for this event.
5. The Activity Sponsor will keep an **INVENTORY CONTROL FORM** (form in the back of this section) to keep track of products issued to students and cash receipts products returned by each student.
6. If tickets are sold then a **TICKET RECEIPTS WORKSHEET** (form in the back of this section) must be filed. This form will account for the tickets sold for an event.

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7. The final form that needs to be filed is the **FUND RAISER ACTIVITY SUMMARY FORM** (form in the back of this section). This form will show all monies collected, all monies deposited and all expenses involved in the fund raiser event. This is a mandatory accounting that should be compared to what the building secretary has recorded in the ledger for this event. The Activity Sponsor will use all the receipts that were issued with each deposit, the accounting of the inventory and any other pertinent information to complete this form. The Principal/Supervisor will sign this form after it has been reconciled to the building secretary's ledger for this event. This form will be filed with the Building Main Office along with all detail records that the Activity Sponsor maintained through the fund-raising event. This group of records will be periodically audited by the Internal Auditor or other Business Office Staff.
8. The reconciliation and completion of the forms will be the responsibility of the Activity Sponsor. This **MUST** be done within **30 days** after the end of the fund raiser event.