MT. DIABLO UNIFIED SCHOOL DISTRICT

BUSINESS SERVICES GUIDANCE

Clearing Account

Definition

An account established for the *collection* of money that will later be deposited to the school site budget. Checks can only be issued to Mt. Diablo Unified School District to transfer the money from the clearing account to the school site budget.

Procedure

1. Deposit money collected for school site instructional activities in the school site clearing account.

   No other funds other than funds for instructional activities can be deposited into the Clearing Account. Separate checks for booster and parent clubs are to be written to and collected by the appropriate organization. These are separate entities, and donations are to be made payable to that entity, and not go through the clearing account.

   Examples of items that should be deposited to the Clearing Account: Lost-book money, field trip money, money collected for assemblies, library fines, and any other money collected for activities that take place during the school day for instructional purposes.

2. Transfer money from the clearing account to the school site budget by writing a check to Mt. Diablo Unified School District and sending it to Fiscal Services along with the *Form A-1: Clearing Account Transfer* or the *Income From Outside Sources* form.

3. **It is illegal to make payments for goods and services from a clearing account.**

4. Clearing Account must be reconciled each month. Completed reconciliation package is due to the Coordinator for Fiscal Compliance by the 20th of each month. Package must include 1) signed reconciliation, 2) bank statement, and 3) copy of checkbook pages or Quicken transaction/register report. Submission may be done via scan/email or interoffice envelope.
5. Any and all update to authorized signers of the Clearing Account must filed with the bank and copy the Coordinator. Sites that bank with UNIFY Federal Credit Union may make these updates or changes through the Coordinator, and not have to go to the bank branch.

Whenever in doubt or have any questions, check with Accounting Supervisor and/or Director of Budget and Compliance at Fiscal Services for clarification.

Sample Clearing Account Reconciliation Form

Mt. Diablo Unified School District

Bank Account Reconciliation

School | Beg. Date - End Date

Clearing Account
Type of Account

Bank Ending Balance: $ _____ **Book Ending Balance:** $ _____

Add: Deposits in Transit

Date	Reference	Amount
		$

Add: Interest / Error Correction

Date	Description	Amount
		$

(Subtract): Uncleared Checks

Date	Check #	Amount
		$

(Subtract): NSF Checks / Charges / Correction

Date	Check #	Amount
		$

Adjusted Bank Balance: $ _____ **Adjusted Book Balance:** $ _____

Adjusted Bank Balance should equal Adjusted Book Balance

Prepared by: _____ **Approved by:** _____

Date: _____ **Date:** _____

Note: Reconciliation package is due to the Coordinator, Fiscal Compliance by the 20th of each month. Package must include signed reconciliation, bank statement, and copy of checkbook pages, Quicken transaction/register summary report or ASBWorks account statement report (whichever applicable). Submit to Andrea Rose (rosea@mdusd.org) via scan/email Keep a copy for records.

Contact the Coordinator, Fiscal Compliance for the excel spreadsheet version of this reconciliation form.