

SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING

STANDARD PRACTICE BULLETIN
AUGUST 1, 2000

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PRESERVATION AND DISPOSAL OF RECORDS

TOPICS IN BULLETIN:

- I. FUND ACCOUNT FILES
- II. INVENTORY ITEMS-FUNDRAISING, PUBLICATIONS, ETC.
- III. DISPOSAL OF RECORDS

GENERAL INFORMATION

Any and all information pertaining to the Internal Accounts for a school year **MUST** be retained in the bookkeeper's office for audit purposes. The records should be kept in a file cabinet (appropriately labeled) or boxed, sealed and labeled and stored in a secured area.

SPECIAL NOTE: In the Principal's Clearance for End of Year Reports , Section G, 2 it is stated "Principals should make certain before bookkeepers go off duty that 'all Internal Accounts books and records are neatly filed in one central location' **AND** 'all office personnel know where the records can be located for audit purposes'".

I. FUND ACCOUNT FILES

- A. Bookkeepers may maintain individual fund activity files (Student Council; Class of; FBLA, etc.) which would contain the fund activity records (i.e. fundraising financial reports; approval forms, if applicable) **OR**
- B. Files may be retained by report category, such as a file that would contain all fundraising financial reports; ticket reports, etc.
- C. It is strongly recommended all activities dealing with the production of a **YEARBOOK** be retained in a yearbook file.

I. FUND ACCOUNT FILES (Continued)

- This file should contain:
- o Yearbook Proposal Pricing Sheet
 - o Tabulation Sheet
 - o Committee Minutes and votes

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| <ul style="list-style-type: none">o Principal's Override memorandum of Committee Decision (if applicable)o Advertising Price Listo Yearbook Advertising contractso Record of Advertisement Soldo Yearbook Master Receipt Listo Yearbook Distribution Reporto Yearbook Complimentary Copy Receipt Formo Yearbook Financial Reporto Copy of Yearbook |
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- D. The same type of file should be maintained for the school newspaper if the newspaper is something other than a Xerox reproduced publication.

II. INVENTORY ITEMS-FUNDRAISING, PUBLICATIONS, ETC.

- A. Bulky or perishable items (candy, cookies, etc.) remaining from fundraising sales (which should be retained for audit inspection) may be disposed of **IF DISPOSAL IS PROPERLY CERTIFIED.**

CERTIFICATION STATEMENTS should contain:

- | |
|---|
| <ol style="list-style-type: none">1. description of item(s)2. actual number of destroyed or otherwise disposed of item(s)3. date4. two signatures (including employee sponsor, Bookkeeper, and Principal or administrative designee) |
|---|

II. INVENTORY ITEMS-FUNDRAISING, PUBLICATIONS, ETC.
(Continued)

- B. One file copy of each newspaper issue, programs, directories, calendars, etc. must be kept for auditing purposes.
- C. Non perishable merchandise (pom poms; jewelry, T-shirts, etc.) must be retained for audit inspection. These items should be stored in the bookkeeper's office over the summer break for audit purposes.

III. DISPOSAL OF RECORDS

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The disposal of records is regulated by a publication from the State of Florida titled **GENERAL RECORDS SCHEDULE GS7 PUBLIC SCHOOL RECORDS**. Usually an administrator in the school receives this information booklet and a **RECORDS DISPOSITION REQUEST FORM** from the Records Retention Office of the School Board of Broward County.

Bookkeeping records controlled by this booklet are as follows:

A. The Notebook of Reports required in I-313 Section E **MUST CONTAIN:**

1. Receipts Register
2. Receipts Journal
3. Disbursements Journal
4. Transfers Journal
5. Adjustments Journal
6. Check Register

B. Bank Statements

C. Field Trip Authorizations

D. Monthly Financial Reports

III. DISPOSAL OF RECORDS (Continued)

E. School Activity Purchase Orders

F. Canceled Checks and invoice documentation

THE AFOREMENTIONED ITEMS MUST BE RETAINED FOR 5 YEARS!
They may not be disposed of until notification is received from Records Retention as to when and what time period can be disposed. Questions regarding this process **MUST** be directed to Records Retention (57099).