

# PREFACE

This School Activity Funds Accounting Manual is a Year 2017 revision of the Caddo Parish School Board Intra-School accounting Procedures. The purpose of this manual is to provide uniform procedures for the financial management of student activity funds in Caddo Parish Public Schools.

This accounting manual incorporates various policies and procedures of the Caddo Parish School Board, as well as laws adopted by the Louisiana Legislature and procedures recommended by the Louisiana Legislative Auditor and the Louisiana Department of Education. The contents of the manual are consistent with authoritative statements issued by the Governmental Accounting Standards Board and the American Institute of Certified Public Accountants.

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Chief Internal Auditor

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# GENERAL POLICIES AND PROCEDURES

The objective of this *School Activity Funds Accounting Manual* is to offer a documented reference for all those involved in the school accounting system. The accounting system is intended to place a significant value on supporting education for all Caddo students, faculty and administrators by providing accurate, timely and useful reports of all school fund activities.

This manual is also intended to update and incorporate new procedures needed as a result of the past audit findings, changes in Board Policy, and rules and regulations enacted or recommended by the Louisiana Legislature, Legislative Auditor and the Department of Education.

## GENERAL CONTROL REQUIREMENTS

All principals, faculty, bookkeepers and administrators are ultimately responsible for ensuring that all financial transactions retain the following characteristics:

- That all transactions and activities are properly authorized;
- That there is a segregation of incompatible duties;
- That there is appropriate documentation and records;
- That there is adequate control over assets and records; and
- That there is always a measure of individual responsibility for all decisions.

**Note: Failure to create and maintain proper accounting records and internal controls constitutes willful neglect of duty and subjects employees to disciplinary action up to and including termination.**

# **BOOKKEEPING POLICIES & PROCEDURES**

# STUDENT ACTIVITY FUNDS MANAGEMENT

## (Policy DK)

*Student activity funds* are those funds raised or collected for school-approved student groups, gate receipts, and student activity card fees. The Caddo Parish School Board shall require all student activity funds to be collected and expended for the purpose of supporting the school's activities program. Student body representation should be encouraged whenever possible.

The principal of each school shall be responsible for all school/student accounts. The principal may assign one or more school staff member(s) to share the responsibility for assuring that the system of accountability for school funds and maintenance of records are maintained in accordance with pertinent district administrative regulations and procedures. The principal, however, shall have the ultimate responsibility for supervising the accounting functions to be performed at the building level.

### SCHOOL CLUBS AND ORGANIZATIONS

The School Board shall require all activity funds generated by a club, organization, association, class, athletic team, or any other organization within the school to be deposited into a school fund bank account. Separate records of all financial transactions of the school fund account shall be maintained by the principal for each group. No monies shall be drawn on the school fund account without a request for withdrawal which carries two (2) signatures, one of which shall always be the principal's. No withdrawal shall occur unless the check carries the signature of the principal, or the administrator who assumes his/her duties during his/her absence.

The records of the school account shall be reconciled monthly, and a written report shall be prepared by the principal and submitted annually to the Superintendent or his/her designee, who shall review and consider the report for approval and notify the principal accordingly. The School Board may require and provide for an audit of the school fund of any school within its jurisdiction at any time.

All club or organization related fundraising activities shall be approved by the principal and may be subject to audits from the central office.

### OTHER SCHOOL FUNDS

Schools may have other fund accounts as part of their school activity funds. Sources of money for these funds may include vending machines, coffee fees, and teacher dues. These funds may only be used to benefit the faculty or school as a whole. Any purchases made from these funds should be done with caution, as restrictions apply to the expenditure of such funds. Any questions about purchases should be directed to the Superintendent or designee for clarification before the purchase is made.

Ref: La. Rev. Stat. Ann. "17:81, 17:414.3, 51:224; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education.

# **ACCOUNTING SYSTEM**

## **(Policy DIA)**

The Caddo Parish School Board delegates to the Superintendent or his/her designee, the responsibility for accounting for all School Board and school funds, and for maintaining complete, accurate, and detailed records of all financial transactions in the school district. These records shall be in accordance with generally accepted accounting principles, as prescribed and approved regulations of the Board of Elementary and Secondary Education (BESE).

Said accounts and fiscal records shall be available during normal business hours for inspection by the public.

### **SCHOOL BOARD FUNDS**

The School Board shall require the Superintendent to provide the necessary guidance and direction for the administrative implementation, review, analysis, reporting, and modification of all budgeted activities as approved by the School Board. All regulations developed and maintained governing the fiscal responsibility of the School Board and its personnel and resources shall be designed to promote efficient management and sound fiscal accountability at every level of the school system.

All School Board employees charged with receipt, handling, and/or disbursement of any School Board funds shall abide strictly by state and federal law, policies of the School Board, and regulations and procedures developed by the Superintendent or his/her designee.

### **SCHOOL FUNDS**

The School Board shall require that uniform procedures be applied throughout the school district to assure the proper accounting for, and expenditure of, all funds under the control of each individual school. Such funds shall be subject to regular audit by the appropriate school district personnel or as may otherwise be provided.

Adherence to and implementation of state law and all administrative regulations and procedures as may be established by the Superintendent shall be the responsibility of each school principal or his/her designee. These shall include, but not be limited to the following:

1. Each fund in each school shall maintain accounting records in such a way as to conform with written procedures prescribed by the Superintendent.
2. Principals shall neither make nor permit the purchase or the incurring of any obligations which exceeds the cash assets available for such use.
3. All funds received from students for the purchase of class rings, pictures or similar projects shall constitute trust funds and shall be used for no other purpose. Any other use shall constitute a misappropriation of those funds.

4. All obligations of the school shall be paid and the books closed not later than June 30 of each year and a final report made to the Superintendent or his/her designee.
5. Any recommendations made in audit reports shall be implemented and followed by principals responsible for the school. Any exception to audit recommendations shall be explained in writing by the principal to the Superintendent. The Superintendent shall then decide if further action is required and recommend the nature of the action to the School Board.

Any deviation from this policy shall be dealt with according to law. Principals shall be responsible for the maintenance of current and proper financial records and may be personally liable for purchases which exceed the financial resources of the school.

The School Board shall receive periodic reports from the Superintendent of all income, expenditures, balances in the schools' various accounts, and such other data as the School Board may prescribe, in addition to regular financial reports.

## ACCOUNTING TERMS AND DEFINITIONS

The following terms are common terms used throughout this manual and are helpful in understanding the policies, procedures, and methods contained herein.

**Accounting Period:** July (accounting period 1) through June 30 (accounting period 12).

**Adjustment:** An entry to the accounting records which increases or decreases both cash and a school account and which is recorded either to correct an error or to record bank charges, interest, or NSF checks.

**Bank Credit:** An addition to the school's checking account made by the bank. Credits usually consist of deposits, or other additions such as interest, corrections of errors, etc.

**Bank Debit:** A subtraction from the school's checking account made by the bank. Debits usually consist of checks drawn on the school's account, NSF checks & fees, check printing charges, service charges, corrections of errors, etc.

**Canceled Receipt:** A receipt which has not been posted but which has been saved and is later deleted by selecting the "Edit Cash Receipts" function of the program menu.

**Checking Account:** The checking account is a record of all transactions involving cash and/or entries to the checkbook that occur as the result of deposits, checks written, cash receipts, interest earned, and transfers from savings accounts, NSF checks, bank service charges, etc.

**Credit Memo:** A credit received from the vendor, either for items returned, over-payment, etc. which is to be deducted from the amount to be paid. On the automated accounting system - an invoice with a negative amount.

**Disbursement:** Payments which require the use of school funds.

**Entry:** The recording of any transaction on the computer.

**Formal Bid:** An official request for price quotations from a number of vendors pertaining to an item or items the school wishes to buy, the total aggregate price of which is \$30,000 or greater. Formal bids are administered by the purchasing agent at the central office.

**Informal Bid:** A request for price quotations from three or more vendors pertaining to an item or items the school wishes to buy, the total aggregate price of which exceeds \$10,000 but is less than \$30,000.

**Invoice:** An itemized list of goods purchased or services rendered including price and terms of the sale.

**LSA-RS:** Louisiana Statutes Annotated - Revised Statutes. These are state laws concerning the use of state funds. The letters are followed by a section number, such as 17:414, the state law for school account management.

**NSF Check:** Non-sufficient funds check; a check which was received by the school and was deposited into the school checking account but is returned by the bank and is deducted from the school checking account due to non-payment on the check by the bank. It should be recorded as a negative receipt to the cash account and the account to which it was originally received.

**NSF Fee:** An amount charged by the bank and deducted from the school's checking account for each NSF check processed through the school's checking account. It is recorded as a disbursement from the cash account and from the account to which the check was originally deposited.

**Official Manual Receipt:** This is a manual receipt issued from the receipt books given to the schools by the Audit Department. These receipt books should only be used if the bookkeeper's computer is not operating correctly or in the absence of the bookkeeper. This is the **only** receipt book that the bookkeepers should ever use.

**Outstanding Check:** A check that has been issued and recorded to the checking account, but has not cleared the bank statement.

**Purchase Order:** Document authorizing a staff member to purchase goods or services on behalf of the school.

**Receipt:** The written evidence of funds received into the custody of the school which are to become part of the school's funds.

**Savings Account:** The savings account is a record of funds that have been deposited in the school savings account.

**Sponsor:** Faculty or staff member committed to being responsible for recording and supervising fund raisers, club candy sales and other student activities intended to raise money.

**Transaction:** Any act or agreement that affects the school's funds.

**Transfer (of funds):** The movement of funds from one school account to another without affecting the school's overall cash balance.

**Vendor File:** The list of frequently paid vendors which is stored "on file" in the computer for the automated accounting system. This file is used to record vendor invoices on the automated accounting system.

**Vendor Invoice:** The evidence of the receipt of goods or services rendered which supports cash disbursements. On the automated accounting system: the information stored in the computer which can be entered directly from the physical invoice or as a purchase order which will generate an invoice.

**Voided Check:** A check which is not issued because of an error made in preparing the check, or a check which may have been issued but never cashed.

**Voided Receipt:** A posted receipt which is reversed by selecting the "Void Receipts" function from the program menu and which cannot be used again.

**Voucher:** A documentary record of a business transaction used in addition to other supporting documentation or as the sole documentation of an expenditure when no other documentation exists.

**GENERAL  
POLICIES & PROCEDURES**

## Cash Receipts

The Caddo Parish School Board policy DL “directs that no money shall be left overnight in an unlocked safe, nor shall any principal or teacher keep cash in his or her office or classroom overnight. Sound business procedure requires principals, teachers, bookkeepers, and any other person in any school handling funds to forward money to the principal's office on the day of collection, to be deposited on the same day of collection, whenever possible, except for small sums needed for petty cash.

Principals and other school personnel shall establish necessary precautions to ensure the safekeeping of all monies under their control, which shall be in compliance with applicable district administrative regulations and procedures.”

### **Collecting of School Funds**

School employees should not collect any funds prior to receiving permission from the school principal. All funds collected from school employees, other than the bookkeeper, should be recorded in a pre-numbered receipt book issued by the school bookkeeper. The bookkeeper should keep a log of all receipt books issued and have the employee sign indicating agreement to follow school policy on school activity funds (see the section on Funds Received by School Employees for more details). The bookkeeper should retrieve the receipt books from all employees prior to their being released from the school.

When a school employee brings school activity funds to the bookkeeper, the employee should bring their receipt book used to record the funds received by them. The administration should consider having the staff complete internal deposit slips when funds are given to the bookkeeper (see Exhibit O). This form can expedite the receipting of funds by the bookkeeper and can also assist her when she is preparing her deposits.

When funds are given to the bookkeeper, she should review the sponsor's receipt book and balance the funds received to the receipt book. The bookkeeper should verify that the employee completed the receipts accurately and completely and that the funds were deposited with the bookkeeper on the day collected. After the bookkeeper issues the Manatee Accounting System (MAS) receipt, she should record this receipt number on the last receipt in the teacher's receipt book for which she received the funds and should also initial the last receipt reviewed in the receipt book. The school employee should verify the accuracy of the receipt prepared by the bookkeeper before leaving the bookkeeper's presence.

The administration should prominently place the “red sign” regarding receipt writing near the bookkeeper's desk. This instructs all persons to remain in the bookkeeper's presence until a receipt is issued.

In the **rare** instances in which the bookkeeper is unavailable to write an official receipt to a person, the person should secure the money in a sealed envelope. This person should initial over the tape on the envelope and the funds should be secured by the principal. When the bookkeeper returns, the person who secured the money in the envelope should obtain the envelope from the principal, verify that the seal has not been broken and immediately have the bookkeeper receipt the funds as described above. Again, this practice should only occur in an emergency situation and is considered **rare**.

If the bookkeeper's computer is not operating correctly and receipts need to be issued, she will issue receipts from the official receipt book. *This book is issued by the Audit Department and is the only manual receipt book the bookkeeper should use.* When receipts are issued from this book, the bookkeeper should record them into MAS once her computer becomes operable. The official manual receipts should be cross referenced to the MAS computer generated receipt. This is accomplished by recording the MAS receipt number issued on the manual receipts in the book.

The administration should have someone trained to write official receipts in the absence of the bookkeeper. The office clerk (or secretary if the school has enrollment which allows them to have two secretaries) should be trained to back up the bookkeeper at elementary and middle schools. The secretary should be trained to back up the bookkeeper at high schools. If the administration does not have someone available to be trained to write receipts in the bookkeeper's absence, they should consider purchasing disposable night deposit bags that can be used to secure funds when the bookkeeper is unavailable to write receipts.

The bookkeeper should not have access to funds she does not immediately receipt (i.e. PTA or booster club funds, coffee club funds, faculty change fund, pencil machine or vending machine etc....).

CPSB policy states that "programs which require an admission charge be permitted during school hours and after school hours only if an individual, a school group or other organization donates funds through the school account for the admission and that no students are denied of this opportunity. No direct contributions can be required from students." The policy applies to school dances that are conducted during the school day.

### **Cash Receipts from After School Events**

Funds collected from after school events should be secured by the principal's designee. For example, concessions or game receipts should be secured in a separate lock box (with the amount in the box recorded on the form found in *Exhibit N*) and locked in the school vault or other secure location at the school by the principal's designee. Only the principal and his designee should have access to the lock box. His designee should not be the school bookkeeper because the funds would be considered unreceipted.

The following school day, the principal's designee should retrieve the after school receipts from the vault. The lock box should be opened by the principal's designee. The funds should be counted by

the bookkeeper in the presence of the principal's designee and an official school receipt issued for the funds. The principal's designee should verify the accuracy of the receipt prior to leaving the bookkeeper's presence.

### **Safekeeping of Cash**

A cash box with a lock should be used for the safekeeping of cash and checks that they are deposited with the bookkeeper. The cash box should be maintained in a locked area, to which only the bookkeeper and principal have access. The cash box should be locked at all times.

The persons responsible for the security of the money (the bookkeeper and the principal) should be the only ones possessing a key to the cash box and/or locked storage area.

School funds should never be taken home by school employees.

### **Cashing of Checks**

Neither school-issued checks nor personal checks should be cashed from school funds.

### **Deposits**

Receipts must be deposited intact at least **weekly** and should not be kept at the school over a weekend. (The security facilities in the school and the accessibility to a bank should guide the frequency of deposits.) Deposits may be made more frequently if considered necessary, depending on the amount of cash collected and held at any point in time.

The bookkeeper should run the deposit report in MAS for any receipts recorded subsequent to the last deposit. When a deposit is made, the total receipts written since the last deposit should equal the amount of funds on hand to be deposited. If the amount of funds on hand does not equal the receipts written since the last deposit, make an adjustment to the "Over/Short" account for the difference.

The bookkeeper should not go to the bank at the exact time and on the same day each week. She needs to take different routes and secure the deposit in a non conspicuous manner to reduce the risk of someone knowing her routine. Her safety needs to be kept in mind at all times.

Before the bookkeeper leaves the presence of the bank teller, the bookkeeper should verify the accuracy of her bank validated deposit slip to ensure it was processed accurately. The bank validated copy of the deposit slip must be retained and attached to the appropriate deposit report produced from MAS.

If someone other than the bookkeeper makes the deposit, the bookkeeper should have that person count and verify the amount to be deposited prior to leaving with the funds. The person making the deposit should initial the deposit report relating to those funds to indicate their responsibility for depositing the school funds.

Every check received by the school should immediately be endorsed “For deposit only,” followed by the school’s name.

### **Bank Accounts**

A single interest-bearing (if available) bank account should be established in accordance with school board policy. Deposits must be made only in insured depositories. Interest income should be deposited to the school’s general fund, unless restricted through donation.

The principal should open all statements and other correspondence from the bank as soon as they arrive. The statements should be initialed by the principal indicating their review. The principal should review the statements to ensure at least weekly deposits have been made, all checks were signed by the principal, the average daily balance is reasonable, and no unusual transactions were processed.

If the statement does not come in the mail, the principal must print and review the online statement and its activity each month. This review is documented by initialing the printed bank statement. The principal should perform the same review that is referenced in the paragraph above.

When the principal reviews the bank statement each month, they should also review the NSF’s reported on the statement to determine if any school employees have written NSF checks to the school. The principal should closely monitor any school activity funds this employee may be responsible for.

The principal is the only authorized signer on school accounts and they should never relinquish their authorization or sign a blank check. Authorized signatures on bank accounts should be changed as personnel changes or other occurrences and vacancies dictate.

### **Bank Reconciliations**

All checking account bank balances must be reconciled with book balances on a monthly basis. The completed reconciliation must be reviewed and signed by the principal. Any variances in the balances should be explained. Savings and investment accounts should be reconciled as statements are received.

### **Loss of School Funds**

If it appears that funds have been lost or stolen, the Security Department at the Central Office should be notified, and a PL-76 (Property Loss Notice –*Exhibit B*) should be completed and submitted to the Risk Management Department. If a sponsor or teacher reports school funds have been stolen, the principal should obtain their receipt book and determine if the funds had been deposited daily with the

bookkeeper. If it is determined that funds have been held by the teacher or sponsor, the employee could be held personally responsible for the lost or stolen funds since policy was violated.

# **Disbursements**

## **(Policy DJ and DJAA)**

### **Proper Use of School Funds**

Funds received from any school activity in which the students participate become a part of school funds. Expenditures of school funds, with the exception of club or association dues, must be used for the benefit of the majority of the students, i.e., money derived from the student body as a whole should be used to benefit the student body as a whole. These benefits should be of a nature that will aid or enlarge the educational program of the school. Any monies deposited with school funds that are to be used for any other purpose must be so designated on the receipt. Any monies not designated for a specific purpose when received shall be considered a part of school funds and shall only be used according to the above guidelines.

Student body activity funds should be used to supplement and not replace funds for activities and services provided by the local board. These monies are regulated by Louisiana Revised Statute 17:414 (school account management) and resolutions of the parish school board. The following are applicable quotations of the state law 17:414 regarding the use of student activity funds:

- Monies derived from the student body as a whole should be used to benefit the student body as a whole.
- Monies or property derived directly or indirectly through the use of school facilities or funds received by a public official (including individual school employees) become public property or funds. Monies thus derived should be handled and safeguarded as if the funds were tax proceeds.
- Projects for the raising of student activity funds should in general contribute to the educational experience of pupils and should not conflict with, but add to, the instructional program.
- School facilities and equipment should not be used during the school day by special or select groups for fund-raising purposes that are to benefit only a select or special group to the detriment of some other equally deserving group or program.
- Student activity funds, in so far as possible, should be expended in such a manner as to benefit those pupils currently in school who have contributed to the accumulation of such funds.
- Student body representation is an important factor in the democratic management of funds raised by the student body and expended for its benefit and should be required when possible.
- The management of student activity funds should be in accordance with sound business practices, including sound budgeting, purchasing, and accounting practices.

- Student body business should be in an open and business-like manner as to offer minimum competition to commercial concerns, while still benefiting the student body as a whole.
- Principals should participate in the preparation, modification, and interpretation of policies, regulations and procedures affecting student activity funds.

The principal may permit faculty funds to be deposited in the school checking account. These funds may come from donations made by the faculty or from concessions sold in the faculty lounge. Funds generated from the student body or otherwise restricted may not be used to purchase flowers, gifts, etc., for the school faculty. The faculty account may be maintained as a courtesy to the teachers but is not a requirement and may be discontinued at the option of the principal. This account must at all times operate with a positive balance.

School funds shall not be used to furnish food, clothing or gifts to students or student families. Parties, awards and gifts for school employees should not be furnished from school funds. Any funds for these type expenditures must come from the faculty funds or from donations received specifically for these type purchases. If the school receives a donation from a donor who authorizes the funds to be used for the faculty, the administration should request a letter from the donor stipulating this request. This letter should be kept on file for audit purposes.

Schools are not permitted to accept donations or contributions from casinos or gambling-related businesses unless the following conditions are met:

1. The principal (donee) submits a letter to the business (donor) seeking a partnership with the school.
2. The donor responds in writing to the donee's request.
3. The donee informs the superintendent, through written communication, regarding the proposed partnership. The communication of #1 and #2 should be included with the correspondence to the superintendent.
4. The superintendent informs the CPSB of the proposed partnership.
5. No educational aid, clothing, recreational or amusement item or other article donated or otherwise provided by a casino gaming operator, licensee or permittee to any public, private, or parochial elementary or secondary school shall contain the logo, symbol or language related to gaming or gambling or which bears the actual or commonly known name of the casino gaming operator, licensee or permittee.

## **Approval for Expenditures**

Expenditures include all charges, paid or unpaid, made from school funds for goods or services. All expenditures should be properly authorized.

- A. Monies should not be expended from school activity funds unless a request for withdrawal of funds (request for purchase form (RFP) See Exhibit D) carries two signatures, one of which should be the principal.
  
- B. The other signature must be on the invoice/receipt and the RFP and should be one of the following:
  - an officer, sponsor, or designee of the entity for clubs, associations, athletic teams, etc.
  - a school administrator, faculty member, or other employee approved by the donor for restricted donations;
  - a school administrator, faculty member, or other employee for any unrestricted funds.The signature of the above on the invoice/receipt indicates the items were received and the amount is approved for disbursement.
  
- C. The principal must sign the check. The principal is not authorized to allow someone else to sign the checks. A stamp with the principal's signature cannot be used. When the Superintendent approves a principal change, Auditing will prepare the required documents to change the signature on file with the bank.

The principal should only approve expenditures if there are sufficient funds available. School sponsors and teachers must obtain prior approval from the principal before purchases are made. A purchase order is required for all expenditures before the expenditures are encumbered. Once the RFP has been approved the bookkeeper will enter the RFP in the Manatee system to create a purchase order. Teachers/sponsors are responsible for all expenditures without a purchase order. Teachers/sponsors must know what is owed from their account at all times. Additional expenditures should not be requested when funds are not sufficient to cover outstanding debts. The sponsors are responsible for notifying the bookkeeper of any indebtedness prior to their leaving for an extended period of time (summer months). Teachers/Sponsors could be held responsible for any debts which have not been paid if sufficient funds are not available in their account.

Expenditures that require prior authorization (capital project improvements), bidding, specific approval from the board or other procedural regulations should be anticipated to allow time for proper processing. The expenditure should not be made until all procedural requirements have been met.

## **Supporting Documentation**

All checks must be supported by properly approved **original** invoices showing the receipt of goods or services, or some other authorized detailed document. Documentation for any food type purchases

must include the business/public purpose and the individuals participating e.g. a list of students/faculty attending lunch. The amounts should be reasonable when compared to the meal reimbursement policy.

When it is necessary to write a check and an **original** invoice is not available, a *request for purchase* (RFP) (see **Exhibit D** for an example) may be used to support the disbursement. The RFP should contain the date, amount of the check, the payee, the reason for payment, and must have the signed approval of the principal and appropriate faculty sponsor. A RFP may be used to support any expenditure for which an invoice is not rendered, such as refunds to students, initiation of an advance for change, etc.

Invoices and other supporting documentation, when paid, should be marked or stamped paid and attached to the canceled check for filing when it is returned from the bank. Invoices should be reviewed and signed by the person responsible for the account from which the invoices are to be paid.

If the school purchases gift cards for awards for the students, the students receiving the awards should sign indicating their receipt of the gift card and this should be attached to the supporting documentation. Gift cards for the staff may only be expended from faculty funds, and the person receiving them should also sign indicating their receipt of the card.

Policy DJE states “each principal shall assure that purchases by the individual school shall be made in accordance with regulations and procedures developed by the Superintendent and staff.” Any purchase of like items exceeding \$10,000 must be supported by informal bids. Any required bid documentation should be attached to the supporting payments. If the lowest bid was not accepted, the reason must be included with the documentation. If the school purchases fixed assets, the tag number for the item should be recorded on the invoice so it can be tracked in SunGard. If the item being purchased is for a fundraiser, the fundraiser form number should also be documented.

### **Payment of Bills**

All payments should be made as promptly as possible to maintain the activities on a cash basis and to realize all discounts available for prompt payment. In general, all bills should be paid within thirty days of the date of the invoice unless the supporting invoice or bill indicates otherwise or unless there is a written agreement stating other payment terms. At the end of each quarter, the bookkeeper should list any unpaid bills on the unpaid bills report that is sent to Auditing with the principal’s monthly report.

If the school uses any credit cards to make purchases, these cards should be secured by the bookkeeper, and a sign-out sheet should be used to log the use of the cards. Only those authorized by the principal should be allowed to use the cards. All charges must be paid upon receipt of the monthly statement. Each charge should be supported by an original receipt which was signed by the person who made the purchase for the school.

The mail should be opened by someone other than the bookkeeper. The person responsible for opening the mail should notify the principal of all bills that are marked indicating payment is late. The principal should investigate to determine why the bill has not been paid timely.

### **Travel Reimbursement Expense Reports**

A school *Expense Report (See Exhibit C)* should be completed and attached to all travel reimbursement checks. This form should contain an explanation of all expenses to be reimbursed by the school. Receipts for all expenditures should accompany the report. The report must be signed by the principal and the person being reimbursed. The report should be completed within a reasonable time period following the last date of travel. See the section on Employee Reimbursement for further details.

### **Principal's Travel Expenses/Dues from School Activity Funds**

According to School Board minutes dated November 19, 1975, principals who attend regional and national meetings must attend at their own expense, meaning that expenses will be borne by the individual. Individual professional dues shall not be paid with school funds.

### **Advances**

All advances are to be made by check, and only then on the basis of a voucher properly approved by the principal. If advances are made, they should be accounted for immediately upon completion of the activity, and receipts should be submitted to cover all expenditures. Any cash remaining at the end of the activity should be returned to the bookkeeper. Any expenditures in excess of the amount of the advance should also be supported by receipts before they can be reimbursed. Amounts allowed for travel expense should be in accord with the guidelines established by the Caddo Parish School Board. See the section on Employee Reimbursement for more details.

When an employee requests an advance, the bookkeeper should review her files to ensure all previous advances to this employee have been properly documented before a new advance is approved by the principal.

### **Borrowing or Lending of School Funds**

Individual schools are not permitted to borrow or lend money for any reason or purpose. Funds may not be borrowed or transferred from a restricted account to another fund or restricted account without the permission of the club or activity group that raised the funds and the school principal. The approvals relating to such transfers must be retained for the school's financial audit.

Student body activity and other internal school funds must not be used for any purpose which represents an accommodation, loan, or credit to anyone, i.e.:

- Advances of salary must not be made.
- Public property (tools, computers, equipment, etc.) must not be taken from the school premises for personal benefit.
- School Board employees or other individuals must not make purchases for personal benefit through a school in order to take advantage of the school purchasing privileges.

Article 7, Section 14 of the Louisiana Constitution, prohibits the loan, pledge or donation of funds, credit, property or things of value. Therefore, school resources should not be used to raise funds for individuals in need. Service organizations who wish to raise awareness of community needs must be approved by the student body of the organization, and these approvals should be documented in the student body meeting minutes and attached to the purchase order. Donations for community needs should be made to a recognized organization i.e., 501(c)(3) and should be limited to the funds collected for this specific purpose.

### **Checks**

Checks should always be made payable to a company or an individual. Checks should not be made payable to *cash*. Checks should not be made payable to the principal when they can be made payable to a company or another individual receiving the funds.

Blank checks should not be signed by the principal to be completed by another person at a later time. Checks should only be signed after all information has been completed on the check and the principal has verified the accuracy of the information. Stamped signatures should never be used on checks.

Any unused checks should be safeguarded and kept under lock with only the bookkeeper and principal having access.

### **Petty Cash Funds**

If the school deems it necessary to occasionally make small or emergency payments by cash, a petty cash fund should be set up by using the imprest system. The size of the fund will depend upon the volume and frequency of transactions.

The petty cash fund requires that a check for the amount of the fund should be written to whomever is designated as custodian of the fund. The checks to set up or replenish the petty cash fund should never be made out to Cash. The check is then cashed and the money placed in a locked cash box with the custodian of the fund being the only person allowed access to the box. Any time an expenditure is made, an invoice for that amount should be placed in the cash box. At all times, the amount of receipts plus cash should equal the total of the petty cash fund. When it becomes necessary to replenish the fund, a check will be written to the petty cash custodian for the amount of the receipts in the cash box. The receipts will serve as support for the check.

Balances in the petty cash account (if applicable) should be reconciled on a monthly basis. All cash on hand at the end of the school year should be deposited into the checking account and receipted to the custodian of the funds.

### **Refunds**

Refunds (to parents of students for fees that are deemed refundable) should be made by check and supported by proper documentation. If refunds are small amounts and to several students, the administration may issue a check to a faculty member who would be responsible for refunding cash to the students and obtaining sufficient documentation for the amount given. This documentation should be attached to the cancelled check and a list of the names of those who received the refunds with their signatures acknowledging receipt of the refunds.

### **Sales Tax**

Under Louisiana Revised Statute 47:301.(8)(c), state and local sales taxes are not paid by the School Board. Since schools are considered to be instrumentalities of the Board, they also are not required to pay sales taxes. This pertains only to funds controlled by the school. Organizations affiliated with the school such as booster clubs, PTA, or PTSA must pay sales taxes. Sales tax exemptions are permitted only for those purchases made by and for the school.

Note: For **book fairs** and school pictures, the schools are **not** exempt from collecting sales tax on the sales of these items as the books/pictures are not purchased by the school but are handled on a consignment type basis for the book fair company and/or school picture company, and it is the responsibility of the company to charge sales tax. When participating in book fairs and/or the collection of school picture money, the school should first discuss the procedure for the collection of sales taxes with the company in order that the school's role in the handling of all funds is clear.

If a school employee makes a purchase and is reimbursed by the school, the school is permitted to reimburse the employee for the sales tax paid.

### **Student Activity or Club Fund Expenditures**

All school related activities should have their financial transactions recorded currently in the school records. The receipts and disbursements of some of these activities are considered restricted, i.e., funds raised by the club or organization for a specific purpose such as cheerleading camp, band trips, etc. As such, the expenditures of these funds are restricted to the wishes of the governing group, if approved by the sponsor and the school principal. The expenditure of the restricted funds should be allowed only to the extent funds of the group are available. Deficits should not be allowed for these or any funds. CPSB Policy **DIA** states that principals shall be responsible for the maintenance of current and proper financial records and will be personally liable for purchases that exceed the financial resources of the school.

### **Supplemental pay/ Substitute pay /Payment of employees**

Schools should not directly employ personnel or supplement salaries of personnel. Should a school need to employ or supplement salaries of personnel this must be done with the approval of the Finance Department at the Central Office. The payment should then be made by the Payroll Department at the central office with the individual school reimbursing the School Board as appropriate.

Payment of substitutes - Substitute teachers should never be paid directly by the school with school funds. All payments should be processed through the Payroll Department.

Supplemental pay - Supplemental pay should never be paid directly by the school with school funds. Extra pay to employees is accomplished by submitting a PR-2 Form - Report of Extra Work (*See Exhibit M*). Once approved, the Finance Department will pay the employee with the school reimbursing the payroll fund.

## Funds Received by School Employees

These instructions should be communicated to all staff and faculty at the beginning of the school year. Each employee should sign for these instructions indicating their intent to comply. (See *Exhibit L* for an example of statement employees should sign.) Employees that are hired or relocated to the school during the school year should be given an inservice on these instructions where they also sign for the instructions.

School employees should not collect any funds from the students without the permission of the principal. When an employee receives funds a receipt must always be written to the person from whom the funds are obtained in order to create accountability when funds are first received by a school employee. Pre-numbered log sheets may be used for small fees, but the student must initial the log sheet to verify the amount given. (See *Exhibit E* for example of the form.) Following are procedures to be followed related to teacher/sponsor receipt writing:

1. The school office should maintain detailed records on all pre-numbered receipt books (Never issue CPSB printed receipt books obtained from Auditing to teachers.) issued to teachers.
2. Employees should sign for the books issued to them which indicates their agreement to adhere to these procedures. The employees should be required to keep the office informed as to what funds they are collecting from students.
3. All receipts issued by employees should be pre-numbered (preferably with preprinted numbers) and the duplicate copy permanently maintained in the receipt book.
4. Receipts should be written for all funds collected by employees (unless otherwise documented as outlined in this accounting manual). This should be done at the time any money is collected and in the presence of the student or parent from whom the money is being collected. The original receipt should then be given to the student/parent.
5. All receipts should contain the date, amount, description, from whom the money is received, and the fund into which the money is to be deposited, as well as the signature of the person receiving the funds.
6. All funds collected should be turned in to the office daily and the office should properly receipt the funds as outlined in this accounting manual. Employees must remain in the presence of the bookkeeper until they receive an official receipt. They should verify the accuracy of the receipt (amount and proper account) before they leave the bookkeeper's presence.
7. Never make expenditures with cash receipts. School employees collecting money are responsible for safeguarding the funds until they are turned over to the bookkeeper.
8. All voided receipts(original and duplicate) should be maintained in the receipt book.
9. Employees should bring their receipt books to the office when they deposit funds with the bookkeeper. The bookkeeper should review the receipt book to ensure receipts are being completed properly and deposited timely. After she issues an official receipt, the bookkeeper should record the computer receipt number on the last receipt issued by the sponsor and reviewed by the bookkeeper. The bookkeeper should also initial this receipt.

10. All receipt books issued to employees should be properly secured and turned in to the office at the end of each school year. All receipt books should be maintained by the school for three years after they have been audited.

If school employees have any concern regarding the receipting process used by the bookkeeper or expenditures made from their account, they should inform their principal and the Chief Internal Auditor.

## Accounting for Concessions

To eliminate the extra work and risks involved in servicing your own vending machines, a full-service agreement may be entered into with soft drink and/or snack vendors. If the administration chooses to service its own machines or **sell concessions in an open environment or at athletic events**, the following procedures should be implemented to create more accountability and reduce the risk of loss:

1. Only the principal and his/her designee should have a key to the vending machine. The bookkeeper should not have a key.
2. The coke and/or snack stock should be secured in an area with only the principal and their designee (should be same person as in #1 above) having access.
3. The person who receives the products must always count and verify the items received to the items on the invoice. This verification should be indicated by the receiver's signature on the invoice.
4. The principal or their designee (who has a key to the machine) should empty the machines at least weekly (same designee as in #1 above). The money should be sorted and counted before taking it to the bookkeeper. Before leaving the bookkeeper's presence, the responsible person should always receive an official computer generated receipt from the bookkeeper. Do not leave the bookkeeper's presence without getting a receipt and verifying the accuracy of the receipt.
5. Any items given away to students or workers must be documented. The documentation should include a list of the students who received the items and a description and retail value of the item.
6. If any items are lost, stolen damaged or spoiled, a PL76 Form (*Exhibit B*) should be completed. The retail value of these items should be documented.

All items sold in the lounge area are typically accounted for in the F7020 account (Lounge Concessions). The only money receipted into this account should be the money removed from the vending machine. The only items that should be disbursed from the account are items purchased for sale in the vending machine. The profit made on the account should be transferred at the end of the school year, if not sooner, to a Faculty General account. Items typically purchased from the profit of the lounge concessions will be disbursed from this account.

**If the school offers concessions to students, the principal needs to ensure the school is in compliance with Bulletin 1196, Section 741 Competitive Foods by ensuring healthy choices are available and items are sold at appropriate times. Please see the Child Nutrition Director with any specific questions and for a current list of healthy items that should be offered.**

If the school has student concessions or athletic concessions, separate accounts should be established for these concessions. The same accounting principles described in the previous paragraph should be followed for **all** concessions. The principal should monitor the activity in all concession accounts on a monthly basis to ensure the profit is reasonable. The administration should consider using a

concession inventory and sales form to help account for the concessions purchased and sold. (See *Exhibit K* for an example). If an audit of the school is conducted and the profit on the concessions is not reasonable, the administration will be required to use this form. If any concerns are noted, the principal should contact the Auditing Department.

Dual control over the concessions and the money generated should be maintained at all times. A daily concession sheet (Exhibit Q) must be used every time concessions are sold. This form should be retained by the bookkeeper.

# Miscellaneous Transaction Procedures

## Purchases of Fixed Assets

Any fixed assets, as defined by the Finance Department, purchased with school activity funds, **gift cards from grants**, or donated to the school must be recorded in the accounting system designed by the Finance Department by the school's fixed asset coordinator. The bookkeeper should forward copies of the invoices supporting such payments to the responsible person to ensure these items are properly accounted for. The bookkeeper should record the tag number assigned to the fixed asset on the invoice.

## Investments

State law requires that principals invest monies under their control which they in their discretion may determine to be available for investment in time certificates of deposit of state banks organized under the laws of Louisiana, banks having their principal office in the state of Louisiana, in savings banks, as defined by LSA-R.S. 6:703, or in share accounts and share certificate accounts of federally or state chartered credit unions.

These funds shall not exceed at any time the amount insured by the Federal Savings and Loan Insurance Corporation in any one savings and loan association and shall not exceed at any time the amount insured by the National Credit Union Administration or other deposit insurance corporation in any one Credit Union Administration or other deposit insurance corporation in any one credit union, unless the uninsured portion is collateralized by the pledge of securities in the manner provided by R.S. 49:321. However, if funds are determined to be available for investment for a period of time less than thirty days, the principal is authorized to invest such funds in direct United States Treasury obligations that mature not more than twenty-nine days after the date of purchase.

In no event shall funds be determined to be available for investment except such funds as the principal shall determine, in the exercise of prudent judgment, to be in excess of the immediate cash requirements of the account to which the funds belong.

Time certificates of deposit in which investments are made under authority of R.S. 49:327 shall mature not more than **twelve** months after the date of their purchase. Interest earned on United States Treasury obligations or time certificates of deposit purchased by the school shall be credited to the general fund. Complete and accurate records of all investment transactions should be maintained and reconciled with the accounting records on a regular basis (monthly, quarterly, etc.).

## Transfer of Funds

- A signed transfer form must be prepared for all transfers of funds. Transfers should have a detailed description for the transfer. If needed, attach any documentation that supports the amount being transferred and the justification for the transfer.
- Transfer forms must be signed by the principal and the account sponsor or school bookkeeper as appropriate.
- Each transfer form must be maintained on file for audit purposes.
- Transfers should never be made from school funds into faculty funds. However, funds may be transferred from the faculty funds into school funds.
- Transfers should not be made from a restricted account to another fund or restricted account without permission from the club or activity group that raised the funds.
- Transfers should not be made to correct an error made by the bookkeeper **unless it is identified after the school year has closed**. Errors identified in the year made should be corrected by an adjustment.

## Adjustments

Adjustments should be used to record monthly bank interest, NSF's, and other bank transactions that are not recorded as a receipt (deposit) or a disbursement (check). Adjustments should also be used to correct a mistake made by the bookkeeper that is identified in the year it occurred. For example:

- If the bookkeeper records a receipt to the wrong account, she may void the receipt and re-issue it (but must get the original back) or she may make an adjustment. She would record a negative receipt in the account the receipt was recorded in by mistake and then a positive receipt in the account the receipt should have been written in. Document the receipt number that is involved.
- If the bookkeeper records a disbursement in the wrong account, she can void the check, if it has not been mailed or cashed, or she can make an adjustment. She would record a negative disbursement in the account she recorded the check in by mistake and record a positive disbursement in the account it should have been recorded in. Document the check number that is involved.

# FINANCIAL REPORTING

## **School Reporting**

Each school must submit a copy of its bank reconciliation (Proof of Cash), bank statement, deposits in transit listing and outstanding checks listing to Auditing by the 15<sup>th</sup> of each month for the preceding month. At the end of each quarter (September, December, March, June), the Principal's Monthly Report and an Unpaid Bills Report (**Exhibit P**) should be submitted with the reports submitted monthly. At year end, the Year-to-Date Report should be printed after closing the year, approved by the Principal and submitted to Auditing with the other required reports by July 15.

The following reports should be printed monthly after closing and retained on file:

1. Principal's Monthly Report\*
2. Transfer Journal\*
3. Adjustments Journal\*
4. General Ledger

\* These reports must be approved and signed by the Principal monthly.

## **Accounting Data**

The bookkeeper should back-up MAS each day on memory sticks. The school will need two for their daily back up, which will be rotated each day. A third memory stick should be used to back up prior to closing each month. Two additional memory sticks should be used to back up prior to closing the year. Specific year end instructions are provided each year.

The school should have someone assigned and trained to issue receipts in the bookkeeper's absence. At minimum, this person should be able to write receipts from an "official" manual receipt book, which is issued by the Auditing Department. It would be more efficient if this person was trained on how to issue receipts from MAS. The Auditing Department will establish the access and train the person at the principal's request.

## **Records Retention**

Schools may destroy supporting documents three years after they have been audited. These include cancelled checks, paid invoices, receipt books, etc. Schools must have on hand at all times all documentation for non-audited years and documentation for the last three years which have been audited. The only records that should not be destroyed are the old manual cash ledgers, general ledgers, and bank statements. If there are any questions as to what can be destroyed, call the Auditing Department before destroying anything.

### **Periodic Audits**

One of the controls over school financial operations is a periodic review of the school's records by an internal auditor; however, auditing can be external, performed by the Legislative Auditor or a private accountant.

Examination of the school records may be made at any time during the period between regularly scheduled audits and may be either announced or unannounced.

## FUND RAISING

The following section outlines the policies and procedures to be followed for all fund raising projects. It is important that the following procedures are followed in order that proper accounting and control over funds raised are maintained. Before any sponsor or parent group begins a fundraiser, they must get the permission of the principal, which is accomplished by completing the fundraising form (See *Exhibit F*). The sponsor or parent group should also sign for the instructions on fundraiser (See *Exhibit A*) and this form should be kept on file by the bookkeeper. The bookkeeper should number the fundraising forms and log them in a manner in which they can monitor to ensure proper and timely completion.

Every fund raising project should benefit students at the school both financially and educationally. Projects that have been unsuccessful or difficult in the past should be avoided.

If the school sponsors a school wide fundraiser, the principal should assign the management and responsibility of this event to someone other than him/herself or the school bookkeeper.

### General Policy

#### Fund Raising Activities

All fund raising activities must be approved by the principal prior to the start of the activity. Schools should not conduct raffles, bingo games, or other activities construed to be forms of gambling or games of chance. Parent organizations may sponsor these activities, but board policy prohibits the solicitation and sale of raffle tickets in the schools or at school sponsored events.

If yearbooks and PE uniforms are sold, fundraising forms should be completed to account for these items even though this is not normally a profitable activity. To ensure all funds are properly accounted for, fundraising forms should be completed for all items sold by the school. This includes student IDs, parking stickers, admission to plays, dances or other school events.

Since it is impossible to properly monitor all fundraising websites, the use of GoFundMe or similar sites is prohibited unless specifically approved by Auditing.

The form (See *Exhibit F*) entitled *Report on Fund Raising Project* is required for all fund raising projects conducted which use the name of the school. A fillable form can be located on the district's website along with a form for fundraisers in which multiple items are sold for different prices. This includes fundraisers which are conducted by the PTA, booster organizations or any other outside organizations.

No expenditures are to be made from cash receipts. All payments must be made by school check. All invoices should be turned in to the bookkeeper on a timely basis so that they can be paid within 30 days of the date of the invoice.

Recommended Procedures  
In The Financial Operation and Reporting  
For Fund Raising Projects

The *Report on Fund Raising Project* includes an approval section which must be prepared by the sponsor and signed by the principal prior to the start of the fund raising activity. The remaining portion of the form is completed when the fund raising activity is over. At the conclusion of the project, this must be signed as prepared and/or reviewed by the sponsor of the activity and the principal.

Prior to the principal approving the completed fundraising form, the bookkeeper or principal designee should review the form for accuracy. The general ledger activity for this event should be printed and compared to the form. The units received should be compared to the final invoice. If applicable, the designee should verify that a list of the students who owe is attached and there is appropriate documentation to support any amounts that have been labeled lost, stolen, damaged or spoiled.

If items are listed as still being in inventory, the fundraising form should indicate the possible disposition of those items. If those items are to be sold, the number should immediately be placed on another fundraiser form, which should be completed when all items have been sold or other disposition has been determined.

The *Report on Fund Raising Project* must be completed and sent to the School Board Auditing Department upon completion of the fund raising activity. These reports are maintained on file at the Central Office. The forms should be completed within two weeks after the end of the activity.

Exempt Projects: The only projects which are exempt from using the *Report on Fund Raising Project* form are school pictures, school newspapers, school store, and concession sales where several concession items are purchased from multiple vendors and the project extends over a long period of time.

The fund raising form must be prepared by each organization conducting a fund raising project. The report should be used to report the details of the project to the principal. Efforts should be made to ensure that the information reported on the form is accurate, complete and in agreement with school bookkeeping records. Any inaccuracies should be investigated and corrective action should be taken to resolve the problems.

Documentation for Fund Raising Projects

For each fund raising project, the sponsor should ensure that records are maintained with an adequate audit trail, to include:

1. the name of each student participating,
2. the amount/number of items issued to each student,

3. the amount of funds collected by each student, and
4. an explanation of all funds or products that were returned.

Receipts: Additionally, documentation must be maintained by the sponsor for all funds received from students/fund raising participants. This should be accomplished by the issuance of pre-numbered receipts to each student/participant turning in money. In some cases, it may be more appropriate to maintain a list of students turning in money and have each student sign and date the list acknowledging the amount of money being turned in to the sponsor. The receipt and/or list should always include the date and a detailed explanation as to the source of the funds.

Maintenance of Records: All receipts and other records, including credit memos, invoices, and records including the information described above should be retained at the school for three years after they have been audited. These records should never be discarded prior to their being audited.

#### Collection of Funds

- All funds collected from students must be given to the school office by the end of each school day. Funds should not be taken home by faculty members or left in the classroom overnight.
- When funds are turned in to the office, the money should be counted and a receipt issued immediately in the presence of the person turning in the funds.
- Expenditures should never be made from cash receipts of the fund raiser. All expenditures of the fund raiser should be paid by school check.
- Each student should be required to sign for items that are distributed to them to sell. The sponsor should request assistance from the school principal when unable to collect money from students.
- A listing of all students owing money should be attached to the form.
- Damaged or spoiled goods should be disposed of with a witness on hand and documented.
- Lost or stolen funds or goods should be reported on a PL-76 (Property Loss Notice–See *Exhibit B*).

# GUIDELINES FOR YEARBOOK SPONSORS

A fundraising form should be completed for yearbook activity. One form should be completed for yearbook sales and another one completed for yearbook ads, if applicable. See fundraising section for more specific guidelines.

- Before a yearbook project is begun, the principal and sponsor need to review prior yearbook activity to ensure there are sufficient funds and support for this expensive endeavor.
- Only the principal is permitted to sign contracts obligating the school. This includes the yearbook contract.
- Schedule meetings with the principal to discuss the yearbook project and establish goals.
- Meet with the representative of the yearbook publisher to discuss the details of the project.
- Insure that an agreement with the yearbook publisher is approved and signed by the principal.
- Prepare a budget to be approved by the principal. Plan so that your revenues are enough to cover your expenditures. Determine the sources of revenue and expenditures.
- Submit to the principal on a regular basis a report on the current status of the yearbook project. The reports should show projected and actual revenues by category and projected and actual expenditures by category.
- Determine the number of yearbooks to be ordered. Calculate this by determining the number of yearbooks that have been ordered and paid for by students and by reviewing the previous order history.
- Books ordered should be paid for in advance by all students. Make sure receipts are issued for all books purchased. Turn in all funds to the bookkeeper. Prepare an alphabetical listing of those persons who have paid for a yearbook. Require that they sign the list when they receive the book.
- Insure that the bookkeeper prepares the receipt accurately and in your presence.
- Maintain records of ads sold to individuals and businesses, and on pages sold to clubs as follows:
  1. The price per size of the ad.
  2. The amount charged for each ad and club page.
  3. The date each ad was paid and the amount unpaid per individual, business, or club.
  4. An agreement signed by the individual, business, or club sponsor indicating the details of the ad or club page and the price of the ad.

- Determine that the number of yearbooks delivered to the school is correct and agrees with the invoice.
- Store the yearbooks so that they are not subject to theft, unauthorized use or damage from rodents or other elements.
- Prepare a list of persons or organizations to whom yearbooks are given free of charge. Those persons or organizations should sign a list to indicate that they have received a free book.
- Prepare an inventory of books left over after the distribution. Return for credit any books which are permitted to be returned. Make sure a credit or refund is received from the yearbook publisher.
- Review the publisher's invoice for accuracy.
- Save all records, receipts, etc. for audit purposes.
- The project should be completed, all yearbooks delivered and bills paid before June 30 of each year.

# **ATHLETICS**

## **Ticket procedures**

Admission to high school athletic events should be accounted for by the sale of pre-numbered tickets. Cash should not be taken from those admitted without a ticket being issued. Each ticket seller should be responsible for a specific series of ticket numbers. He should complete and sign a ticket seller's recap sheet (see *Exhibit G*) which shows the ticket numbers which were sold at each price and the amount of money received from the sale of the tickets. The amount of cash turned in should also be shown and the amount of cash over or short noted. Each individual recap sheet should be summarized on a sales recap sheet (see *Exhibit H*) which shows the total number of tickets sold at each price at the event and reflects the total of money received. An overall game recap sheet (see *Exhibit H*) should be completed which details all receipts from the event, along with any cash expenditures made from the receipts, including amounts paid to ticket sellers or gate workers. The amount of change should also be noted on this sheet. This recap should reconcile to the bank deposit. The principal should sign the game recap sheet.

If season tickets are sold, the number sold and the amount of money received should be shown on an individual recap sheet. All tickets sold at various locations should have a signed recap sheet to accompany the receipt of funds.

Additionally, all tickets must be destroyed at the time they are used. This is usually accomplished by tearing the ticket in half when it is presented to the ticket taker at the gate.

Athletic tickets must be kept in a locked storage container or an area accessible by only the Athletic Business Manager and the Principal.

## **Ticket inventory forms**

There must be a perpetual inventory maintained on all tickets purchased and used. The school should know at all times what tickets are on hand to be sold. Periodic inventory checks should be made to detect any loss of tickets.

In order to maintain a proper ticket inventory, school personnel should prepare an Athletic Ticket Inventory form (See *Exhibit I*). These forms may be used to account for the disposition of all athletic tickets.

One form should be completed for each roll of tickets on hand at the school. If the date of purchase and check number for tickets on hand cannot be determined, it should be noted on the form that the amount of tickets on the form were on hand at the time the form was prepared. Small amounts of tickets on hand, that will not be used, may be destroyed with a witness present; however, the destroyed tickets should be listed on the form.

Once completed, this form should be submitted to the school bookkeeper. The school bookkeeper will keep the form on file for audit purposes.

### **Deposit of Funds**

All funds received from each athletic event should be turned over to the home team for deposit into their checking account. No sales should be retained by a visiting school. Game proceeds should be properly secured at the school or placed in the night deposit at the bank. No funds should be taken home. Proper security will indicate that a police officer or security person accompany anyone carrying large amounts of cash.

### **Cash Receipts**

As receipts are written by the school for the athletic events, a full explanation should be given as to what game, the date, and whether the receipts are season ticket sales, change, gate receipts, etc.

### **Accounting for Athletics**

Primary accounts should be established to allow for the accounting of receipts and disbursements for each sport by gender; i.e. boys' soccer, girls' soccer, boy's baseball, girls' softball, etc. Sub accounts should be established to further subdivide receipts and disbursements by types; i.e. gate receipts, game expenses, fundraisers, donations, equipment & supplies, travel, uniforms, security, allotments, etc.

### **Year-End Close-out of Negative Account Balances**

Any deficit balances which exist at year-end in any of the athletic fund accounts must be eliminated by a transfer of monies from General Athletics and/or the General Fund if available.

## Driver's Education

Driver education fees are to be processed as follows:

- All student driver education fees are to be paid to the school bookkeeper, who will issue a receipt for payment to each student.
- *Students should not be allowed to make partial payments.*
- Students will present their receipt to the driver education instructor as their permit to class.
- School bookkeepers will retain a record of all payments to serve as back-up documentation and to provide an audit trail, if needed.
- Within three (3) weeks from the first day of each driver's training session, school bookkeepers will remit a check payable to CPSB for completed fees, with a roster including the students' names and receipt numbers to the finance secretary. A copy should also be sent to the driver's education supervisor.
- Driver education instructors should continue to keep a record of all students enrolling. Rather than collecting cash, however, the instructors will record the receipt numbers as proof of tuition payment.

## EMPLOYEE ETHICS

Principals are responsible for ensuring that each employee completes the online ethics training each year. Each employee should present the certificate that is generated at the end of the training to the principal to keep on file. The principal should post the notice required by R.S. 24:253.1 (available for download or print at [www.la.gov/hotline](http://www.la.gov/hotline)) which addresses the reporting of misappropriation, fraud, waste or abuse of public funds.

The Code of Governmental Ethics (Act 443 of the 1979 Louisiana Legislature) was designed to prevent the use of public employment for private gain and to preserve the integrity of governmental employment. In that context, most provisions of the Code relate to possible conflicts of interest between a person's public employment and some private interest or contact. All school employees, especially those in administrative positions, should take care to follow the Code since failure to abide by its provisions could result in both disciplinary action being taken against the employee as well as fines of up to \$10,000.

A summary of some of the provisions of this law, which apply to principals and other school employees, follows:

- I. No public servant (public employee or elected official) shall receive any thing of economic value, other than compensation and benefits from the governmental entity to which he is duly entitled, for the performance of the duties and responsibilities of his office or position. ("Thing of economic value" means money or any other thing having economic value, except food, drink, or refreshments consumed by a public servant while the personal guest of some person.)
- II. Section §1123(26)(b) created an exception for school employees to receive gifts from students or former students. This exception is only available if you are employed by a pre-kindergarten, kindergarten, elementary, or secondary school. The maximum value an accepted gift can have is \$25.00. The total value of gifts you can receive from any one student or former student in a calendar year is \$75.00. For additional information on gifts visit <http://ethics.la.gov/Pub/InfoSheets/GiftsRev2-09.pdf>.
- III. No public servant shall receive any thing of economic value from a person to whom the public servant has directed business of the governmental unit.
- IV. No public servant shall participate in a transaction in which he has a personal substantial economic interest of which he may be reasonably expected to know involving the governmental entity.

- V. No public servant shall participate in a transaction involving the governmental entity in which, to his actual knowledge, any of the following persons has a substantial economic interest:
- a) Any member of his immediate family.
  - b) Any person in which he has a substantial economic interest of which he may reasonably be expected to know.
  - c) Any person of which he is an officer, director, trustee, partner, or employee.
  - d) Any person with whom he is negotiating or has an arrangement concerning prospective employment.
  - e) Any person who is a party to an existing contract with such public servant or who owes any thing of economic value to such public servant and who by reason, thereof, is in a position to affect directly the economic interests of such public servant.
- VI. No public servant, member of such public servant's immediate family, or legal entity in which he has a controlling interest (25% ownership) shall bid on or enter into contract, subcontract, or other transaction which is under the supervision or jurisdiction of the agency of such public servant.
- VII. No public servant shall solicit or accept, directly or indirectly, any thing of economic value as a gift or gratuity from any person or from any officer, director, agent, or employee of such person, if such public servant knows or reasonably should know that such a person has or is seeking to obtain contractual or other business or financial relationships with the public servant's agency.
- VIII. No public servant shall use the authority of his office or position, directly or indirectly, in a manner intended to compel or coerce any person or other public servant to provide himself, any other public servant, or other person with any thing of economic value.

# GUIDELINES FOR CONDUCTING FIELD DAY, SCHOOL CARNIVAL AND OTHER TICKET EVENTS SUCH AS AFTER SCHOOL DANCES

The intent of these guidelines is to assist the school administration in properly controlling the flow of funds that occur before, during and after an event so that when the day is done, money will not be the cause of any unpleasant events. For many schools, especially elementary, field day and school carnivals are a very important day for generating funds.

- Proper planning should take place to provide for controlled handling of funds.
- Pre-numbered tickets should be used to improve the accountability of funds handled. Tickets may be pre-sold and also sold on the day of the event. The use of tickets cuts down on the number of people handling cash.
- The numbers on tickets should be used to provide for a balancing routine for the person(s) selling tickets. Strict control should be maintained over the inventory of tickets.
- Tickets should be torn in half immediately upon receipt by persons working booths and/or events requiring tickets.
- Ticket money from a ticket seller should be balanced and turned in to the bookkeeper daily for receipting. (See *Exhibit J* for an example of a ticket seller sheet.) The bookkeeper and seller should sign the balancing documentation and reference should be made to the MAS receipt issued.
- The ticket seller should remain in the presence of the bookkeeper while money is recounted and a receipt issued.
- Security over cash funds should be constantly maintained. The use of a locked cash box that is accessible to the principal and the seller only is required until the funds are turned in to the bookkeeper for receipting.
- If funds are counted by more than one person, at least two people should remain with the cash until it is secured in a locked box to which access is controlled by one person and the principal, or remain with the cash until it is receipted by the bookkeeper. Cash that is pre-counted and placed in a locked box should be documented on a paper placed in the cash box and signed by the counter(s).

- Tickets remaining after the completion of the event should be secured by the principal's designee and maintained for future use. Tickets destroyed should be documented and witnessed.
- Access to items purchased for sale as concessions should be properly controlled and limited to the person responsible and the principal. Remember that accountability for these items must be maintained and a fundraising form completed at the end of field day. Documentation should be maintained and properly approved for any items lost, stolen, damaged or given away.

# **EXPENSE REIMBURSEMENT**

## **Policy: DJD**

The Caddo Parish School Board shall reimburse employees and School Board members for expenses incurred while on official School Board business, within budgetary limitations. Travel expenses shall be limited to those expenses necessarily incurred by employees or School Board members in the performance of official responsibilities as may be authorized by the School Board. Reimbursement of expenses shall be based on submission of a properly completed and approved voucher and such supporting receipts as required and in accordance with approved procedures and reimbursement rates, as outlined in the School Board's *Regulations for Travel Reimbursement*. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense and approved procedures and rates.

All out-of-state travel by employees to conferences which are to be funded from the General Fund shall be approved in advance by the School Board. Travel rates for employees and School Board members shall be in accordance with rates authorized by the *Regulations for Travel Reimbursement* as developed from the state's *Louisiana Travel Guide*.

All employees who use their private vehicles for official School Board business shall be required to carry liability insurance. When a private vehicle is used for official School Board duties, mileage shall be reimbursed based on the rate approved by the School Board. In no case shall an employee be allowed mileage or transportation reimbursement when the employee has been gratuitously transported by another person.

Claims for reimbursement of out of parish/out of state travel expense shall be submitted for payment within a week following the travel for which expenses were incurred. Claims for reimbursement of in-parish travel should be submitted monthly. Failure to submit the necessary paperwork and/or documentation in a timely manner may result in nonpayment of expenses for that month. In the event any employee is unable to report his/her travel before the end of the reporting period, the Superintendent and/or his/her designee shall approve any extension of the reporting date on a monthly basis.

Any employee or School Board member who submits a false or fraudulent travel claim shall be subject to disciplinary action and the School Board shall be entitled to restitution in full compliance with statutory provisions.

### **TRAVEL REGULATIONS**

Regulations governing travel reimbursement, allowances, and standard round-trip mileage to various locations, schools, and/or selected cities, as well as forms and charts to be used for requesting travel and subsequent reimbursement of expenses are included in the School Board's *Regulations for Travel*

*Reimbursement.* Provisions contained in the *Regulations for Travel Reimbursement* apply to all employees whether reimbursed for travel by the School Board or by individual schools.

### Meals

Employees may be reimbursed for meals when there is no overnight stay, including employees in which travel expense is reimbursed by the school. However, in accordance with Internal Revenue Service (IRS) regulations, reimbursement made for meals when there is no overnight stay is considered *taxable*.

Revised: December 15, 2015

Ref: La. Rev. Stat. Ann. "17:56, 32:861, 32:862, 32:863, 32:863.1, 32:900; Board minutes, 2-18-76, 3-17-76, 3-15-95, 5-22-02, 10-18-05, 7-19-11, 12-15-15.

# REGULATIONS FOR TRAVEL REIMBURSEMENT

## Policy: DJD-R

Travel reimbursements to Caddo Parish School Board (CPSB) employees and School Board members shall be limited to those expenses necessarily incurred by them in the performance of a public purpose authorized by law to be performed by the School Board and must be within the limitations prescribed herein.

### I. General Procedures

- A. All trips for CPSB employees outside of Caddo Parish and Bossier Parish but within the state of Louisiana must be approved in advance by department heads. Trips outside of the state of Louisiana must be approved in advance by the Caddo Parish School Board. Trips for School Board members must be approved in advance by the School Board President.
- B. All requests for reimbursement of out of parish travel expenses will be submitted on the *Travel Reimbursement Request Form*. A formal agenda, program or letter stating the purpose of travel must be attached to each request for reimbursement for all out-of-parish travel. In-parish travel reimbursement must be claimed on the *Monthly Report of Official Travel Form*.
- C. The request form shall be completed in its entirety and must be signed by the person requesting reimbursement.
- D. All expenses incurred and directly related to approved travel should be identified on the form. The request for reimbursement must be accompanied by a receipt or other supporting documentation for each item claimed, except for:
  - 1. Taxicab or local public transportation less than \$10.
  - 2. Tips for baggage handling; \$1 in and out of airport and hotel.
  - 3. Parking at self-service lots when less than \$5 per day.
  - 4. Meals.
- E. The official who authorized the travel and the appropriate Assistant Superintendent shall review the claim form before approving it and shall assure that all necessary supporting documents are attached to the form before forwarding to the Finance Department.
- F. The Finance Department shall review the claim form and supporting documentation for accuracy and compliance with this procedure. The Finance Department may request additional information from the traveler or reject any reimbursement request which does not comply with this policy. Any expense deemed to be unusual or extraordinary may require expanded explanation.

- G. Expenses of side trips, sightseeing trips, optional tours, etc., not required by or related to work or meeting are not reimbursable.
- H. Expenses prepaid by traveler will be reimbursed only upon return from trip.
- I. The traveler is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.
- J. Anyone who receives reimbursement by means of a false claim shall be subject to immediate disciplinary action, as well as being criminally and civilly liable within the provisions of state law.

II. Meals

- A. Reimbursement will be made to cover the actual cost of meals as outlined in Table A below. Receipts are not required. However, the number of meals claimed must be reported on the claim form (Form 2).

Table A

		<u>Meals Per Diem</u>	<u>Average Per Meal</u>
Tier I	In-State (Except New Orleans)	\$46	\$15.33
Tier II	New Orleans and Out-of-State Tier III	\$54	\$18.00
Tier III	High Cost Cities	\$65	\$21.67

(High Cost Cities: Atlanta, Baltimore, Boston, Chicago, Cleveland, Dallas/Fort Worth, Denver, Detroit, Hartford, Houston, Los Angeles, Miami, Minneapolis/St. Paul, Nashville, New York City, Oakland, Ca., Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Me., Portland, Or., San Antonio, San Diego, San Francisco, Seattle, St. Louis, Tampa, Fl., Washington, DC, Wilmington, De., all of Alaska or Hawaii, Puerto Rico, Virgin Islands, American Samoa, Guam, District of Columbia, And International Cities)

- B. Number of meals claimed will be determined by the following schedule:
  1. Breakfast: When travel begins at or before 6:00 a.m. on the first day of travel, or extends beyond 9:00 a.m. on the last day of travel, and for any intervening days.
  2. Lunch: When travel begins at or before 10:00 a.m. on the first day of travel, or extends beyond 2:00 p.m. on the last day of travel, and for any intervening days.
  3. Dinner: When travel begins at or before 4:00 p.m. on the first day of travel, or extends beyond 6:00 p.m. on the last day of travel and for any intervening days.

C. Other meals:

1. If banquet or other meals are included as part of registration fees, they cannot be included as expenses in meals claimed.
2. If it is necessary to include guests for meals, the name and position of the guest must be shown. State the reason for inclusion of a guest on expense sheet.
3. Business meals will be reimbursed at actual cost with receipts. Business meals are those meals taken with consultants, advisors or associates for a business purpose. Meals taken at casual lunch discussions, retirement parties or other such activities are not considered business meals. To substantiate the business meal expense, the following information must be provided: (1) the name of attendee and organization associated with, and (2) the specific business topic discussed.
4. Bus operators are entitled to be reimbursed for meals in accordance with the above rules even if a meal is provided by other sources.

III. Lodging

Hotel charges shall be reimbursed at the actual rate incurred. If the spouse or family of the official also stay in the room, then the single room rate shall be claimed. Rate differentials may be obtained from the hotel or may be listed on registration form in the case of group rates for conventions. Occupancy taxes shall be pro-rated to the single rate. Any advance room deposit paid by the Board must be deducted from the total charges. Hotel receipts must be attached to the reimbursement claim. Credit card charge tickets with only total amounts are not acceptable.

IV. Transportation

- A. Personal automobile - The mileage reimbursement will be the rate authorized by the state commissioner of administration. Mileage charged shall be measured by direct route to the destination and may include local driving related to business purposes upon arrival. When two or more persons travel in the same personally owned vehicle, only one charge will be allowed for the expense of the vehicle. The traveler claiming reimbursement shall report the names of the other passengers.
- B. Parish car - Receipts for fuel, oil and other necessary automobile operating costs must be attached to the claim form.
- C. Air travel - Air travel will be at the lowest, advance coach rates unless not available. When unavailable, permission for first class fare must be obtained from the superintendent. The original passenger coupon of the airline ticket must be submitted with the claim form. This applies to all air travel, whether prepaid by the school board or reimbursable to the traveler. If prepayment is made by the board, the claim form shall indicate prepayment. Travel with stays over a Saturday night is permitted in order to take advantage of lower excursion round trip air fares. This is acceptable when the added cost of lodging and meals plus the excursion fare are less than the lowest airfare available which does not include a Saturday night stay.

- D. Taxi - Taxis and other local transportation (buses, subways, airport shuttles, etc.), will be paid at actual cost. Original receipts for expenses exceeding \$10 per taxi must be presented with the claim form. Use of taxis is authorized only when more economical services (hotel vans, shuttles, etc.) are not available. Travelers are encouraged to utilize public transportation whenever feasible.
- E. Car rental - Car rental must have prior approval by the official who authorized the travel. Expenses will be reimbursed at actual cost. Cars should be rented by travelers only when other means of transportation are unavailable, more costly or impractical. The use of a rented car must be justified as a business need and not as a matter of personal convenience. All rentals shall be for compact cars unless three or more people are traveling together. The original car rental contract and receipt must be submitted with the claim form. Personal accident insurance when renting a vehicle is not reimbursable. Travelers are covered under worker's compensation while on official Board business.
- F. Other - Travelers using motor vehicles on official board business will be reimbursed for storage and parking fees, road fares, ferry fares, bridge tolls, etc. Receipts must be submitted with the claim form when a fee is \$5 or more.

V. Other Expenses

The following expenses incidental to travel may be reimbursed:

- A. Telephone or other communication expenses relative to official School Board business: Itemized phone charges must be reflected on the hotel invoice or on the personal phone bill, with the nature of the call explained.
- B. Registration fees for conventions, conferences and meetings: Original receipts must be presented with the claim form. Early registration is strongly encouraged when it results in a reduced fee. If the registration is prepaid by the School Board, the claim form should reflect such prepayment.
- C. Tips: Should be reasonable and appropriate for the services received. Tips will be reimbursed at 15% for meals and taxi. For baggage handling, \$1 per bag is allowed up to a maximum of \$10 for the entire trip.
- D. Extraordinary costs such as conference room rentals or other expenses must have prior approval of department heads.
- E. Any necessary expenses other than those herein specified shall be reimbursed only if supported by a written explanation and receipt.

VI. Non-reimbursable Expenses

The following expenses are not reimbursable:

- A. Personal telephone calls
- B. Personal articles (e.g. toiletries, clothing)
- C. Shoe shines
- D. Traffic fines
- E. Hotel room movies
- F. Tips to maids
- G. Alcoholic beverages
- H. More than 3 meals per day
- I. Personal insurance charges on rental cars
- J. Meals when they are provided by the seminar/airline
- K. Family expenses
- L. Care of clothing
- M. Individual dues to professional associations
- N. All other non-business, non-training or personal expenses

Approved: July 19, 2016

# **BOOSTER CLUBS AND OUTSIDE ORGANIZATIONS**

## **Policy: DKA**

### BOOSTER CLUBS/OUTSIDE ORGANIZATIONS

Funds generated by an entity outside the school, such as a parents' club, community, business, civic or other similar type of organization, are considered to be independent funds under the exclusive control and supervision of the club or organization. The School Board, however, shall require all such funds, when expended for any school function, activity, or purpose, to adhere fully to all state and federal statutory and regulatory provisions.

In addition, the School Board may place restrictions on the donation and usage of any monies by an outside source, i.e. club, organization, or entity, to a school or School Board-related entity. Specifically prohibited shall be the donation to an individual employee of the School Board anything of economic value in the form of money, personalized articles, automobiles and/or their use, travel, entertainment or vacations. The School Board reserves the right to examine the provisions of any and all prospective donations to a school or School Board-related entity to ascertain the propriety of the donation.

It is the policy of the Caddo Parish School Board that all fundraising activities conducted during the school day, on School Board property, using school employees and/or students, for school or school related purposes shall be properly controlled and have reasonable accountability applied. This requires that all funds shall be considered *public funds* and shall be deposited into the official checking account of the individual school and all state and local rules and regulations concerning financial management shall be applied.

1. In addition, any school support organization, parent club or booster club, which uses the name of a public school as the principal portion of their name and raises funds independent of the school, shall be required to meet all of the following conditions:
2. Maintain minutes of all meetings of the organization and have duly elected officers. Appoint the school principal, or a representative school employee designated by the principal, to serve on the executive board of the organization.
3. Provide the school principal with a copy of periodic (at least quarterly) financial reports showing all receipts and expenditures by source along with a summary of revenue, expenditures, and investments. The financial reports must be signed by an officer of the organization.
4. All fundraising activities of the organization must be approved in advance by the school principal using *CPSB Report on Fund Raising Project*. These forms shall also be completed and filed as required upon completion of the fundraising activity.

The organization's bank statement shall be mailed to the school to be opened and reviewed by the principal. Failure of any organization to meet the above conditions shall void that organization's privilege to use the name of the school or to raise funds on the representation that the funds are in fact to be used for the betterment of the school or school related matters.

Ref: La. Rev. Stat. Ann. "17:81, 17:414.3, 51:224; *Louisiana Handbook for School Administrators*, Bulletin 741, Louisiana Department of Education

# **AUTOMATED ACCOUNTING**

## **SETUP & PROCEDURES**

## SYSTEM DESCRIPTION

The automated accounting system is a computerized accounting system which was obtained for use in Caddo Schools in July, 1992. It is a fully automated fund accounting system designed to be used by any school in the Caddo Parish School System. It does not require knowledge of accounting to be used effectively, and it does not use accounting terms like "debit" or "credit." Instead, it uses terms that are familiar to the school bookkeepers.

The system is organized into modules that automatically and logically separate the transactions performed by the bookkeepers. All modules in the system update the cash/checking and fund balances when the user posts transactions. Month end closing takes a minimal amount of time and balances are automatically carried forward for the next month. Checks and receipts can also be recorded easily and quickly. Once the checks and receipts are entered to the system, the system will post them to the proper accounts as well as print the receipt or check if this option is chosen by the school.

Chart of Accounts: The Chart of Accounts is the heart of the accounting system. Through these accounts the school's transactions are classified and summarized. The account number structure has been established by the School Board Auditing Department to ensure standardization. However, each school will have some flexibility when setting up their specific chart of accounts based on the school's individual needs. The accounts are organized by "Funds" which are further divided into smaller *fund accounts*.

Cash Receipts: Cash receipts should be entered directly to the system, and a computer generated receipt will be printed. The receipt can be allocated to one or more accounts. Once a receipt is entered to the system, the system provides for automatic distribution to the proper accounts, upon posting to the system.

Disbursements: Cash disbursements must be made by check. Checks can be prepared manually and then subsequently entered on the automated accounting system, or the information for the check can be entered directly into the system, and a computer generated check will be printed. A check can be allocated to one or more of the school's accounts. Once a check is entered to the system, the system provides for automatic distribution to the proper accounts.

Invoices: All checks entered on the system must be supported or "backed up" by a vendor invoice. In other words, the system will not allow the check to be entered and/or printed unless there is an invoice on file in the computer for the check being written. These invoices are entered to the system by the bookkeeper based on vendor invoices received by the school. An invoice can be entered for any date and can be allocated to any number of the accounts on the system.

Vendor File: All invoices entered on the system require a vendor ID. This vendor ID is printed on the check stub by the computer (if the school uses computer-generated checks). In order for an invoice to be entered for a particular vendor, the bookkeeper must have that vendor on file on the system. The system provides a unique function where vendors may be set up on the computer by name, an account number, address, etc. These vendors are kept on file and can be accessed when entering invoices.

Bank Reconciliation: The bank reconciliation feature of the automated accounting system provides for automatic reconciliation of the school's cash accounts. The necessary bank balance information such as bank statement balances, deposits and credits, and checks and other debits are entered by the bookkeeper, and the system automatically reconciles the account and prints a reconciliation which shows any unreconciled items that need to be investigated. The feature also allows the user to enter cleared checks and print an outstanding checks list for any date during the year.

Transfers and Adjustments: The system will allow transfers and adjustments to be entered for any date, but only those dated for the current period can be posted. Transfers and/or adjustments can be allocated to one or more accounts. Once posted, the computer will print a voucher for the transaction (upon the user's instruction) which should be signed by the principal and other appropriate school personnel. Each adjustment will print a single voucher, but each transfer will print the same number of vouchers as there are accounts involved in the transfer.

Purchase Orders: The system provides for the preparing and printing of purchase orders to be used when an invoice will be received at the school. Purchase orders can be entered for any date, and the accounts will be encumbered at the time the purchase orders are entered. The purchase order function provides a way to keep track of items ordered and received and their future payment's effect on the accounts. Additionally, purchase orders can be edited for changes in items, quantities, prices, account allocations, and voids. As a result, when the items are received, the purchase order can be indicated as such, at which time the system will allow an invoice to be created directly from the purchase order.

Reports: The system generates over 40 reports which are available to the user. Some reports also may be either displayed or printed or both, and most of the reports can be viewed or printed in a format specified by the user (i. e. by date, by receipt number, by time period, etc.). All of these reports are accumulated throughout the month as data is entered to the system; therefore, the user is not required to compile anything. The reports are merely selected from the system menus.

Among the reports the system generates are a Principal's Monthly Financial Report and an annual (Year-to-Date) financial report which can be printed for use by the bookkeeper and principal. These reports are submitted to the School Board Auditing Department.

## CHART OF ACCOUNTS

The *Chart of Accounts* is the heart of the accounting system. Within these accounts, transactions of the entity are classified and summarized. The accounts should be developed in such a detail as to allow the interested user of the accounting information to readily retrieve information previously committed to the system. For automated systems, it never hurts to have too much detail because the system allows you to compress the information if the detail is not needed, and the computer is doing the math.

The structure of the chart is such that it forces standardization of the accounts among all schools. However, the structure is flexible enough to allow the school administrative staff access to create specific accounts that can be used to meet the school's varying individual needs.

Each account number is a unique alpha numeric identifier designed to track specific activities involving school funds. The accounts are summarized by *Funds* which are further divided into primary accounts, which we call *Fund Accounts*. Each fund account number is composed of a letter of the alphabet representing the fund, followed by a four digit number representing the individual fund account. All fund accounts with the same letter are sub-totaled into a corresponding fund.

Fund: There are seven *Funds*. The fund name and letter of the alphabet by which they are identified are as follows:

- A        **General Fund**
- B        **Instructional Fund**
- C        **Major Activities Fund**
- D        **Club Fund**
- E        **Athletic Fund**
- F        **Faculty Fund**
- G        **Investment Fund**

Cash Accounts: Three primary accounts have been established as *Cash Accounts*. These cannot be changed and must be used by the schools. The cash accounts are indicated by a dollar sign (\$) and are as follows:

\$ **Checking**

\$ **Savings**

\$ **Investments**

Fund Accounts: Each of the *fund accounts* are designated by the letter of the *fund* under which they are classified and a four-digit account number. Some of the accounts have been established already based on those accounts which are common among most schools. Additionally, the account number structure for the accounts have been established such that each *Fund* has a defined account number range within which fund accounts may be set up. However, each school has the flexibility to set up fund accounts that are unique to their activities or preferences so long as they are within the fund number range.

A 30 character description can be entered as a name for each of the fund accounts the school sets up, and the system provides a potential for 9,999 fund accounts to be set up under each fund.

Account Definitions: **CASH ACCOUNTS**

\$0010 CHECKING

The *Checking* account is the cash account where most of the school's cash transactions are recorded. All entries to the checking account will occur as the result of deposits, checks written, interest earned (on the checking account), bank charges, or withdrawals from investments. This account balance is also the account to be used for bank reconciliations. The checking account is designated with a fund code of \$ and is referred to as a "Cash Account."

\$0020 SAVINGS

The *Savings* account is where all funds that have been deposited into a separate savings account are recorded. All entries to this account occur as the result of transfers from checking to savings or vice versa, or deposits directly to the savings account. Entries may also be made to record interest earned on the savings account. The Savings account is also designated with a fund code of \$ and is referred to as a "Cash Account."

\$0030 INVESTMENTS

The *Investments* account is where all cash which is invested in certificates of deposit, US Treasury obligations, or other investments is recorded. Entries to this account consist of increasing or decreasing adjustments made when a check is written from the checking account in payment for the investment (increase) or a deposit made to the checking account when the investment is sold,

redeemed, etc. (decrease). The investments account is also designated with a fund code of \$ and is referred to as a "Cash Account."

Account Definitions: For FUNDS

**A: GENERAL FUND**

*General funds* are for the general operation of the school and should be used for the benefit of the majority of the students. These benefits should be of a nature that will aid or enlarge the educational program of the school.

The General Fund as used for the automated accounting system was set up such that the fund accounts within the fund are those accounts which accumulate receipts and disbursements related to the general operations and administrative functions of the school. The funds in these accounts are used for the benefit of the majority of the school.

Eleven fund accounts within the general fund have been established to be used for those purposes which were determined to be common among most schools. The fund accounts are identified by the letter "A" which stands for "General Fund" and a four-digit number, along with an account name. They are as follows:

- A 0010 INT EARNED CHECKING
- A 1010 ADOPT A SCHOOL
- A 1020 AIR CONDITIONER
- A 1030 DONATIONS
- A 1040 DR EDUCATION
- A 1050 FIELD TRIPS
- A 1060 FUND RAISING
- A 1070 LOCKERS
- A 1080 LOST/DAMAGED TEXTBOOKS
- A 1100 SCHOOL STORE
- A 1140 MISCELLANEOUS GENERAL FUNDS

Each school may add fund accounts to the General Fund which meet the definition of general funds and which may be unique to the individual school's needs. The school is allowed numbers 1000 through 1999 for additional accounts, but each general fund account must be identified with the letter "A" and a four digit number.

## **B: INSTRUCTIONAL FUND**

*Instructional Funds* are those funds which are related to the "instructional" and/or educational purposes of the school. These funds are primarily derived from "fees" and/or "fines" collected from students. For example, computer lab fees, chemistry lab fees, art fees, library fines, etc. which are used to purchase supplies, educational materials, workbooks, etc. would be recorded in the Instructional Fund accounts.

Seventeen *fund accounts* within the Instructional Fund have been established to be used for those instructional and/or educational purposes which were determined to be common among most schools. The accounts are identified by the letter "B" which stands for "Instructional Fund" and a four-digit account number between 2,000 and 3,999. Those accounts are as follows:

- B 2000 ART ACCOUNT
- B 2050 BAND ACCOUNT
- B 2100 CHOIR
- B 2150 COE
- B 2200 COMPUTERS
- B 2250 DECA
- B 2300 ENGLISH ACCOUNT
- B 2350 FRENCH
- B 2400 GEOGRAPHY
- B 2450 GERMAN
- B 2500 HISTORY
- B 2550 HOME LIVING
- B 2600 INDUSTRIAL ARTS
- B 2650 LATIN
- B 2700 LIBRARY ACCOUNT
- B 2750 MATH DEPARTMENT
- B 3000 SPANISH

The fund accounts should be used in the structure that was set up to the extent it is applicable and feasible for the school; however, each school may add accounts to the Instructional Fund which meet the definition of Instructional Funds and which may be unique to the individual school's needs. For example, the "English Account" may be renamed as the "English Account - Mr. Smith." Furthermore, several English fund accounts could be set up, one for each English teacher, if the school so desires.

Each fund account must be identified with the letter "B" and a four digit account number between the numbers 2000 and 3999.

## **C: MAJOR ACTIVITIES FUND**

*Major Activities Funds* are those funds which are derived from and/or used for the major activities of the school. Generally, these accounts represent organized school activities which are ongoing organizations from year to year and which are common among most of the schools. These accounts are distinguished from "Club" accounts which are accounted for separately, and which are described later in this section.

Thirteen *fund accounts* within the Major Activities Fund have been established to be used for those major school activities which were determined to be common among most schools. The accounts are identified by the letter "C" which stands for "Major Activities Fund" and a four-digit number. They are as follows:

- C 4000 BOOK FAIR
- C 4020 CHEERLEADERS
- C 4050 DANCELINE
- C 4070 DEBATE
- C 4090 FOOTBALL PROGRAMS
- C 4120 NATIONAL HONOR SOCIETY
- C 4130 NEWSPAPER
- C 4140 P.E.
- C 4150 PEP SQUAD
- C 4160 PTA
- C 4170 ROTC
- C 4180 SGA
- C 4190 YEARBOOK 20XX

The accounts should be used in the structure that was set up to the extent it is applicable and feasible for the school; however, each school may add accounts to the Major Activities Fund which meet the definition of major activities and which may be unique to the individual school's needs. For example, the "Yearbook Account" may be renamed as the "Yearbook Account -2001." Furthermore, several yearbook accounts could be set up to represent more than one school year's Yearbook, etc., if the school so desires.

Each Major Activities Fund Account must be identified with the letter "C" and a four digit account number between the numbers 4000 and 4999.

## **D: CLUB FUND**

*Club Funds* are those funds which are derived from and/or used for activities, organizations, etc. which are not classified in any of the other funds. Generally, club funds are those activities, projects, or clubs which may or may not be continued from year to year and which may be unique to each

particular school. Some examples of *Club Fund Accounts* are Key Club, Beta Club, Renaissance Program, Class of '92, Computer Club, F.H.A., Spanish Club, Memorial Account, SADD, Transcripts, etc. These examples are not required accounts since the number and fund account names in this category will vary among all schools.

The Club Fund has a completely flexible structure so that each school may set up accounts based on its particular needs and activities. The account numbers within the Fund have been left open so that each school may set up the particular accounts it feels are necessary. However, each Club Fund Account should be represented by the letter "D" and a four digit account number between the numbers 5000 and 5999.

### **E: ATHLETIC FUND**

The *Athletic Fund* is used to account for all athletic activities of the school. Fifteen *fund accounts* within the Athletic Fund have been established to be used for those athletics activities which were determined to be common among most schools. The accounts are identified by the letter "E" which stands for "Athletic Fund" and a four-digit account number. They are as follows:

- E 6010 ARCHERY
- E 6020 BASEBALL
- E 6030 BASKETBALL
- E 6040 FENCING
- E 6050 FOOTBALL
- E 6060 GOLF
- E 6070 GYMNASTICS
- E 6080 SOCCER
- E 6090 SOFTBALL
- E 6100 SWIMMING
- E 6110 TENNIS
- E 6120 TRACK
- E 6130 VOLLEYBALL
- E 6140 WRESTLING
- E 6150 MISCELLANEOUS ATHLETICS

The accounts should be used in the structure that was set up to the extent it is applicable and feasible for the school; however, each school may add fund accounts to the athletic fund which may be unique to the individual school's needs. For example, the Basketball Account may be renamed as the Basketball Account -Women. Furthermore, several basketball accounts could be set up to represent various basketball funds accounted for separately such as "Basketball-Men's," "Basketball-J.V." etc.

All athletic fund accounts, however, must identified with the letter "E" and a four digit account number between the numbers 6000 and 6999.

## **F: FACULTY FUND**

The *Faculty Fund* is used to account for all non-student activity such as faculty donations, coke machine concessions from the teachers' lounge, or other faculty activities involving cash.

Three *fund accounts* within the faculty fund have been established to be used for faculty activity. The accounts are identified by the letter F which stands for Faculty Fund and a four-digit number. They are as follows:

- F 7000 BENEVOLENCE
- F 7010 HOSPITALITY
- F 7020 LOUNGE CONCESSIONS

The accounts should be used in the structure that was set up to the extent it is applicable and feasible for the school; however, each school may add accounts to the faculty fund which may be unique to the individual school's needs. For example, additional faculty accounts could be set up to account for faculty funds which are separately identified such as Faculty-Donations, Faculty-Flowers, etc.

All faculty fund accounts, however, must be identified with the letter "F" and a four digit account number between the numbers 7000 and 7999.

## **G: INVESTMENTS FUND**

The *Investments Fund* is used to account for those funds which are invested in savings accounts, US Treasury obligations, certificates of deposit or other money market investments. Interest on investments is also recorded in this fund.

Two *fund accounts* within the investments fund have been established to be used to account for interest from savings and interest from investments. The investments accounts are identified by the letter "G" which stands for Investment Fund and a four-digit account number. They are as follows:

- G 0020 INTEREST EARNED SAVINGS
- G 0030 INTEREST EARNED INVESTMENTS

The Interest from Savings (account #G0020) and Interest from Investments (account # G0030) accounts should be used to account for all interest earned on savings accounts and/or investments, as applicable. All interest from savings and investments should be recorded in these two accounts and then, if so desired, may be transferred to other investment accounts.

Additional accounts under the investments fund should be set up for amounts invested with funds from other accounts. For instance, if the cheerleaders (account # C 4020) invested money in a certificate of deposit, the investment should be recorded in the Investments Fund. A fund account

would then be set up for the investment and indicated as a cheerleader investment by designating the new fund account number with the letter "G." Then, make the last four digits of the new account be the same as the number of the cheerleading fund account. Results:

MAJOR ACTIVITIES FUND	C 4020 CHEERLEADERS
INVESTMENTS FUNDS	G 4020 CHEERLEADERS INV.

The ending monthly report would show C 4020 cheerleaders fund account decreasing the same amount as the newly created G 4020 cheerleaders investment increases.

### Adding Fund Accounts

Bookkeepers and principals have access rights to set up new fund accounts. A new account is set up by selecting Maintenance/File Maintenance/Account File Maintenance in the automated accounting program and entering the new account number and title which is to be set up.

Once the new account is set up and entered on the automated accounting system, a new chart of accounts should be printed. The chart of accounts can be printed by selecting the *Maintenance Lists* function from the *Reports* menu and choosing *Chart of Accounts*. The principal and bookkeeper should place their initials by the new account. This report should be maintained on file.

Note: Bookkeepers and principals may not change the fund types or cash accounts. These accounts must remain the same for all schools.

### Deleting Accounts

Once a new account is set up and a transaction has been entered to it at any time during the year, the account number cannot be deleted or changed, regardless of whether the account balance is 0.00 at the end of the month or year. If it is determined that an account is inactive and will no longer be used or the account is closed out, the account title may be changed in the following school year in order to utilize the account number for another new account. This will aid in reducing the number of inactive accounts with zero balances. However, a new chart of accounts showing the account change must be printed and the new account initialed by the principal.

An account which has been used at any time during the school year should not be deleted or changed until the year has been closed and the new year is begun.

### Printing a Chart of Accounts

A chart of accounts may be printed at any time by selecting the *Maintenance Lists* function from the *Reports* Menu and selecting *Chart of Accounts*.

## CASH RECEIPTS

The following section describes the accounting and recording procedures for the collections of funds. The automated accounting system *User's Reference Manual* should be referred to for detailed instructions in using the accounting program. However, this section will describe general procedures to be used by schools which use automated accounting.

### Recording Cash Receipts

A receipt should always be prepared immediately upon receipt of funds. The amount should be immediately verified and the receipt written to the person turning in the money to the bookkeeper. The "red sign" regarding receipt writing should be posted in a prominent place near the bookkeeper's desk.

Schools should use printed receipts which are generated by the computer system. Manual receipts should only be used in cases of emergency, when it is not possible to use computer generated receipts.

### Use of printed / computer-generated receipts

The amount of funds received should be verified and immediately entered into the accounting program so that a receipt may be printed and presented to the person from whom the funds were received.

Note (1): Because receipts must be immediately presented to persons from which funds were collected, it may be necessary for someone other than the bookkeeper to be familiar with the procedures for entering and printing receipts in the absence of the bookkeeper. The decision as to whom this person should be is left to the discretion of the principal. The backup person will be given a separate password by Auditing.

Note (2): Once the receipt is printed, it is automatically posted to the accounts (including the checking account) by the accounting program, and the receipt may not be changed or altered. However, if necessary, it may be voided and another receipt issued. The voided receipt must be retained for audit and marked "Void".

### Use of manual receipt books:

If manual receipts must be used in case of an emergency, the receipts shall be pre-numbered receipts that are issued for use by the Internal Audit Department.

Manual receipts must include the date the funds were received, amount to be collected, from whom the money is received, an explanation as to the purpose of the collection, the fund to which the money belongs, and the signature of the person receiving the money.

Manual receipts must be entered into the system and reference made to the manual receipt number. The computer generated number should also be noted on the manual receipt. Manual receipt books should be retained for audit purposes.

### Recording "Subsequent Month" Receipts

In the event that money is collected during the beginning of a month before the previous month has been closed, a receipt may be entered and printed for the new month. The receipt should be entered with the proper date of the new month and printed (if applicable). The receipt may not be posted, however, until the previous month is closed, at which time the accounting program will automatically post any receipts which were being "held" by the computer until the previous month is closed.

Note (1): When subsequent month receipts are printed prior to the previous month being closed, account balances shown on the receipt will not include the subsequent month receipts.

Note (2): Care should be taken to enter the correct receipt date and deposit date when entering subsequent month receipts. Errors made when entering the receipt dates may adversely affect the account balances, causing unreconciled items on the bank reconciliation and/or cause the monthly reports and bank reconciliations to be incomparable from month to month.

### Voiding Receipts

When an error is made in preparing a computer-generated receipt, the receipt may be voided on the system if it has been posted and/or printed. If the receipt has not been posted, it may be canceled and the number used again for a new receipt. The receipt should be voided by selecting *Void Cash Receipts* from the cash receipts menu of the program. The receipt will be posted as void to the proper accounts and will be deducted from total cash receipts on the computer. The original computer-generated receipt should be obtained, marked as VOID, and maintained on file as documentation of the void for audit purposes. A receipt should not be voided unless the bookkeeper has obtained the original receipt. Duplicate receipts printed from the computer may not be used as documentation of a voided receipt.

Note (1) - Voided receipts will properly be shown as *Void* on both the cash receipts register and cash receipts journal. Additionally, the computer generated *Voided Receipts Report* lists all voided receipts for a particular period.

Note (2) - For **manually prepared receipts** which are subsequently entered and posted onto the accounting program, the voiding procedure is the same as with computer generated receipts. Additionally, the school should write the word "Void" on both the original and the copy and maintain both in the original receipt book.

### Editing Cash Receipts

In the event that a receipt is entered on the automated accounting system incorrectly (i.e. an incorrect date, amount, account, etc.) it may be edited if it has not yet been posted. The receipt should be edited by using the *Edit Cash Receipts* function of the *Cash Receipts* menu. However, if the receipt has been either posted or printed, it may not be edited except to change the deposit date.

### Duplicate Receipts

The automated accounting system is set up such that duplicate receipts are not required because the computer stores the information for all receipts which have been entered and posted. Once a receipt has been entered and posted, it becomes a part of the permanent records of the school. The original receipt is printed and given to the person who turned in funds. Detail of receipts posted can be generated via the *cash receipts register* and *Cash Receipts Journal* reports which can be printed from the program.

For computer generated (printed) receipts, the accounting program provides for the printing of duplicate receipts in the event the original receipt is misplaced by the person to whom it was issued. Each duplicate receipt printed after the original is indicated as "Duplicate 2,3,4, etc." at the top of the receipt.

Note: Computer generated duplicate receipts should not be used as supporting documentation of voided receipts. As noted in the void receipts section above, the original computer generated receipt must be obtained in order to void a receipt.

### Recording Checking Account Interest

The following section describes the procedures to be used when recording interest on the checking account only. Interest on investments is accounted for separately and is explained later under Investments. All interest must be posted to the General Fund unless restrictions apply.

Interest on the checking account should be recorded for automated accounting by recording an adjustment to Checking (account number \$ 0010) and Interest Earned-Checking (account number A 0010). The entry is recorded by selecting *Create Transfers and Adjustments* from the *Transfers and Adjustments* menu. The amount of interest is then recorded by increasing both the Checking and the Interest Earned-Checking accounts.

Note: All interest on the checking account should be initially recorded in account A 0010 Interest Earned-Checking. If necessary, it may then be transferred to another account such as Miscellaneous General Funds (account # A 1140) by recording a transfer.

### Deposit Reports

Before a deposit is made, a deposit report must be printed for the deposit date needed. This report can be accessed through Reports/Cash Receipts/Deposit Register. An overage or shortage should be noted and accounted for by an adjustment to \$0010 and the Over/Short account.

## CASH DISBURSEMENTS

The following section describes the accounting and recording procedures as well as general policy and procedures for the disbursement of funds. All disbursements should be made by check on the basis of properly approved invoices showing the receipt of goods or services, or some other authorized detailed document. Disbursements should never be made by cash.

### Recording Cash Disbursements

All disbursements are to be made by check with the principal being the only person authorized to sign the checks.

Schools have the option to use manually prepared checks or computer generated checks printed by the automated system. However, the school may not use both.

In either case, checks should be pre-printed with pre-numbered checks and stubs.

Note: Checks cannot be entered on the automated accounting system unless there is an invoice on file in the computer which supports the disbursement. The information from the invoice is used to generate and print the check. Vendor invoices are explained in detail under the heading “Vendor Invoices” later in this section.

### Use of Manual Checks

If the school chooses to use manual checks, there will be a checkbook of pre-numbered checks and stubs. Each check should be manually prepared and will contain the date, the person or company being paid, the amount, a brief explanation as to the purpose of the expenditure, and the fund from which the money is being taken. The stub should contain the same information as the check.

Once the check is prepared, the information on the check or stub is entered to the automated accounting system by indicating such with an “M” in the Priority Level on the “Create an Invoice” screen. The information from the check is entered directly to the system and when posted, will automatically update the checking account and other funds or accounts for the applicable disbursement amount.

### Use of Computer Generated Checks

Computer generated checks are a series of pre-numbered checks which are designed to be printed from a computer printer. The automated accounting system is configured such that checks may be printed from the system, thus avoiding manual check preparation. If the school chooses to use computer-printed checks, it should make sure that the checks meet the specifications for printing on the system.

All of the information for a computer-generated check is stored in the automated accounting program based on the vendor invoices which have been entered. Each vendor invoice which is on file in the computer contains the amount, date, vendor, vendor address, invoice number, etc., related to a specific purchase or services rendered. The system will print the check when “P”, or Print Now, is indicated in the Priority Level of the “Create an Invoice” screen. It will print the check date, payee, amount, account, etc. on the check and the check stub. Once the check is printed, it is automatically posted to the proper accounts by the system.

Note: Schools which use computer-generated checks may find the need to manually prepare a check in some instances (printer is down or being used, the check is needed immediately, etc.) This may be done by manually preparing the check and subsequently entering the check to the automated system as described for manual checks above.

### Recording "Subsequent Month" Disbursements

In the event that a check must be written during the beginning of a month before the previous month has been closed, a check may be entered and printed for the new month. The check should be entered with the proper date of the new month and printed. The check will not be posted, however, until the previous month is closed, at which time the accounting program will automatically post any checks which were being "held" by the computer until the previous month is closed.

Note: The automated accounting system will not allow manually prepared checks to be entered for the subsequent month until the current month is closed. However, computer-generated checks can be entered and printed.

### Posting Cash Disbursements

A disbursement/check is considered posted (permanently recorded) to the automated accounting system when either of the following two steps occurs:

1. Printing: Once a check is printed and you answer yes that the check printed properly, it is posted to the proper accounts by the automated accounting system and cannot be edited or canceled (deleted).
2. Manual check is entered and saved: A check which has been prepared manually and is subsequently entered on the automated accounting system is posted once it has been saved on the computer. As soon as it is saved and a new screen appears for entering a new check, the manual check is automatically posted to the proper accounts and it cannot be edited or canceled.

Note: Checks which are entered for the subsequent month prior to closing the current month are not posted until the current month is closed. For instance, a check dated July 1 which is entered before June has been closed will not be posted and reflected in the account balances until June has been properly closed out. Once June is closed, the check is automatically posted and is deducted from the account balances.

NSF (Non-sufficient Funds) Checks

When a check which has been deposited by the school is returned as non-sufficient, the bank deducts (debits) the amount of the check from the school's checking account. Additionally, some banks charge a fee for returned checks, and this amount is also deducted from the school's account. These transactions must be recorded on the school's accounting records.

NSF checks which are subtracted from the school's checking account by the bank and for which an NSF Fee is charged by the bank should be recorded as an adjustment. The amount of the returned check should be recorded as a negative receipt (negative increase) to both the checking cash account and the account to which the check was originally deposited. The NSF fee charged by the bank should be recorded as a disbursement (decrease) to the checking cash account and the account to which the check was originally deposited.

EXAMPLE: On October 31, 1993 the bank debited the school's checking account for \$15.00, the amount of the NSF check, plus an additional \$2.00 for NSF fee. The \$15.00 check had been previously deposited by the school among its weekly deposits.

The NSF check and the related bank charge should be recorded by making an *adjustment*, using the *Transfers and Adjustments* Menu, as follows:

<u>Acc Number</u>	<u>Acc Name</u>	<u>Description</u>	<u>Increase</u>	<u>Decrease</u>
\$ 0010	Checking	Jane Smith, NSF Check	(\$15.00)	\$2.00
A 1060	Fund Raising	Jane Smith, NSF Check	(\$15.00)	\$2.00

Voiding of Outstanding Checks

If a check is outstanding for a period of time such that it is determined that the check will not be cashed, the check should be voided. All checks outstanding for a period of six months should be restored to cash by voiding.

## Voiding Checks

In the event that a check is voided, the check and check stub should have the word VOID written across them in bold letters. The voided check is to have the signature line detached and is to be filed in chronological order with the canceled checks.

If a check has been printed or entered (in the case of manual checks) on the automated accounting system and is later voided, the check must be voided on the computer by selecting the *Void Checks* function from the *Disbursements* menu of the program. The check will be voided by the computer and will be automatically posted as void to the proper accounts. The check is recorded by the system as a deduction from total disbursements (negative disbursement) of the appropriate accounts.

Note: Voided checks will be listed as VOID on the computer-generated cash disbursements reports, i.e., *Cash Disbursement Register* and *Cash Disbursement Journal*, as well as on the *Voided Checks* report.

## Vendor Invoices

On the automated accounting system, vendor invoice refers to the information on file in the computer which is used as support for cash disbursements and which is used to prepare a check. The information is obtained directly from actual invoices received from the vendor and/or receipts, vouchers, etc. which support an expenditure. The information is entered by selecting the *Create Vendor Invoices* menu which is located within the *Disbursements* menu of the accounting program.

Once the vendor invoice has been entered, a check for the invoice can be prepared by indicating "P" for Print Now in the "Create an Invoice" screen or:

1. Selecting the invoice for payment (*Select Invoices for Payment - Disbursements* menu) and
2. Selecting *Print Checks* or *Manual Checks* from the *Disbursements* menu (the *Print Checks* option will automatically print a check based on the invoice selected for payment; for manual checks, all of the information on the manually prepared check, including the invoice number is manually entered on the computer by the user.)

Note 1: If a particular vendor has multiple invoices, up to eight invoices for that vendor will be grouped together and paid by a single check. Thus, if a particular vendor has ten invoices, eight invoices will be grouped together on one check and two on another.

Note 2: An invoice can be entered for any date and can be allocated to any number of the fund accounts on the system. Outstanding invoices will encumber an account and be deducted from the fund account's *Funds Available* balance.

### Editing Vendor Invoices

The information entered for an invoice can be edited until such time as the invoice is paid. Once an invoice is paid it cannot be edited. The check used for payment of the invoice may be voided, however. Once the check is voided, a new invoice can be entered, and the invoice can be returned to an unselected status.

If an invoice has been selected for payment but a check has not yet been printed, the invoice may be edited by re-selecting the invoice for payment under the *Select Invoices for Payment* menu and changing the authorization for payment to No. This, in effect, unselects the invoice for payment, and the invoice may be edited by selecting the *Edit Vendor Invoices* function from the *Disbursements* menu of the automated accounting program.

### Credit Memos

A credit memo is an invoice with a negative amount. For example, if a vendor gives the school credit for merchandise returned, then the credit may be entered on the automated system as a credit memo by entering a vendor invoice as described above and by entering a negative amount for the invoice. When the invoice is paid it will be accumulated with other positive invoices for that vendor, and a check for the net amount of the invoices will be printed.

Note: Credit memos should not be prepared for ONE-TIME vendors. Because the system will print separate checks for each one-time vendor, a credit memo will be printed on a single check by itself. Consequently, the check will automatically print as VOID because of the negative amount on the credit memo invoice. Therefore, vendors which have credit memos should be set up with a Vendor File rather than as a ONE-TIME vendor. This will allow the credit memo to automatically adjust the other invoices for that vendor when payment is made.

### Vendor Files

An invoice cannot be entered unless there is a vendor on file from which the invoice can be created. The vendor file is a list of vendors maintained in the computer by the accounting program. The vendor file stores the information on each vendor such as address, telephone number, vendor number (assigned by the user), discount percentage, etc. The vendor files may be set up before receiving an invoice, or the bookkeeper may set up the vendor at the time an invoice is entered.

When an invoice is entered, the program will ask for a vendor number. If the vendor has already been set up on the vendor file, the number may be entered and the information for that vendor will be printed on the invoice by the computer. The rest of the information for the invoice (price, terms, quantities, etc.) is then entered by the bookkeeper. If the vendor has not already been set up, the bookkeeper will be able to create the vendor at that time.

A ONE-TIME vendor may be set up for those vendors that will not be used more than one time during the year. Each invoice for ONE-TIME vendors is paid with a separate check.

Note: The program will not allow the same invoice to be entered twice to the same vendor, thus avoiding duplicate payment of the same invoice.

### Bank Reconciliations

Schools will have a bank reconciliation prepared for them by the program. This should be printed out monthly and combined with the financial institution(s) monthly statement. The reconciliation should be signed by the principal and retained for the school's financial audit.

Any amounts appearing as *Unreconciled* at the bottom of the *Ending Balance* column of the reconciliation should be explained with substantive supporting documentation attached.

For example, items which will turn up as unreconciled, include:

- *Deposits*; if the school's accounting records show that the deposit date for receipts is not the same as the actual month of deposit according to the bank records, then those receipts will show as unreconciled. Receipt deposit dates can be edited after being posted if it is seen that the date indicated per the system is not going to be the actual date of deposit. Those posted deposits that show a deposit date that is in the same month as the bank records will be shown as *Deposits in Transit*, and are not unreconciled items.

When the school's accounting system records show that the total dollar amount of receipts deposited for the month is different from the bank records, then this will also show as unreconciled.

- *Adjustments*; if adjustments have not been entered correctly, i.e., interest earned, bank service charges, entries to correct for mistakes in cleared checks, etc., then the difference will be shown as unreconciled.
- *Checks*; if the check amount on the school's accounting records does not match the amount posted on the bank records, or if the date cleared on the school's accounting records is not within the same month as the date cleared on the bank's records, then it will be shown as unreconciled. The total amount of all outstanding checks that have not been entered onto the automated system will also show as unreconciled. If a check has been cleared on the system incorrectly, this will also be shown.

Any necessary adjustments should be made prior to closing each month.

# INVESTMENTS

## Recording Investments

Investment transactions may differ from school to school, depending on each school's particular investments. The following paragraphs describe general procedures for recording investment transactions based on the most common investment practices among the schools in the parish. The recording procedures and examples shown below are not meant to be all inclusive but, in general, should be appropriate for most types of investments.

For those schools using the accounting program, to make a purchase requires first developing a *Vendor File*, and then an *Invoice*. Once these have been created, the program automatically prints a check after the approval to pay is given. The accounting program will then automatically post this purchase to the accounts that have been set up on the invoice.

## Steps To Make An Investment Purchase

- Add an Investment Fund (G) account if one has not already been set up.
- Set up a vendor file for the bank to which the check is written.
- Create an invoice for the amount of the investment, and accounts to be charged.
- Select the invoice for payment.
- Print or manually prepare and enter the check.
- The bookkeeper should make an adjustment for recording the investment into the investment accounts. See the example below.

Example: A school purchased a \$5,000 certificate of deposit as an investment, and the investment was made with funds taken out of Student Council (account # C 4180). Then the school wrote a check to a local bank for \$5,000.

To enter the investment onto the school's books via adjustment, make these adjusting entries by selecting *Create Transfers & Adjustments* from the *Transfers & Adjustments* menu.

Fund	Account		Increase	Decrease
\$	0030	Investment	5,000.00	
G	4180	Student Council Investment	5,000.00	

Once the adjustment is posted, the accounts will be automatically updated for the investment purchase transaction. The investment will be reflected on the monthly and annual reports as a component of investment cash and the investment accounts.

Once the investment purchase and initial account set-up have been recorded, no further accounting entries are necessary (except for entries to record interest as described below) until the investment matures or is otherwise withdrawn.

Steps For Recording Interest Income from Investments

The following paragraphs describe the procedures for recording interest earned on investments. These procedures are distinguished from those for recording interest earned on the checking account which are described under the heading “Recording Checking Account Interest.”

For Example: A School invests \$5,000 in a CD (certificate of deposit) at a local bank. The investment consists of \$2,500 invested by the Cheerleaders and \$2,500 invested by Student Council. Each month, the Bank sends the School a check in the amount of \$20.00 for interest earned on the CD.

Method I: If the school receives a payment for interest from the bank, a receipt should be entered for the amount of the payment and deposited to the checking account. The receipt should be recorded to Checking (\$ 0010) and Miscellaneous General funds (A 1140) for the amount of the interest received. Entries to the investment accounts are not required for this method of receiving interest. When the receipt is posted and/or printed, the accounts will automatically be updated for the amount of interest.

Method II: If the school receives monthly or quarterly statements from the bank for the amount of interest earned on the investment and added to the school's investment balance at the bank, an entry should be made to the investment accounts to reflect the increase in the investment accounts. The entry is made by recording an adjustment to Investment (\$ 0030) and the Interest Earned - Investments account in the Investments Fund (G).

The *adjustment* entry to record the interest is as follows:

Fund	Account		Increase	Decrease
\$	0030	Cash Investment	20.00	
G	0030	Interest Earned Investment	20.00	

When the adjustment is posted, the investment accounts will automatically be increased by the amount of the adjustment. Until maturity or other withdrawal of the investment, the proper balance of the investment is reflected on the monthly and annual reports generated by the accounting program. Upon maturity or other withdrawal of the investment funds, the interest should be transferred to Miscellaneous General Funds.

Maturity and Withdrawal

This section describes the procedures used to account for investments which mature such as certificates of deposit (CD) and withdrawals from investments such as savings accounts or money market funds.

Example of a CD which matures and does not automatically renew:

- A school has a \$5,000 CD at a local bank. On the school’s computerized bookkeeping system, the CD is accounted for as follows:

G4020 Cheerleader Investment	\$2,500
G4180 Student Council Investment	<u>\$2,500</u>
\$0030 Investments - Cash	<u>\$5,000</u>

The CD matures and the bank mails a check to the school in the amount of \$5,200, which includes \$200 of interest earned on the CD. The following entries are needed to record the transaction:

- To record interest earned on the investment, make the following adjustment:

Fund	Account		Increase	Decrease
\$	0030	Investment	200.00	
G	0030	Interest Earned - Inv	200.00	

- To remove the CD and the interest from the investment account, make an adjustment as follows:

Fund	Account		Increase	Decrease
\$	0030	Investment		5,200.00
G	0030	Interest Earned - Inv		200.00
G	4020	Inv. - Cheerleaders		2,500.00
G	4180	Inv. - Student Council		2,500.00

- To record the receipt of the check for \$5,200 from the bank, a receipt totaling \$5,200 would be issued using the normal procedures used to issue receipts. The receipt would be recorded to the checking account cash (\$0010) for a total of \$5,200. The other accounts the receipt would be recorded to are as follows:

A1140	Misc. General	\$ 200
C4020	Cheerleaders	\$2,500
C4180	Student Council	\$2,500

- If the above maturing CD is at the same bank as the school's checking account and the bank deposits the proceeds directly into the checking account, the following entries should be made:
  1. Same as #1 above.
  2. Same as #2 above.
  3. An adjustment should be made to record the deposit to the checking account as follows:

Fund	Account		Increase	Decrease
\$	0010	Checking (Cash)	5,200.00	
A	1140	Misc. General Fund	200.00	
C	4020	Cheerleaders	2,500.00	
C	4180	Student Council	2,500.00	

Example of a Withdrawal from a Savings Account:

A school has a savings account which totals \$50,000. The account consists of the following:

G6050 Football Savings	\$40,000
G1140 Misc. Gen. Fund Savings	<u>\$10,000</u>
\$0020 Savings (Cash)	<u>\$50,000</u>

- The school decides to withdraw \$5,000 from the Football savings account and put it in the checking account. The bank issues a money order in the amount of \$5,000 payable to the school. The following entries should be made to record the withdrawal:
  1. To record the receipt of the money order from the bank, a receipt totaling \$5,000 would be issued and recorded to checking account cash (\$0010) for a total of \$5,000 and to Football (E6050) for \$5,000.
  2. To record the withdrawal from the savings account cash (\$0020), an adjustment entry is recorded as follows:

Fund	Account		Increase	Decrease
\$	0020	Savings (cash)		5,000.00
G	6050	Football Savings		5,000.00

## Adding Investment Accounts

As explained previously, the *Investments Fund* is a summary of a number of fund account numbers that have been set aside to be used only for those funds which are invested in savings accounts, certificates of deposit or other money market type investments. Furthermore, there are two account numbers under the investment fund which have been set up to be used by all of the schools on automated accounting. They are the *Interest from Savings* (G 0020) and *Interest from Investments* (G 0030) accounts. In order to properly record investment transactions as described above, additional accounts under the Investments Fund must be set up for amounts invested with funds from other accounts. Following are some general guidelines and suggestions for adding and setting up investment accounts:

1. When a school enters into an investment arrangement, an investment account must be set up. It should be identified in a manner that signifies which account gets credit for the invested funds. For instance, the same account title of the school account may be used, along with the account number and the word "Investment" as a part of the account title to indicate from which fund account the investment came from, as illustrated in the following example:

School Account:	C	4020	Cheerleaders
Investment Account Title:	G	4020	Cheerleader's Investment

2. Additionally, the school may want to indicate the number, description, or other investment information as part of the account title to further indicate what the investment account is made up of. For instance, it is possible that funds from one account may be invested in two different certificates of deposit. In this situation, the school may want to set up individual investment accounts for the two CDs as follows:

School Account:	C	4020	Cheerleaders
Cheerleaders' Investments:		\$2500.00	CD #12345
		\$3000.00	CD #67890
Investment Account Title:	G	4020	Cheerleader CD #12345
Investment Account Title:	G	4021	Cheerleader CD #67890

## TRANSFERS & ADJUSTMENTS

### Recommended Procedure For Recording Transfers

Transfers are recorded by selecting the *Create Transfers and Adjustments* function from the *Transfers and Adjustments* menu of the accounting program. A transfer may then be recorded by entering the required information when prompted by the program.

When recording transfers, the accounts entered must either both be fund accounts or both be cash accounts. A transfer cannot be made between a cash account and a fund account. If the transaction requires posting to both cash and fund accounts, it must be entered as an adjustment rather than a transfer.

The accounting program produces a *Funds Transfer Form* for every transfer transaction. This form must be reviewed and signed by the principal and sponsor and retained for audit.

### Making Adjustments

The adjustment function of the accounting program is designed to allow users to make entries to the accounting system that cannot be done by check or receipt. Substantive support should be retained for all adjusting entries.

All adjustment vouchers must be approved by the principal and signed by the bookkeeper or appropriate account sponsor. Adjustments are made to the cash account and the appropriate fund account.

The most common transactions that will require making an adjustment include:

- Interest earned,
- NSF checks,
- Bank service charges,
- Investment transactions, and
- Correcting errors that were made when entering a check, receipt, or earlier adjustment that has already been posted.

# **EXHIBITS**

**Caddo Parish School Board  
Sponsor's Obligation for Fundraisers**

Once a sponsor has requested written permission from the principal to conduct a fundraiser, the following are the steps that need to be taken to ensure a successful fundraiser. By signing below the sponsor is indicating that they have read and fully understand their obligations and intend on following them. Furthermore, the sponsor understands that it is their responsibility to immediately notify the principal if they find that he/she cannot follow the guidelines and to immediately take the necessary steps to minimize the financial impact on the group they represent.

1. As previously stated, all fundraisers must be approved by the principal in writing by completing the "Report on Fund Raising Project". The forms can be obtained from the school bookkeeper. The form should be completed within two weeks of the end of the project. Instructions on how to complete the form are printed on the back of each fundraising form.
2. If merchandise is to be sold, the sponsor must secure a location to store the items where access is limited to the sponsor and the principal.
3. When the items are received, the sponsor should count and verify the items received to the invoice or packing slip. If the sponsor is in agreement with the invoice or packing slip, he should sign it and return it to the school bookkeeper for processing of payment. If the sponsor does not agree with the invoice or the packing slip, then the sponsor should resolve any discrepancies with the vendor prior to authorizing the bookkeeper to make final payment.
4. Students should sign for items distributed to them to be sold or to be distributed to those who have prepaid. **It is advisable for all items to be prepaid.** This eliminates the possibility of losing items or having funds uncollected. It also reduces some of the administrative burden of having a fundraiser.
5. All funds collected by the sponsor should be documented by a receipt given to the person from whom the sponsor received the funds. The receipt should be issued from a pre-numbered receipt book issued by the school bookkeeper. With the permission of the principal, the sponsor may use a log to record payment. The log should provide the date, amount and reason for the payment and the person paying should sign verifying the amount.
6. The sponsor is responsible for securing the funds until they can be transferred to the bookkeeper.
7. The sponsor should transfer **all** funds received to the bookkeeper by the end of each school day. The sponsor should bring their receipt book or log for the bookkeeper to review.
8. The sponsor should remain in the bookkeeper's presence until an official computer generated receipt has been issued for the funds received by the bookkeeper.
9. All expenditures for the fundraiser should be made with a school check. The sponsor may not use cash received from students to pay for expenditures.

10. In the event merchandise is lost or stolen, the sponsor should notify the principal, and Form PL76- Property Loss Notice must be completed by the sponsor. This form should be completed when the loss is realized. Attach a copy of Form PL76 to the fundraising form for documentation.
11. In the event merchandise is damaged or spoiled (i.e. candy melts), the sponsor should have someone verify the amount damaged or spoiled, and this should also be documented on Form PL76- Property Loss Notice. A copy should be attached to the fundraising form.
12. Items given away as “prizes or awards” must be documented and signed for by the recipient and approved by the principal.
13. In the event the merchandise is not prepaid and funds cannot be collected from students, the sponsor must attach to the fundraising form a list of those who owe and their amounts to the fundraising form. The amount owed should reconcile to the list of items distributed to the student less any funds paid by the students. The sponsor should keep sufficient records to substantiate the uncollected funds.
14. The sponsor should maintain all records supporting the fundraising activity for three years after the school has been audited.

The above items have been read by the sponsor. The sponsor understands the requirements and intends to adhere to them unless otherwise documented and approved by the principal. Furthermore, the sponsor understands that **he can be held accountable for any unaccounted for funds or merchandise** if the above procedures are not adhered to.

SPONSOR’S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Property Loss Notice

## Caddo Parish School Board

Name of School/Dept. \_\_\_\_\_

Address \_\_\_\_\_

Date of Loss \_\_\_\_\_ Time \_\_\_\_\_ AM  
PM

Type of Loss (fire, theft, vandalism, etc....) \_\_\_\_\_

Description of Damage or Loss: \_\_\_\_\_

\_\_\_\_\_

List of Damaged or Stolen Items:

Quantity	Description (item, brand, serial number, etc...)	Cost

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

office use only	
Supplies Stolen	
Supplies Damaged	
Equipment Stolen	
Material and Labor Loss	
Glass Breakage	
Other Loss	
Total	

Signature \_\_\_\_\_  
Principal or Supervisor

\_\_\_\_\_ Date

School \_\_\_\_\_

Expense Report

Employee Name \_\_\_\_\_

Purpose of Trip \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dates of Trip \_\_\_\_\_ Account to be Charged \_\_\_\_\_

Date	Food	Lodging	Transportation	Other	Total
				<b>Total</b>	

**Advance Received**


  
**Balance due to or (from) office**

--

  
**Record the Manatee Receipt number for funds Returned**

--

All Expenditures for lodging and transportation should be supported by an original receipt or cancelled ticket. For personal auto, the number of miles times the current rate (see Finance Dept). Expenditures for other items should have a receipt or a complete explanation when receipts are not available.

If meals are bought for others, please provide their names. If meals are bought for students, please provide the number of students.

**SCHOOL NAME HERE**  
**SCHOOL ADDRESS HERE**  
**SCHOOL CITY STATE ZIP**  
**SCHOOL PHONE NUMBER**

**PRIOR PURCHASE APPROVAL OR PURCHASE ORDER #** \_\_\_\_\_

Funds are needed for the following reason: \_\_\_\_\_

<b>VENDOR OR PERSON REQUESTING REIMB:</b>  Name: _____ Address: _____ _____			<b>SHIP TO AND BILL TO:</b>  Attention: _____ <p style="text-align: center;"><b>SCHOOL NAME</b> <b>ADDRESS</b> <b>CITY STATE ZIP</b></p>	
Date	Requested Date	Bids - Circle One Attached/Not Required	Tax Exemption Number	Reimbursement/Advance/Invoiced

Quantity	Item Code	Description	Price per unit	TOTAL
Account Name: _____			<b>TOTAL</b>	
Account Number: _____				

**Check the one that applies:**

- I plan on purchasing the item(s) and returning the receipts within 7 days for reimbursement.
- I plan on ordering the item(s) and requesting the vendor to be paid when the invoice is presented.
- I plan on charging the purchase at \_\_\_\_\_ and will return the receipts and/or charge card on the SAME DAY of purchase or NEXT Day if purchasing after school.
- I am asking for a CHECK ADVANCE (receipts and unspent money will be returned within 7 days).

**Funds Available:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_  
 (BOOKKEEPER INITIALS) (PRINCIPAL INITIALS)

**By signing below I am verifying that I have sufficient funds in my account which takes into consideration any any outstanding invoices. I understand that if my purchases exceed my available funds that I could be held personally responsible for payment. My initials on the receipts indicate I have verified all items were received the price agrees with quote (bid), if applicable and payment should be remitted**

\_\_\_\_\_ Requested by: Teacher/Sponsor

**Bookkeeper Recap:**

_____ Purchased by sponsor	_____ Ordered	_____ Charged	Check Number	_____
_____ Items purchased agreed to what was approved by the principal			Check Amount	_____
			Check Received by:	_____
			Check mailed to address provided:	_____



Refer to  
instructions  
on reverse  
side

**CADDO PARISH SCHOOL BOARD  
REPORT ON FUNDRAISING PROJECT**

IA-82(Rev.09/17)

**Exhibit F**

**SCHOOL:** \_\_\_\_\_  
**YEAR:** \_\_\_\_\_

**#** \_\_\_\_\_  
For Office Use

**THE FOLLOWING SHOULD BE COMPLETED BY THE SPONSOR BEFORE THE PROJECT BEGINS.**

Name of organization \_\_\_\_\_  
School General Ledger Account Number \_\_\_\_\_  
Name of sponsor \_\_\_\_\_  
Type of project \_\_\_\_\_  
Business from which items are purchased \_\_\_\_\_  
**Proposed starting date** \_\_\_\_\_ **Proposed ending date** \_\_\_\_\_

**Projected (#'s ONLY)**

- A. Number of units to be ordered for sale \_\_\_\_\_
- B. Proposed sales price per unit or ticket \_\_\_\_\_
- C. Anticipated sales from the project (A times B) \_\_\_\_\_
- D. Estimated total cost of all units \_\_\_\_\_
- E. Anticipated profit (C minus D) \_\_\_\_\_
- F. Proposed use of profit \_\_\_\_\_

Requested by \_\_\_\_\_ Date \_\_\_\_\_  
Sponsor's Signature

Approved by \_\_\_\_\_ Date \_\_\_\_\_  
Principal's Signature

**THE FOLLOWING IS TO BE COMPLETED BY THE SPONSOR WITHIN TWO WEEKS AFTER THE PROJECT IS ENDED**

G. Total units received per invoice(s), including free items.	_____		
H. <b>Less</b> units still on hand (Inventory). **	_____		
<b>(Please attach plans for items left in inventory)</b>			
I. <b>Less</b> units given away as prizes or awards. **	_____	Sales Price*	<b>Calculated</b>
J. <b>Less</b> units lost, stolen, damaged or spoiled. **	_____	Per Unit	<b>Sales</b>
K. Total units available for sale	_____	X _____	= <input type="text"/>
L. <b>ACTUAL</b> funds collected (Should agree with ATTACHED General Ledger print out of account)			<input type="text"/>
M. <b>DIFFERENCE</b> (K minus L)			<input type="text"/>
Explanation: Uncollected from students **			
Other: <b>(Attach explanation)</b> _____			
TOTAL: Should agree with M _____			

N. <b>ACTUAL</b> funds collected: (Same as L)	_____
O. <b>Less COST</b> of all items (Should agree with checks written per General Ledger).	_____
P. <b>PROFIT</b> or (Loss) on this project (N minus O)	<input type="text"/>

**\*For multiple-priced item sales, attach detail.**

**\*\*Attach appropriate list or form.**

***As sponsor, by signing this form, I am attesting to the accuracy of the information and will maintain supporting documentation. The Sponsor should keep all records that support this project for three years AFTER it is audited.***

Submitted By \_\_\_\_\_ Date \_\_\_\_\_  
Sponsor's Signature

Reviewed By \_\_\_\_\_ Date \_\_\_\_\_  
Principal's Signature

**SPONSOR: SEND TO CPSB INTERNAL AUDITING DEPT. IMMEDIATELY UPON COMPLETION OF PROJECT**

# FUNDRAISER INSTRUCTIONS

<b>TO BE FILLED OUT AND APPROVED BEFORE FUNDRAISER BEGINS OR PRODUCT ORDERED</b>		
Lines A-F are estimates.	Line A	Enter # of units to be ordered for sale, e.g., # of candy bars, # of t-shirts
	Line B	Enter sales price per unit-If multiple prices list on separate sheet
	Line C	FORMULA-do not delete
	Line D	Enter estimated total cost
	Line E	FORMULA-do not delete
	Line F	Enter what you plan to do with money made

<b>TO BE FILLED OUT WITHIN 2 WEEKS OF FUNDRAISER COMPLETION DATE</b>		
Lines G-M are actual sales vs. projected sales	Line G	Total units received MUST match invoice from vendor. If any product left in ending inventory, a count must be documented and attached to form. B/K will create a new form for next year to carry over product. Please provide statement on plans for ending inventory.
	Line H	All giveaways MUST be documented with a listing of who received the product complete with signatures.
	Line I	
	Line J	A property/loss form should be filled out and attached to fundraising form.
	Line K	Enter sales price per unit. If multiple prices, attach a separate sheet
Lines N-P show how profitable the fundraiser was	Line L	Have B/K print a detail of your general ledger account and highlight and run a tape on the total amount collected from it. Attach to form
	Line M	Difference in projected sales and actual sales is either uncollected from students or Other. Uncollected money from students should have a debt list attached for support. Other differences need an explanation attached.
Line N	Same as Line L	
Line O	Cost of all items-should pull totals off general ledger printout from L	
Line P	Profit-FORMULA-do not delete.	

## CHECKLIST OF ITEMS NEEDED TO COMPLETE FUNDRAISER AND ATTACHED WHEN COMPLETE

- \_\_\_\_\_ General ledger printout at conclusion of fundraiser-shows total collected and spent.
- \_\_\_\_\_ Ending inventory count documentation (if any)
- \_\_\_\_\_ List of items given away-names and signatures (if any)
- \_\_\_\_\_ Property/loss form if any items lost/damaged, etc. (if any)
- \_\_\_\_\_ Debt list complete with student names and amounts owed (if any)
- \_\_\_\_\_ Other explanation for difference between projected and actual sales
- \_\_\_\_\_ Form is mathematically correct and is reasonable.

SCHOOL: \_\_\_\_\_

**Ticket Seller Sheet**

**Exhibit G**

Type of game \_\_\_\_\_ Pre-game (Y/N) \_\_\_\_\_  
Opponent \_\_\_\_\_  
Date of Game \_\_\_\_\_

First Ticket Used	Last Ticket Used	No. Tickets Sold	Color of Ticket	Page No.	A-Adult C-child	Ticket Price	Projected Ticket Sales

**Total Value of Tickets Sold**

**Total Gate Receipts Transferred to Business Athletic Manager**

Over/(shortage)

Change Returned to Business Athletic Manager


--

--

\_\_\_\_\_  
Signature of Ticket Seller

\_\_\_\_\_  
Athletic Business Manager

Place sample ticket here
--------------------------





School  
Ticket Seller Sheet -Non Athletic

Day Date \_\_\_\_\_

Event \_\_\_\_\_

Date of Ticket Sale \_\_\_\_\_

First Ticket Used	Last Ticket Used	No. Tickets Sold	Color of Ticket	Ticket Price	Funds Collected

Total Value of Tickets Sold


Total Receipts Transferred to Bookkeeper

MAS Rec. # \_\_\_\_\_

Over/(shortage)

--

Change returned to Bookkeeper

MAS Rec. # \_\_\_\_\_

--

\_\_\_\_\_  
Signature of Ticket Seller

\_\_\_\_\_  
Bookkeeper

Place sample ticket here
--------------------------



**Exhibit L**

I have read the following guidelines (general control requirements, funds received by teachers, fundraising, employee ethics and fixed assets) and understand them completely. I also acknowledge that if I fail to create and maintain the proper accounting records and internal controls as described in these guidelines that it constitute willful neglect of duty and subjects me to disciplinary action up to and including termination.

By signing this statement, I am giving assurance to the administration that I intend to follow the guidelines and if I find that circumstances will not permit me to following them, it is my responsibility to immediately notify the principal of the school in which I serve.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_

Caddo Parish School Board  
Report of Extra Work

LOC: \_\_\_\_\_  
Nbr \_\_\_\_\_ Name \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

TYPE OF EMPLOYEE:

- Teacher                       Secretary                       Bus Driver / Aide                       Custodian / Sweeper  
 Cafeteria                       Other

PAYMENT RESPONSIBILITY:

- School                       Parish Level                       Title I                       Title II  
 Spec. Ed / IDEA                       Spec. Ed / Pre-school                       8(g)                       Drug Free Schools  
 CNP                       Other

EXPLANATION OF EXTRA WORK: \_\_\_\_\_ PAYMENT AMT: \_\_\_\_\_

CHARGE TO FUND: \_\_\_\_\_

CHARGE TO CENTER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ NAME: \_\_\_\_\_

DATES WORKED - FROM: \_\_\_\_\_ THRU \_\_\_\_\_ TOTAL HOURS WORKED: \_\_\_\_\_

ORGANIZATION USING FACILITY: \_\_\_\_\_

BUS TRIP INFORMATION:

BUS NBR: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

DEPARTED: \_\_\_\_\_ HH:MM \_\_\_\_\_ AM/PM RETURNED: \_\_\_\_\_ HH:MM \_\_\_\_\_ AM/PM

TYPE OF TRIP:  
LOCAL (Y/N) \_\_\_\_\_  
Caddo/Bossier:  
OVERNIGHT (Y/N) \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

C D	A C T	SOCIAL SECURITY NUMBER			G R P	T Y P	LOCATION	RATE	DISTRIBUTION AMOUNT	DAYS OR HOURS
1	2	3	5	14	15	16	19	23	29	

COMPANY	ACCOUNT	CENTER
33	37	48

RSN  
55

PAYROLL DATE		
MO	DA	YR

Prepared by:  
75

# Funds Collected from After School Events

Exhibit N

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Event

\_\_\_\_\_  
Date

Responsible Employee: \_\_\_\_\_

Fund Account: \_\_\_\_\_

- \$ 20.00 \_\_\_\_\_
- \$ 10.00 \_\_\_\_\_
- \$ 5.00 \_\_\_\_\_
- \$ 2.00 \_\_\_\_\_
- \$ 1.00 \_\_\_\_\_
- \$ 0.50 \_\_\_\_\_
- \$ 0.25 \_\_\_\_\_
- \$ 0.10 \_\_\_\_\_
- \$ 0.05 \_\_\_\_\_
- \$ 0.01 \_\_\_\_\_

Total Cash \$ \_\_\_\_\_

Amount of Checks \$ \_\_\_\_\_

Total Funds Collected: \$ \_\_\_\_\_

Money Counted by: \_\_\_\_\_

Checked by: \_\_\_\_\_

Receipt # from Bookkeeper \_\_\_\_\_

**Deposit Ticket**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Cash	.
Coin	.
Checks	.
<b>TOTAL</b>	.

*Teachers/Sponsors: Record your account number and or name on each check.*

**Deposit Ticket**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Cash	.
Coin	.
Checks	.
<b>TOTAL</b>	.

*Teachers/Sponsors: Record your account number and or name on each check.*

**Deposit Ticket**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Cash	.
Coin	.
Checks	.
<b>TOTAL</b>	.

*Teachers/Sponsors: Record your account number and or name on each check.*

**Deposit Ticket**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Account Name \_\_\_\_\_

Account Number: \_\_\_\_\_

Cash	.
Coin	.
Checks	.
<b>TOTAL</b>	.

*Teachers/Sponsors: Record your account number and or name on each check.*



# CONCESSIONS

DATE \_\_\_\_\_ \$1.00 \_\_\_\_\_

\$20.00 \_\_\_\_\_ \$0.50 \_\_\_\_\_

\$10.00 \_\_\_\_\_ \$0.25 \_\_\_\_\_

\$ 5.00 \_\_\_\_\_ \$0.10 \_\_\_\_\_

\$ 1.00 \_\_\_\_\_ \$0.05 \_\_\_\_\_

\$0.01 \_\_\_\_\_

TOTAL SALES \_\_\_\_\_ MAS Receipt # \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

SOLD 1<sup>ST</sup> LUNCH SHIFT \_\_\_\_\_ SOLD 2<sup>ND</sup> LUNCH SHIFT \_\_\_\_\_

FREE ITEMS GIVEN AWAY FOR ASSISTANCE OR AWARDS \_\_\_\_\_