

**STUDENT ACTIVITY FUND  
ACCOUNTING MANUAL  
UPDATED: JULY 2015**

# **Petersburg City Public Schools**

## ***Student Activity Fund***

### ***Accounting Manual***

#### ***I. General Guidelines***

##### **Composition of Funds**

School activity funds (internal accounts) are comprised of the following sources of revenue:

1. Revenue generated by extracurricular activities within individual schools;
2. Revenue collected at the building level to defray the cost, in whole or in part, of operating expenditures budgeted in the General Operating Fund of the School Board;
3. Revenue from fundraising activities approved by the school principal;
4. Revenue derived from donations for specific or general purposes.

##### **Management and Use of Funds**

#### ***STUDENT ACTIVITIES FUNDS MANAGEMENT (BOARD POLICY IGDG)***

All funds derived from extra-curricula activities, such as athletics, club dues, etc., and from any and all activities of the school, involving school personnel, students, or property, are hereby classified as school activity funds and subject to the regulations established by the State Board of Education. School activity funds must be audited at least once a year by a person or persons approved by the School Board and a copy of the audit report filed in the office of the division superintendent. Monthly reports of such funds shall be prepared and filed in the office of the executive director of business and finance.

The following regulations apply to student activities funds:

1. Student activity funds are to be used solely in accordance with the purpose for which such funds are collected.
2. Projects for the raising of student body funds shall, in general, contribute to the educational experience of pupils and shall not conflict with the instructional program.
3. Funds derived from the student body as a whole shall be so expended as to benefit the student body as a whole either directly or indirectly. An indirect student benefit shall be interpreted to mean such items as may enhance the climate of the educational setting, the general morale of the staff and students in the building, and/or the general educational program of the school. Such funds may not be used for the employment of additional personnel to accomplish school related functions.
4. Student body funds shall, in general, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds. Student body organizations shall be discouraged from building up fund reserves.
5. Any class funds not expended by order of a class prior to graduation shall revert to the student welfare fund as a surplus.

6. Student body representation shall be required in the management of funds raised by the student body and expended for its benefit subject to faculty supervision.
7. The management of student body funds shall be in accordance with the best business practices, including sound budgetary and accounting procedures.

### **General Management Guidelines**

School activity funds are public monies, and as such, are governed by regulations set forth in the Guidelines Issued by the State Department of Education, March, 1989. (For brevity purposes, bookkeepers shall be defined as those persons responsible for maintaining the financial records of the school. These regulations provide for the following:

1. All funds derived from extracurricular school activities, such as entertainments, athletic contests, club dues, etc., and from any and all activities of the school, involving school personnel, students, or property, are classified as school activity funds (internal accounts). The local school boards shall be responsible for the administration of these regulations, and may determine which specific funds in any school may be excluded from those subject to these regulations.
2. Each school shall keep an accurate record of all receipts and disbursements so that a clear and concise statement of the condition of each fund may be determined at all times. School records shall be maintained in accordance with these regulations and rules promulgated by the local school board. The school principal or person designated by him/her shall perform the duties of school finance officer or school treasurer. The school bookkeeper shall be bonded, and the local school board shall prescribe rules governing such bonds for employees who are responsible for these funds.
3. School activity funds must be audited at least once a year by a person or persons.

### **Principals' Responsibilities**

The responsibility for safeguarding, accounting for, and managing school activity funds rests solely with the school principal. The principal may delegate duties which must be performed in providing proper management and security of funds, but in the final analysis the responsibility for proper management rests solely with the principal.

Principals are expected to perform the following responsibilities:

1. Supervise the management of school activity funds in accordance with prescribed procedures established by the division regulations.
2. Supervise the collecting, receipting, recording, depositing, and disbursing of school activity funds.
3. Maintain complete records as specified by procedures set forth in this manual.
4. Obtain accurate and timely reports from the activity fund bookkeepers concerning the results of operations and the status of school activity funds.

5. Review and analyze on a monthly basis the status and operations of the school activity accounts. The review should include, but not necessarily be limited to:
  - a. Reviewing deficit accounts and accounts that have been inactive or have had minimal activity:
    - To determine if the accounts should be continued
    - To ensure that plans are made for elimination of deficits
  - b. Assessing the liquid position (funds in checking) and anticipated cash flow (receipts versus disbursements) with the objective of determining if checking account funds should be committed to savings.
  - c. Assessing the adequacy of and compliance with cash control provisions.
  - d. Verifying bank statement reconciliations.
  - e. Discussing periodically with staff and responsible students (bookkeepers or other involved in financial operations) the control requirements to include:
    - Proper budget planning
    - Prior approval before committing school activity funds
    - Need for receiving reports
    - Ticket control – athletic, as well as any other function in which admission tickets are used
    - Proper control of funds collected through use of receipts and daily submission to the activity fund bookkeeper.
6. Review purchase orders, check requisitions, and other supporting documents to ensure that purchases and expenditures are authorized and supported properly.
7. Ensure that adequate facilities and physical controls are available and are used for protection of cash and other assets.
8. Monitor the operation of revenue-producing activities to avoid unanticipated losses.
9. Monitor implementation of approved audit recommendations and management decisions.
10. Approve all annual school activity budgets and consider changes recommended by the budget planning group or fund sponsor.
11. Maintain an appropriate inventory system.
12. Provide instruction to all teachers and other staff members in the proper handling of school activity funds.
13. Take action as deemed appropriate if SAF procedures are not properly followed.
14. Designate a third person to sign checks in the absence of either the principal or bookkeeper.

15. Designate an individual other than the student activity bookkeeper to make bank deposits.
16. Submit monthly financial statements to the school division finance office by the fifteenth day of the following month and an annual report no later than July 15. The report should show the beginning balance, receipts and disbursements, and ending balance of each account within the central fund and reconciliation of the last bank statement. The report will be certified by the school fund bookkeeper and approved by the principal.

### **Bookkeepers' Responsibilities**

A person at each school shall be designated to act as the school activity fund bookkeeper. In this capacity, he/she will receive, receipt, account for, disburse, and manage all school activity funds. Under the supervision of the principal, the bookkeeper is also authorized as one of the three signers of checks, the others being the principal and principal's designee. The bookkeeper, under the supervision of the principal, will comply with all pertinent provisions of this manual and will perform the following duties:

1. Prepare all funds promptly and properly for daily deposit into an insured depository. All invested funds must be totally insured at a competitive interest rate. Use appropriate security measures to protect all cash and cash items.
2. Maintain all required records on a current and accurate basis, using the division-wide implemented electronic record keeping system.
3. Prepare and submit all required reports promptly and accurately.
4. Keep the principal informed of all real or potential problems. This may be accomplished by reviewing the monthly financial statements with the principal and calling attention to fund accounts that require special review.
5. Issue and account for prenumbered receipt books and student receipt diskettes and ensure return of both at year-end.
6. Keep appropriate records for funds received in the office. A pre-numbered cash receipt must be prepared for all funds collected by the Bookkeeper.
7. Audit teachers' receipt books when monies are submitted to ensure accountability of all receipts.
8. Maintain purchase order and inventory files.
9. Properly disburse funds after acquiring principal's approval.

### **Chief Financial Officer's Responsibilities**

The Chief Financial Officer will assist principals by establishing regulations and procedures for the management and operations of school activity accounts in accordance with sound business practices. Additionally, he/she will:

1. Prescribe accounting and operating procedures through this manual and related notices and regulations.
2. Assist the principals in training personnel concerned with school activity funds through periodic in-service training assistance.
3. Ensure that an annual audit of the school activity funds is conducted in compliance with state laws.
4. Provide interim audit assistance as appropriate.
5. Prescribe audit standards to be followed in the audit of all school activity accounts.
6. Perform periodic on-site reviews of the schools' student activity fund records.

### **Teachers' Responsibilities**

Classroom teachers are typically responsible for the initial collection of money from pupils and parents and will be held personally responsible for all such money collected. Each teacher should become familiar with and ensure compliance with the portions of this manual pertaining to his/her duties and responsibilities. Failure to comply with responsibilities set forth in this manual will result in appropriate action from the school principal. Each teacher must deal with the bookkeeper in a sincere spirit of cooperation, performing his/her functions in a complete, accurate, and timely manner. In fulfilling their responsibility for the collection and proper accounting of money, teachers are expected to perform the following duties:

1. Properly receipt all money collected. A Cash Receipt should be prepared for all cash receipts.
2. Deposit **daily** all money with the activity fund bookkeeper. No monies should remain in the classroom overnight. A teacher will be held personally responsible for funds left in the classroom overnight.
3. Correctly record all required information.
4. Provide proper security and accounting for all receipts and financial records.
5. Submit all financial records as prescribed by the principal to the bookkeeper for audit.

School employees may not commit school activity account monies for the purchase of any item without prior approval of principal whether it be verbal or written. Purchase orders or an Expenditure Authorization Form are issued by the bookkeeper at the direction of the principal.

Personnel who make purchases without the approval of the principal or designee will be held personally responsible for payment.

### **Class/Club Sponsors' Responsibilities**

The principal of each school shall appoint a teacher (sponsor) to supervise each activity fund project. Each sponsor should become familiar with and ensure compliance with the portions of this manual pertaining to his/her duties and responsibilities. Failure to comply with responsibilities set forth in this manual will solicit appropriate action from the school principal. Each sponsor must deal with the bookkeeper in a sincere spirit of cooperation, performing his/her functions in a complete, accurate, and timely manner. Those persons responsible for activities with a fund account will review the financial operations and position of the account at least quarterly. A sponsor's responsibilities include:

1. Approving and submitting an activity fund annual budget plan to the principal and/or budget planning group.
2. Approving and submitting purchase requests to the activity fund bookkeeper for processing.
3. Submit Fundraising Requests to principal for prior approval of fundraising activity.
4. Submit Fundraising Report and Fundraising Summary to bookkeeper upon completion of fundraiser.
5. Ensuring that the billings pertinent to the fund are submitted to the bookkeeper in a timely manner and are correct (including sales tax provisions) prior to final payment.
6. Ensuring that the bookkeeper has on file copies of contract agreements, etc., which are applicable to obligations of the fund account.
7. Collecting and receipting for funds received from students.
8. Depositing such funds daily with the bookkeeper. No monies should remain in the classroom overnight. A class/club sponsor will be held personally responsible for funds left in the classroom overnight.
9. Controlling inventories of saleable merchandise. This control includes accurate records of quantity (including sales and purchases) and adequate measures for safeguarding the assets.
10. Providing the bookkeeper with accurate data pertinent to preparation of required annual reports.
11. Being aware of ticket control requirements where admission-type events are scheduled. All tickets shall be pre-numbered and properly accounted for.

12. Providing necessary training to students who are assigned responsibilities for handling funds to ensure that they know the requirements for accounting and control.

School employees may not commit school activity account monies for the purchase of any item without prior approval of principal whether it be verbal or written. Purchase orders or Expenditure Authorization Forms are issued by the bookkeeper at the direction of the principal. Personnel who make purchases without the approval of the principal or designee will be held personally responsible for payment.

### **Athletic Directors' Responsibilities**

The principal of a high school may appoint an athletic director to act as his/her designee for the management of the athletic school activity accounts. In this capacity, the athletic director shall be responsible for:

1. Approving and submitting an athletic activity fund annual budget plan which includes both activity funds and joint account operating budget funds to reflect total program costs.
2. Authorizing, approving and purchasing materials and equipment for individual sport coaches and athletic club sponsors for activity funds.
3. Submit Fundraising Requests to principal for prior approval of fundraising activity.
4. Submit Fundraising Report and Fundraising Summary to bookkeeper upon completion of fundraiser.
5. Maintaining purchase order file copies for audit.
6. Ensuring that file copies of all contract agreements, price quotations, or sole source documentation are maintained.
7. Ensuring that the billings for athletic activity funds are received by the bookkeeper and are correct, and that proper documentation is submitted for payment of the invoices in a timely manner.
8. Ensuring that athletic event receipts are deposited in the designated bank night depository after each home night game and any other game played where funds should be deposited in the bank night depository. The director is responsible for notifying the bookkeeper when funds have been deposited in the bank night depository.
9. Receiving, receipting and depositing athletic funds with activity fund bookkeeper in a timely manner.
10. Reporting all casual labor for athletic event personnel on time sheets and turning in to bookkeeper for processing of payment (through School Board payroll procedures). All payments for services must have support documentation.

11. Obtaining all information from event personnel to ensure that income tax reporting information is on file.
12. Maintaining full inventory and documentation of ticket control for audit purposes. All reports must be on file in the activity fund bookkeeper's office.
13. Maintaining uniform and sports equipment inventories.

### **Annual Audit**

An annual financial audit of school activity funds shall be conducted in compliance with state laws by a certified public accounting firm.

### **Bank Accounts**

The principal shall establish an interest-bearing checking account in the name of the school activity fund. Accounts generally should have signature cards with three (3) approved signatures. Any bank account must have insurance coverage with the Federal Deposit Insurance Corporation or an equivalent agency.

Excess funds may be deposited in a savings account or equivalent investment vehicle as long as the insurance requirement is met.

### **Student Activity Fund Accounts**

Financial records will be maintained by an electronic computer system as directed and with guidelines provided by the school division finance office. A separate fund account shall be established and maintained for each school activity which receives and/or disburses money.

### **Conflict of Interest**

School activity funds may not be used for any purpose which represents an accommodation, loan, pay advance, or other direct benefit to an individual. The expenditure of all school activity funds must be related to some educational benefit for the school.

The position of public trust held by school board employees requires that any impropriety or appearance of impropriety be avoided at all times. **SCHOOL DIVISION EMPLOYEES ARE PROHIBITED FROM UTILIZING THE BUYING SERVICES OF THE SCHOOL ACTIVITY FUNDS FOR PERSONAL PURCHASES.** If a vendor provides gratuities, extra copies, gifts, etc., as a reward for purchase, these items become the property of the school rather than the individual responsible for the related purchase. This rule is effective regardless of the value of the gratuity.

School activity funds are public monies, and as such, are governed by regulations set forth in the Guidelines Issued by the State Department of Education, March, 1989 as well as the guidelines set forth by the Virginia Procurement Act, specifically the State and Local Government Conflict of Interest Act and Article 6 Ethics in Public Contracting, which provisions supplement, but do not supersede other provisions of the law which are stated in the State and Local Government Conflict of Interest Act .

The law basically states that a public employee should not have official responsibility for a procurement transaction if the following conditions are present:

1. The employee is employed by the bidder.
2. The employee, employee's partner, or employee's immediate family holds a position with the bidder.
3. The employee has personal interest arising from the procurement transaction.
4. The employee, employee's partner, or employee's immediate family is negotiating, or has an arrangement concerning prospective employment with the bidder.

### **Fundraising Activities**

#### ***STUDENT FUND-RAISING ACTIVITIES (BOARD POLICY IGDF)***

Each elementary school and the middle school, exclusive of its PTA, may conduct one project each year for raising funds to support its student activities program. The principal of each elementary school and the middle school wishing to conduct a fund raising activity shall submit a written request for approval to the superintendent. This request must include all details of the project such as inclusive dates of the activity, all financial obligations, methods of selling, letters and other material to be used to publicize the activity, and instructions to be distributed to teachers and/or students. Fund raising activities for elementary schools and the middle school shall be conducted in a business-like manner. No student wishing to participate may be excluded from the activity. No door-to-door selling by elementary or middle school students is permitted. No group fund raising activity shall be allowed without adequate supervision by a school administrator and/or teachers.

Each organization in the secondary school's student activity program may conduct one fund raising project outside the school each year. The sponsor of the organization which proposes such a project shall submit to the principal a written request to do so. The request must include proposed dates for the activity, a listing of all financial arrangements, a description of selling methods to be used, samples of letters and other material to be used in publicizing the activity, and copies of instructions to be distributed to students. Such permission must be requested and approved before any obligation, financial or otherwise, is assumed. Each secondary school request is to be given to the principal of the school. If the principal approves the fund-raising activity, he/she shall so state in a written request to the superintendent. The principal's request to the superintendent shall include all material submitted by the sponsor.

In-school fund raising activities, such as dances, concerts, drama productions, athletic contests, etc., shall be permitted with the approval of the principal of the school, unless policies and regulations of the Board, accreditation standards, rules of the Virginia High School League, or other such regulations dictate otherwise. These activities shall be included on the annual list of activities submitted to the Board in September for its approval.

The secondary school shall conduct fund-raising activities in a business-like manner. All school related fund-raising activities shall be supervised by personnel from the school.

PTA fund-raising activities shall be conducted by members of the PTA and shall not involve students during regular school hours. Schools shall cooperate with the PTA in every way possible as long as such cooperation does not infringe on regular school operations and the

instructional program. PTA funds shall not be processed by school personnel or through school accounts. A school shall not enter into contracts with outside agencies on behalf of its PTA organization. Such agreements should be made by the duly elected officials of the PTA.

***FUND RAISING AND SOLICITATION (BOARD POLICY JL)***

Fund-raising efforts shall be authorized under conditions that do not conflict with instructional programs. Fund-raising refers to the raising of non-appropriated funds for the educational benefit of students and their schools funds. Fund raising shall be permitted by students attending middle and high school, provided such activities are approved in writing and carefully monitored and regulated by the school principal or a designee. Elementary schools may not conduct any sales campaign, project, or other process which requires, encourages, or otherwise promotes the utilization of students in door-to-door solicitation. Each principal shall develop and maintain a list of all approved fund-raising activities and report all activities to the superintendent pursuant to procedures issued by the superintendent.

The superintendent shall furnish the School Board with an up-to-date listing of all fund raising activities being conducted by the school division.

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No fundraising activities shall be permitted in the schools without the prior approval of the principal. All fundraising activities, including staff fundraising must be in accordance with Petersburg Public School Board policy. The sponsor is not required to obtain bids or submit a school division purchase order, but is required to complete the proper fundraising forms. A Fundraising Request Form must be completed by the sponsor proposing the activity and approved by the principal prior to the beginning of the activity. The request form for the main school fundraiser is the only one that must be processed through the superintendent or the superintendent's designee. The principal is responsible for monitoring all other fundraising activities. All fundraising request forms must be appropriately filed for audit purposes.

Approved projects for raising revenue must contribute to the educational experience of students. Fundraising activities are established as an adjunct to, and in support of, the educational program. As such, no fundraising activity will be conducted for the sole purpose of producing revenue. Additionally, no fundraising activity will be permitted which offers unfair competition with local merchants and industry. Fundraising activities will be held to a minimum and will not interfere with the instructional program. ***All money derived from fundraising will be expended for the benefit of those pupils in school who have been responsible for the accumulation of such funds.***

Permission must be granted by the principal before any purchase commitment can be made regarding items which are to be resold. Purchases made or committed to without the prior approval of the principal are subject to the principal's receiving the billing invoice but declining the responsibility for payment from the school's activity accounts. If the principal refuses payment, the vendor must seek settlement from other sources.

The faculty sponsor is required to file a fundraising summary report with the school bookkeeper upon the completion of a fundraising activity.

### **Fundraising Activities – Support Organizations**

Support groups such as band and chorus parent organizations, Booster Club, and P.T.A. are not school organizations. They maintain their own financial records, and any monies raised by such groups are not subject to the regulations for school activity funds.

PTA/PTO's, and Parent-Controlled Booster Clubs are considered by the Internal Revenue Service to be separate financial entities from the school division, thus are prohibited from using the division's tax exempt status in making purchases. However, PTAs are tax exempt under the National PTA umbrella and must comply with IRS rules regarding commerciality. The PTA is a charitable 501 (c) (3) organization whose purchases and sales are exempt from sales tax when made in carrying out its charitable functions and activities. PTO's and Booster Clubs do not have tax-exempt status unless they have filed individually with the IRS. IRC 501 (c) (3) provides exemption from federal income tax for organizations that are organized and operated exclusively for educational, charitable or other exempt purposes.

Under no circumstances should a PTA/PTO or Booster Club use the school division's federal tax identification number when making purchases; however, they may donate funds to a school with which to make a purchase.

Listed below are some additional resources for information regarding tax exempt status of PTA/PTO and Booster Clubs.

[www.vapta.org](http://www.vapta.org)

[www.irs.gov](http://www.irs.gov)

[www.tax.state.va.us](http://www.tax.state.va.us)

### **Field Trips**

Field trips should be conducted to extend and reinforce classroom instruction. Field Trips should not produce profit. The sponsoring teacher should properly receipt all collected money and present it to the school bookkeeper daily. Money collected for field trips should be expended for that purpose only.

### **Payment of Casual Labor**

Payments may be made to non-contracted personnel (i.e., persons not employed by Petersburg Public Schools) from activity funds for casual labor, such as ticket takers, camera persons, athletic officials, etc. A request for taxpayer identification number (W-9) form, shall be completed by all non-contracted personnel prior to payment. At the end of the calendar year a Form 1099 must be filed with the Internal Revenue Service for these individuals in compliance with tax reporting requirements. The school division's finance office will manage issuance of Form 1099's. Any request for payment to a contracted school division employee must be submitted on a time sheet or extra duty pay sheet to the school division payroll office.

A copy of the W-9 Request for Tax Payer Identification is included in the Forms section of this manual. Copies can also be obtained at [www.irs.gov](http://www.irs.gov)

### **State Sales Tax**

Schools are exempt from paying sales tax on tangible personal property purchased for use, consumption, or sale at retail at the schools, provided the net proceeds are contributed to the school or are used to purchase certified school equipment for contribution directly to the school. In addition, the Code of Virginia provides that the state sales tax shall not apply to the sale of class rings, school photographs, and other fundraising programs for which a school receives a commission or the net proceeds after the payment of vendors and other direct expenses.

A copy of the ST-12 forms is included in the Forms section of this manual. Copies may be obtained from Business and Finance as needed.

## *II. Receipt of Funds*

The most important financial activity in managing school activity funds is the receipt and disbursement of cash. The sensitive nature of cash demands strong internal control procedures which provide reasonable assurance that cash is safeguarded against loss from unauthorized use or disposition while being properly and adequately documented and maintained. In addition, adequate internal control measures provide protection to all individuals who process cash transactions. The procedures listed below provide assurances for proper and adequate internal controls and must be strictly followed.

### **In General:**

All funds collected from any source should be substantiated by pre-numbered student activity receipts or some other form of auditable records. At the discretion of the principal, the writing of a receipt to individual students may be waived and a Student Fee Sheet shall be used when significant numbers of students are required to pay for a specific activity. An individual student activity receipt should be attached to the Student Fee Sheet and submitted with the collections that are detailed on that Student Fee Sheet.

Internal controls over receipts should include, but not be limited to the following areas:

- All collections should be receipted as cash or check on a pre-numbered receipt or approved Student Fee Sheet, written promptly upon receipt of funds.
- All checks received should be made payable to the school or Petersburg City Public Schools, not to an individual responsible for the activity.
- **The Individual's Driver's License Number or Social Security Number is REQUIRED for all checks received.**
- Checks should be restrictively endorsed to be deposited to the school's local bank immediately upon receipt.
- The responsibility for receiving funds and writing receipts, preparing and making bank deposits and posting financial records should be segregated to the greatest extent possible.
- All funds should be turned into the school office as soon as possible after they are received and are required to be turned in daily.
- Bank deposits should be made daily, unless amount is under \$100.00.
- All collected funds should be deposited intact as reflected on the master receipt (fee sheet) and/or pre-numbered receipt as cash or check. Cash and checks must be submitted to the school activity fund bookkeeper as collected.
- Appropriate security measures should be used to protect cash and cash items.

### **Teachers/Sponsors**

Classroom teachers and fund sponsors will typically be responsible for the initial collection of money from pupils and parents and will be held personally responsible for all such money collected. Each teacher/sponsor must become familiar with and ensure compliance with the portions of these guidelines pertaining to his/her duties and responsibilities. Each teacher/sponsor must deal with the bookkeeper in a sincere spirit of cooperation, performing

his/her functions in a complete, accurate, and timely manner. In fulfilling their responsibility for the collection and proper accounting of money, teachers/sponsors are expected to perform the following duties:

1. Obtain pre-numbered activity receipt books and related materials from the student activity fund bookkeeper. The teacher/sponsor is responsible for initialing the bookkeeper's control log to indicate receipt of student activity receipt book.
2. Properly receipt all money collected using the following guidelines:
  - Issue individual student activity receipts or Student Fee Sheet for monies collected for school activities. An individual student activity receipt should be prepared for the total amount submitted on the Student Fee Sheet and attached to the sheet. In doing this, there is assurance that all material monies collected are recorded in the teacher/sponsor's activity receipt book. The total amount of funds submitted to the SAF bookkeeper must equal the total amount of activity receipts written for that day. If you have questions, see the SAF bookkeeper prior to collection.
  - Cash register or calculator tapes may be used for accounting for sales revenue (such as book store collections, etc.)—rather than individual activity receipts or fee sheets. The tapes, including the date and total of sales, will be submitted to the bookkeeper, along with the funds on a daily basis.
  - Small library fines, proceeds from snacks sales, or any other small special collections (up to \$2.00), may be submitted to the bookkeeper without fee sheets or detail. An individual receipt for a single days collection along with transmittal voucher should be prepared and submitted to the bookkeeper daily. Substantial fines or book replacement fees will require issuance of an activity receipt or listing on a Student Fee Sheet.
  - Book fair receipts may be submitted without individual activity receipts or detail. Someone other than the person who collected the funds must verify the amount collected by counting and documenting the amount in some fashion before submitting to the bookkeeper.
3. Complete Transmittal Voucher
4. Place money and Transmittal Voucher in small envelope.
5. Place small envelope, receipt book and/or fee sheet in large envelope.
6. Submit receipts daily to the SAF bookkeeper. No monies are to be kept overnight. Sending student activity fund deposits to the office by students is discouraged and *under no circumstances should students be allowed to issue receipts.*
7. Deposits will be verified (counted) by the SAF bookkeeper (or approved alternate) upon receipt and a notation confirming this verification will be made on the Transmittal Voucher. The teacher/sponsor is encouraged to remain with the bookkeeper during the verification (counting) process.

8. Activity receipt books and materials will be returned to mailboxes after processing.
9. No purchases or reimbursements may be made directly from CASH received. All receipts must be deposited.
10. If a receipt must be voided, attach the original (white) to the yellow copy (in the receipt book). If a receipt is inadvertently skipped, it must be voided and not used at a later date. Do not remove the yellow copy of the receipt or the white receipt stapled in your receipt book, as these are required for audit purposes. All yellow copies of receipts must remain in the receipt books.
11. Activity receipt books are the responsibility of the teacher/sponsor. They must be returned to the SAF bookkeeper at the end of the school year. The SAF bookkeeper will initial the control log to verify that the receipt book has been returned.
12. Where applicable, an approved student receipt software program may be utilized in the collection of student instructional fees. This program provides computer-generated receipts and receipt summary pages that may be substituted for handwritten receipts and transmittal vouchers.

### **Fundraising**

Before a fundraiser occurs, the Fundraising Request form must be submitted by the fund sponsor to the principal for written approval. During the activity, the Fundraising Report may be used by sponsors to track the amount of goods issued to students, the sales collected, and the amount of returned goods. This form may be used in lieu of rosters/fee sheets for reporting moneys received to the SAF bookkeeper. An activity receipt (made out to “Fundraising Report”) should be issued and attached to the Report for each cash submission to the SAF bookkeeper. The total amount of cash submitted must equal the amount on the Fundraising Report and the activity receipt.

At the conclusion of the fundraiser, the Fundraising Summary should be completed by the sponsor in order to assess instructional as well as profitability benefits of the fundraiser and whether it should be recommended in the future.

### **Bookkeepers**

A person at each school shall be designated to act as the school activity fund bookkeeper. In this capacity, he/she will receive, receipt, account for, disburse, and manage all school activity funds. Under the supervision of the principal, the bookkeeper is also authorized as one of the three signers of checks, the others being the principal and principal’s designee. The bookkeeper, under the supervision of the principal, shall comply with all provisions of the school division’s *School Activity Fund Accounting Manual* and will perform the following duties:

1. Maintain a control log for activity receipt books and student receipt diskettes. Issue cash receipt materials to teachers/sponsors. At year-end ensure that all receipt books and diskettes are returned. Initial control log to indicate that receipt books and/or diskettes are accounted for.

2. Verify funds received from classroom collections, fundraiser collections, or Student Fee Software collections, and sign Transmittal Vouchers **immediately** when received from teacher/sponsor in his/her presence (when possible). In the bookkeeper's absence, the principal or designee will be responsible for verification.
3. Verify receipt book and/or Fee Sheet total with Transmittal Voucher total. In each receipt book on the last receipt submitted, notate the date of submission and the total of that group of receipts and then initial.
  1. Record receipts in the approved division wide electronic accounting system from supporting documentation. Procedures for entering data are included with the electronic accounting system manual.
4. Principal (or designee-other than the bookkeeper) will deliver deposit to the bank.
5. Verify bank deposit slip to Deposit Report.
6. File deposit ticket with daily deposit package.

### **Bank Statements**

The SAF bookkeeper will reconcile bank statements for all accounts as soon as they are received and submit to the principal for review. Both parties will sign and date the bank statement as well as the Bank Reconciliation. During the school year a representative from the school division finance office will perform periodic on-site visits to the schools where the activity fund records, bank statements, deposits, and reconciliation reports will be reviewed and verified for accuracy.

### **Event/Ticket Sales**

Pre-numbered tickets shall be used for admission to events. Ticket inventory shall be under the sole custody of the Chief Financial Officer. Upon issuance to each school, the principal with the assistance of the bookkeeper shall be responsible for maintaining accountability of tickets issued, sold, and returned. Ticket sales shall be reconciled with cash received by a person other than the person receiving cash. All paying persons must receive a ticket prior to admission to an event. The ticket seller and the ticket taker shall not be the same individual. At the conclusion of each event, the ticket seller and the principal's designee must attest to the total funds received and the number of tickets sold.

The Accounting Form for Ticket Sales shall be used for proof of reconciliation. The Accounting Form for Ticket Sales and all funds collected must be submitted to the school activity fund bookkeeper as collected. Additionally, funds derived from concession stand sales shall be counted and verified by the activity's sponsor. The activity's sponsor and the principal's designee must account for and record the total funds collected and the number and types of items

sold. The activity's sponsor shall prepare and submit the tally sheet and funds collected to the bookkeeper for verification and deposit.

### **Loss of Cash**

Any loss of cash, including checks, must be promptly reported to the school division finance office and to appropriate law enforcement authorities if theft is involved or suspected. A written report must be submitted to the director of financial operations within 48 hours. The written report will include a recitation of the facts and circumstances, steps taken to prevent a recurrence and steps taken to affix responsibility, if any.

### **Interest Income**

A journal entry for interest income must be entered into the software system monthly, per bank notification. The interest should be posted to the month in which the bank statement is received through journal entry. The bank date of the journal entry should be the same date as the bank statement date. Interest earned on long-term (60 days, 90 days, etc.) investments should be posted to the month in which the statement is received.

A sample journal entry record interest income is included in the Journal Entry section of this manual.

### **Dishonored or Bad (NSF) Checks**

If a check is returned by the bank, a reasonable effort should be made to contact the person who wrote the check in an attempt to collect the funds in addition to the NSF fee charged by the bank. The following steps should be taken:

1. Enter check into accounting system.
2. If possible, accept only cash, certified check, or money order for the redeposit. When collection is made the bank charge should be included.
3. Redeposit the returned check only if repayment cannot be collected or if the bank indicates the check should be redeposited.
4. If repayment is made by cash, certified check, or money order – the bad check should be returned to the person who wrote it.
5. **Do not write a receipt for a redeposit.** Make up a separate deposit slip and mark it "Redeposit". Several redeposits may be combined on a single slip marked "Redeposit". After redepositing, reverse original journal entry and prepare an adjusting journal entry.
6. An attempt should be made to keep the number of dishonored checks to a minimum. If a check is not made good within three months the principal should consider writing off the

bounced check or sending a certified letter stating that unless payment is received within ten days from receipt of the letter, further action will be taken.

7. After making a reasonable number of attempts to collect on the bad checks, and deciding not to write off the check you may attempt to collect through the Petersburg City Treasurer's Office. To collect through the Treasurer's office send a Final Notice on your school's letterhead – signed by your principal and modified to include the check information pertinent to your school. This letter basically states that this is your last attempt to collect, and then it gets turned over to the Petersburg City Treasurer's Office for collection. The Treasurer is in charge of collection of delinquent accounts.
  1. Send your final notice to business and finance and send an additional copy for the Treasurer's Office for approval. Current Treasurer's Office contact information can be obtained from business and finance.
  2. If the check is not made good, you should then send a list that includes the following information to the Petersburg City Treasurer's office:
    - Check date
    - Check Amount
    - Bank Fee Amount
    - What the check was for
    - Details regarding the number of attempts to collect
    - The date of your final notice
    - The original check should also accompany the letter
    - **The Driver's License Number or Social Security Number is Required**
  3. The collection checks should come to your school. If not, as soon as the Treasurer's office collects on the check they will drop the funds into a 'pass thru' account, then the school division finance office will send you a check for the amount of the check(s).

Examples of journal entries for NSF checks are found in the Manatee Manual.

### **OTHER GUIDELINES**

1. A fire-proof safe must be located at each school for safeguarding cash and other valuable assets. Blank checks and prenumbered ticket rolls should be kept in a secure area.
2. A secure area must be provided for the SAF bookkeeper to count money and prepare bank deposits.
3. In accordance with the Fair Labor Standards Act (FLSA), compensation must be provided to SAF bookkeepers for time and travel if performing school functions on their personal time and in their personal vehicles.
4. No purchases, payments or reimbursements may be made directly from CASH received from student activity fund receipts. All receipts must be deposited.

5. The SAF bookkeeper is prohibited from cashing personal checks.
6. If the SAF bookkeeper has prepared the bank deposits, he/she should not carry the deposit to the bank. Principals should assign an alternate(s) who can make bank deposits.
7. All monies must be receipted by teachers/sponsors and deposited with SAF bookkeepers **daily**. The SAF bookkeeper should be able to identify fund sources for each deposit for audit purposes.
8. If total funds received by bookkeeper in one day are less than \$100.00, a bank deposit may be made the following day (or whenever amounts equal or exceed \$100.00.) However, all funds must be deposited at the bank on Fridays, regardless of the amount.
9. **PURCHASE OF GIFT CARDS IS NOT PERMITTED**

### *Section III. Disbursements*

#### *General*

All disbursements must be made by check. All checks **must** bear two (2) approved signatures and be supported by appropriate documentation, such as invoices, vouchers, and/or purchase orders which have been approved for payment by the principal.

One signature shall be that of the principal and the other of an assistant principal or school bookkeeper. In the event of principal's absence, the assistant principal and the school bookkeeper can sign checks.

Disbursements should be charged to the appropriate activity fund, whether or not a sufficient amount is in the fund to cover the disbursement. (If the expenditure creates a deficit in the account, the principal should be notified immediately and an appropriate transfer made to remove the deficit). Obviously, no check should be written if the disbursement will create a negative total balance in the checking account. Also, transfers should be processed to correct deficit balances that occur at year-end.

Disbursements should not be charged directly to the "Interest" or "Investment" accounts. Rather, a positive balance in these accounts should be transferred to the appropriate activity fund for disbursements. Interest accounts should be zeroed out at year-end.

#### *Writing Checks*

One check form may be used for the disbursements from all student activity funds. The checks should be numbered sequentially and be accounted for in their numerical sequence. Spaces should be available for two signatures since two signatures are required. No signature is to be affixed to a check before it is to be executed or used.

All disbursements are to be made by check and must indicate the reason for payment; therefore the check stubs should include the date, payee, amount of check, invoice number, purchase order number and/or other pertinent information.

**Checks are not to be written to Cash or made payable to the School Activity Fund.**

**The school division is exempt from state sales tax on most purchases. However there are instances where the division is not exempt. Some examples of taxes we are not exempt from are prepared foods tax, lodging tax, and airline tax. These are some of the only taxes that the school is responsible for reimbursing.**

Disbursements to reimburse individuals shall be supported by vendor's receipt and/or request for reimbursement voucher, and shall contain all information related to the payment.

Checks generally should not be written to an individual who is a signer of the check. When such a necessity arises, extreme care should be taken to supply detailed documentation which leaves no doubt as to the validity of the expenditure.

When invoices are paid, they shall be marked or stamped “Paid”. The check documentation will include the date, the check number, and the initials or signature of the person approving the payment. The final approval should be by the principal to indicate approval of disbursement.

Prepaid items should be limited to unusual circumstances and such items should be filed separately until an invoice, receiving ticket, or other appropriate document is obtained.

Disbursements should be made following these steps (if the automated system is used to print checks):

1. Verify that the invoice total does not include sales tax. Also, be sure that the vendor has been set up in the system with all pertinent tax information.
2. Record disbursement in the approved division wide electronic accounting system.
3. Print and review Disbursements Report.
4. Verify invoice totals with Disbursement Report.
5. Checks should be signed by two of the three designated signers.
6. Checks should be separated from stub and prepared for mailing.
7. Check stub should be retained in the checkbook and all pertinent backup documentation shall be filed in numerical order.

### **Manual Checks**

Checks may be hand written or typed and entered into the computer at a later date. When entering the invoice information, enter the check number in the number field. This code notifies the computer that the check has already been issued manually. At this time enter the check information, and the transaction will be complete.

### **Voided School Checks**

All voided school checks should be marked “Void” and should have the signature section torn off. The remaining check should be attached to the back of the check stub and stored in an area where it can be accessed during the financial audit. All checks must be accounted for.

### **Stale Checks**

Most banks consider a check dated over six months as stale. After a check has been outstanding for six months, it is stale and should be replaced with a current check. If the replacement check remains outstanding for one year, it is considered an unclaimed check.

### **Unclaimed Checks**

In accordance with state law, school divisions are required to report all unclaimed property to the State Treasurer’s Office by November 1 of each year. Monthly bank statements should be

reviewed to determine which checks are outstanding for a period of one year. For checks outstanding at least one year, make a reversing entry in your accounting records and credit the Unclaimed Check Account for the amount of the check. Draw a check for the amount of outstanding checks, payable to the Treasurer of Virginia (and charged to the Unclaimed Check Account) and forward the check to the division finance office by October 15, along with the original recipient's name, address and amount and forward the list to the division finance office with the check.

### **Lost Checks**

After a reasonable time for a check to be found, if it is then determined that the check is lost and another check should be reissued, the following steps should be taken:

1. The bank should be contacted to authorize a stop payment, unless stop payment costs exceed the value of the check.
2. The check should be reentered on the books as lost (stop-payment issued). The procedure will be the same as voided or returned checks.
3. A check should be reissued in its place several days afterward, making sure that the check has not been cashed.

### **Purchasing Procedures**

Procedures set forth in Board Policy (DJ, DJA, DJF and DJF-R) shall be followed in ordering materials, equipment, supplies, and services from student activity funds, with the exception that the principal acts as purchasing agent for the school.

The Certificate of Exemption (ST-12) is to be provided to vendors at the same time a school purchase order is mailed or when paying an invoice on which sales tax has been assessed. In the latter case, deduct the sales tax from the amount due on the invoice and enclose a ST-12 with the payment to the vendor. The ST-12 may only be signed by the Business Manager, Chief Financial Officer or Assistant Superintendent of Administration. A signed copy of the ST-12 is located in the forms section of this manual. Copies can be obtained from Business and Finance. The school should retain a list of which vendors where ST-12 forms have been used.

## ***IV. Daily and Monthly Procedures***

### **Bank Statements**

Upon receipt, all bank statements shall be reconciled with the posted balances per books. The bank statement balance, less any outstanding checks, plus any deposits in transit should equal the checking account total. The software system for reconciling the bank statement should provide for a list of all outstanding checks, transfers and adjustments, cleared checklist and a bank reconciliation report.

When the bank reconciliation is complete, the reconciled bank balance total should equal the checking account month ending balance on the Receipts and Disbursements report.

Any problem in reconciling the bank statements should be reported immediately to the principal and the school division finance office. The SAF bookkeeper and the principal should initial and date the bank statements as well as the bank reconciliation reports. Upon completion a copy of the bank reconciliation should be submitted to the school division finance office by the 15<sup>th</sup> of each month along with the Monthly Principal's Report.

### **End of Month Balance Verification**

The sum of all the cash / asset accounts (checking, CD's, savings, money market, returned NSF Checks) should equal the sum of all activity fund/net balances. This should be verified on the Monthly Reports.

After the bank reconciliation is prepared and all necessary backups have been made the following reports should be submitted to the school division finance office by the fifteenth day of the following month.

- Principal's Report
- Copy of Bank Statement (copy from bank)
- Bank Reconciliation

### **Principal's Report and Receipts & Disbursements Report**

This report is a monthly statement, as of the ending date entered, for all accounts. It lists the beginning month balance, current ending balance, month-to-date and year-to-date receipts, disbursements, transfers, and encumbrances for each account. There are two types of accounts included on this report Asset Accounts (Cash, Certificate of Deposit, and Returned (NSF) Checks) and Net Accounts. The ending balance of these two groups should always equal.

### **Clubs and Organizational Records**

The financial records of each club and organization are a part of the school records for accounting and audit purposes and are maintained by the S.A.F. bookkeeper. Each activity/club sponsor may retain copies of all documents necessary to give a full accounting of all receipts and disbursements, however all originals must be maintained in the school main office. The sponsors

may obtain financial information for their activity from the bookkeeper at any time during the month. Records maintained by the bookkeeper and principal shall be the official records.

### **Daily Procedures**

1. Write Checks after receiving proper supporting documentation and approvals.
2. Create Bank Deposits using proper supporting documentation and teacher receipts, or from receipts the SAF bookkeeper have issued.
3. Enter and Post Transactions into Manatee. Select Manatee icon, FOX-Shortcut to Manatee, then select your school. Enter your log-in ID and password. TheManatee “Main Page Screen” (see sample) has drop down menus (i.e., File, Receipts, Disbursements, Pos-Transfer+Adj-Reports).

#### **a. Disbursements/Write Checks**

- Select “Disbursements”. Select “Create New Vendor Invoice”. The cash account 10.00 automatically appears. You will need to choose what fund to decrease or pay for the invoice. At the “Account” indicator, type “G” and press “Enter”. Lists of all funds will pop-up. You will enter the amount after choosing the correct Account. Bank charges (i.e., checks ordered), returned checks, etc., should be entered into the accounting system as an adjustment.

#### **b. Receipts/Funds Received**

- Select “Receipts”. Select “Create New Cash Receipts”. The cash account 10.00 automatically appears. You will need to choose what fund to increase or deposit the funds. At the “Account” indicator, type “G” and press “Enter”. Lists of all funds will pop-up. You will enter the amount after choosing the correct Account. Interest income should be entered into the accounting system as a cash receipt.

4. Print Checks or Disbursement Checks, as needed

### **Month-End Procedures**

Before beginning the bank reconciliation process, all transactions for the month you wish to reconcile including checks, receipts, journal entries (bank interest, bank charges, returned checks and re-deposits) must be entered and posted into the Accounting System.

- a. Select and enter all checks that have been identified by the bank as being cashed (i.e., cleared). Select “Disbursements”. Select “Bank Rec” and press “Enter” and edit cleared checks. If you enter a check as cleared in error, re-enter the same check for \$0 to unclear the check.
- b. Print the Bank Statement. The check numbers and amounts should agree with the Bank Statement received from the bank. The ending Bank Statement Balance in the Accounting System should agree with the ending Bank Statement Balance from the

- bank. The “Unreconciled Balance” on the printout from the Accounting System should be \$0. If not, you will need to identify and correct the error.
- c. Close the month. Select “File”, “Utilities”, “Month-end Close”. You must close the month before printing the Principal’s Report. The Month-End Reports must be submitted to business and finance by the 15<sup>th</sup>.

Additional reports are available for printing from the Accounting System, including the following:

- ❖ List of checks written
- ❖ List of monthly receipts
- ❖ List of Fund-Account Balances
- ❖ List of all transactions for all accounts (General Ledger)
- ❖ Trial Balance (shows the ending balance for all accounts)
- ❖ List of cleared checks

**NOTE**

Samples of Print Screens of the Accounting System have been included in the Appendix Section of this Manual.

**Quarterly Procedures**

Fees collected for the following should be submitted to business and finance each quarter. The fees are used to offset the costs associated with maintaining and replacing these items.

- ❖ Textbook Assessments
- ❖ Locker Fees, if charged
- ❖ Parking Fees (PHS Only)
- ❖ Lost & past due Library Books
- ❖ Clinic Machine Money
- ❖ Musical Instrument Rental
- ❖ Driver Education Fee

## ***V. Year-End Procedures and Audit***

### **General**

Most of the audit work relative to the student activity funds will be performed in the schools. Therefore preparation for the audit should include provision of workspace which is relatively free of interruption, has adequate lighting and desk or table space, and has electrical outlets suitable for calculators and computers. Assemble support documents, such as canceled checks, bank deposit slips, bank statements, financial statements, receipt books, internal accounting control sheets, transmittal vouchers, purchase orders and vouchers, etc., and arrange them as requested by the auditors. Include club organization records. The following monthly records should also be available for auditors' review:

1. Receipt Registers, Check Registers, Journal Entry Registers, Void Check Registers, Backup Logs & Receipts & Disbursements Report, Receipt Book Log, Student Fee Log, Fundraiser Reports, Bank Reconciliations .
2. Account History Reports.
3. Bank Statements, with cancelled checks, deposit slips and deposit registers
4. Purchase orders with invoices attached
5. Receipt books and/or validating machine tapes
6. Records related to Student fee collection
7. Monthly Financial Reports
8. Account transaction files
9. Records of Savings Accounts
10. Ticket Records
11. Inventory Records
12. Any other pertinent financial records, correspondence, etc, including past auditors' reports

## Year-End Procedures

As soon as possible after completing the year, you should perform some year-end tasks to prepare your accounts for the next year, to prepare your annual (year-end) reports, and to prepare for the new school year. The ending balances recorded in the accounting system and the check book must agree with the ending balance recorded by on the bank statement. At year-end the Year-to-Date Report, General Ledger Report and Trial Balance Report should be printed by fund account. Copies of the year-end reports should be forwarded to business and finance with the final Principal's Report as of June 30.

### Carefully follow all the instructions below to insure a smooth Year-End Closeout.

**Do not close the year until all transactions for the current fiscal year have been entered and you have FINISHED the June bank reconciliation and printed all reports. You cannot post any transactions with a July date until the Year-End steps are completed.** All transactions should be manual and entered after Year-End steps are complete.

**PURCHASE ORDER PROCEDURES:** If you are posting purchase orders and/or encumbrances, keep in mind that open PO's or encumbrances will not carry over into the new year. Before continuing with the Year-End process, print the Open PO's and/or Open Encumbrances Report(s) found under the Reports Menu. This will give you a listing of all PO's and/or Encumbrances that have not been liquidated. Using this report as a guide, go to Purchase Orders, Void, and void all open PO's. It is important to use a VOID DATE of June 30 of the current fiscal year! Use the same process to void any open encumbrances. If needed, follow the instructions in step # 10 to re-post these PO's or encumbrances in July.

- 
1. Complete all June transactions: receipts, disbursements, PO's, and journal entries, including June interest. Also, transfer interest account balances into your general account. In addition, post any transfers necessary to close an account or to clear a negative account balance before closing the year. *Notes:*
    - Any account to be inactivated in the new year (July 1) must be brought to a -0- balance before continuing with the Year-End process.
    - Negative balances should not be carried forward into the new school year. The finance officer and/or your principal may request that all negative balances be cleared before closing the year.
  2. Complete June's Bank Reconciliation and note the following:
    - Be sure to print all bank reconciliation reports (outstanding checks, deposits in transit, and bank reconciliation).
    - Check your June outstanding check list for any checks written prior to July of the previous fiscal year. Contact your School Division Finance Office on how to handle these "old outstanding checks."
    - Also, please note that the only items that should be listed as unreconciled are bank errors that are to be corrected by the bank next month.

3. Print the following reports for the entire year. These are recommended for documentation and audit purposes. Since these reports are quite lengthy, some printers lack enough memory to print an entire year at once. If your printer stalls while printing, print one month at a time. If you have been printing any or all of these reports monthly and have saved the documentation, it may not be necessary to print them again.
  - ⇒ Account History – Starting Date 07/01/20XX and Ending Date 06/30/20XX.
  - ⇒ Receipts & Disbursements Report - with ending date 06/30/20XX.
  - ⇒ Registers – Print the following registers (if applicable): Check, Receipt, Journal Entry, Encumbrance, and Purchase Order for the date range 07/01/20XX to 06/30/20XX.
4. On a new diskette, do a normal BACKUP. Label the diskette(s) SAF Year-End Backup, June 30, 20XX and store in a safe place. The diskette(s) should not be used again.

*Make Sure the Start of Fiscal Year Date is July of the current Fiscal Year.*

1. If you enter purchase orders and/or encumbrances and had to void any open PO's and/or encumbrances in June, you can now re-post them with a July date.

<p><i>Now you are ready for the new school year! You may begin with July entries.</i></p>
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### **Principal's Statement of Certification**

This is a letter on school stationery in which the principal certifies that all financial records and other information pertinent to a full accounting for the receipt and disbursement of funds has been furnished to the auditor. The original goes to the auditors and a copy is retained for school files. The audit firm will furnish a prepared form which requires the signature of the principal and the S.A.F. bookkeeper.

### **The Audit**

The audit is conducted by a certified public accounting firm hired by the school board. The division finance office will coordinate the schedule and other details with principals. The purposes of the audit are:

1. To verify that all funds are properly accounted.
2. To review the procedures used to account for funds on a system-wide and individual school basis, and to provide opportunities for school personnel to review procedures with knowledgeable, unbiased persons with expertise in accounting practices.

3. To satisfy Virginia Board of Education requirements related to fiscal accounting.

**Retention of Records**

The fiscal records of Student Activity Funds must be maintained for a period of time as specified by the Commonwealth of Virginia. General Schedules for record retention are maintained by the Library of Virginia.

A General Schedule for Fiscal Records can be found at The Library of Virginia website [http://www.lva.lib.va.us/whatwedo/records/sched\\_local/index.htm](http://www.lva.lib.va.us/whatwedo/records/sched_local/index.htm) .

## ***VI. Forms/Appendix***

❖ Receipt Book Log	Exhibit 1
❖ Receipting Form (Fund Sponsor/Teacher)	Exhibit 2
❖ Receipting Form (Bookkeeper)	Exhibit 3
❖ Expenditure Voucher	Exhibit 4
❖ Fundraising and Solicitation Approval Form	Exhibit 5
❖ Purchase Authorization Form	Exhibit 6
❖ Project Receiving Report	Exhibit 7
❖ Project Distribution Report	Exhibit 8
❖ Form W-9 – New Vendor Form	Exhibit 9
❖ Fund Transfer Voucher Approval Form	Exhibit 10
❖ Consolidated Box Office Report – Ticket Sales Record	Exhibit 11
❖ Report of Ticket Sales Form – Ticket Seller	Exhibit 12
❖ Sample Print Screen – Manatee’s Main Page	Exhibit 13
❖ Sample Print Screen – Create Disbursement	Exhibit 14
❖ Sample Print Screen – Create Cash Receipt	Exhibit 15
❖ Sample Print Screen - Adjustment	Exhibit 16



**Receipting Form (Fund Sponsor/Teacher  
Student Fees Receipt (Replaces Receipting Form S-52 ED)**

The receipt form, illustrated below, should be completed each time money is collected by the fund sponsor or teacher. The receipt should be completed in its entirety, including the activity or fund for which the collection is made. The pre-numbered receipts are to be distributed as follows: original copy is given to the payer, the green copy is submitted to the financial secretary/bookkeeper with the funds collected, and the goldenrod copy remains in the book. Voided receipts should be stapled together (all three copies) and retained in the book. The receipt books are to be turned over to the school's financial secretary/bookkeeper for audit verification and at year-end for permanent retention.

PETERSBURG PUBLIC SCHOOLS  
**STUDENT FEES**

**204250 SF**

RECEIVED OF

\_\_\_\_\_

DOLLARS

\_\_\_\_\_

FOR

\_\_\_\_\_

\$ \_\_\_\_\_ By

\_\_\_\_\_

**Receipting Form S-53 ED  
Bookkeeper**

The receipt form, as illustrated below, should be completed by the financial secretary/bookkeeper to receipt all money collected. The receipt should be completed in its entirety. If payment comprises both check(s) and cash, the amounts of check(s) and cash received should be indicated. The receipts are to be distributed as follows: original copy given to the payer, yellow copy attached to the bank deposit certificate, and pink copy remains in the book. Voided receipts should be so indicated with all three (3) copies - white, yellow and pink copies stapled together in the receipt book for audit and numerical control purposes. The receipt books are to be retained by the financial secretary/bookkeeper for audit verification and at year-end for permanent retention.

FROM S-53 ED

**VIRGINIA PUBLIC SCHOOLS  
Activity Funds**

**T 424008**

**RECEIPT**

City \_\_\_\_\_  
County \_\_\_\_\_ Date \_\_\_\_\_ 20 \_\_\_\_\_

Received of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

For/Reason \_\_\_\_\_

Fund Name/Number \_\_\_\_\_

School \_\_\_\_\_

By \_\_\_\_\_

(To Be Used By Office)

**Purchase Authorization**

The Purchase Authorization Form should be used prior to making individual purchases. This form serves as verification that funds are available prior to purchasing items. A purchase authorization, illustrated below, shall be completed for approval by the principal and initialed by the bookkeeper/financial secretary. The white copy will be returned to the club sponsor and the yellow copy will be retained by the financial secretary/bookkeeper to prepare the order.

**PURCHASE AUTHORIZATION FORM**

Permission is requested to purchase goods or services or products for resale as detailed below:

DESCRIPTION		ACTIVITY FUND ACCOUNT:		FUND NO.:	
QUANTITY ORDERED	PRODUCT	UNIT/ITEM PRICE	SALE PRICE PER ITEM	PROFIT PER ITEM	TOTAL

Upon authorization to purchase the above listed items, I will complete a Project Receiving Report, including packing slip, and a Fundraising Distribution Form, if applicable, and forward with a copy of the invoice to the financial secretary/bookkeeper for payment.

\_\_\_\_\_  
Sponsor

Authorization is granted to purchase items for the \_\_\_\_\_ Club/Class/Group.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Bookkeeper/Financial Sec.

\_\_\_\_\_  
Date

Distribution: White-Club Sponsor; Yellow- Financial Secretary/Bookkeeper



## Fund Raising and Solicitation Approval Form

The Fund Raising Approval Form, as illustrated below, must be completed before a fund raising event may be planned.

### FUND RAISING AND SOLICITATION

#### Fund Raising Approval Form

School \_\_\_\_\_ Date \_\_\_\_\_

Club/Organization \_\_\_\_\_ Sponsor/Monitor \_\_\_\_\_

Describe fund raising proposal (specifically include student role, if any, in proposed fund raising activity):

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---

Planned date of fund raiser:

---

Intended use of funds, other than general club/organization use:

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I understand that fund raising may **not** infringe on instructional time.

\_\_\_\_\_  
Signature of Sponsor/Monitor

\_\_\_\_\_  
Date

Application is: \_\_\_\_\_  
Approved

\_\_\_\_\_  
Denied

\_\_\_\_\_  
Principal/Designee

\_\_\_\_\_  
Date







**Fund Transfer Voucher Approval Form**

A Transfer Voucher, illustrated below, is completed to transfer funds from one activity fund account to another activity fund account. The form must be completed and signed by the fund sponsor that is authorizing the transfer as well as the principal. Funds may not be “borrowed” from the student welfare fund in order to cover deficits in other funds.

**TRANSFER VOUCHER APPROVAL FORM**

\_\_\_\_\_ Date

This is to authorize the transfer of \$\_\_\_\_\_ from \_\_\_\_\_ Account to \_\_\_\_\_ Account.

Explanation:  
\_\_\_\_\_

Approved by \_\_\_\_\_  
Transferring Sponsor

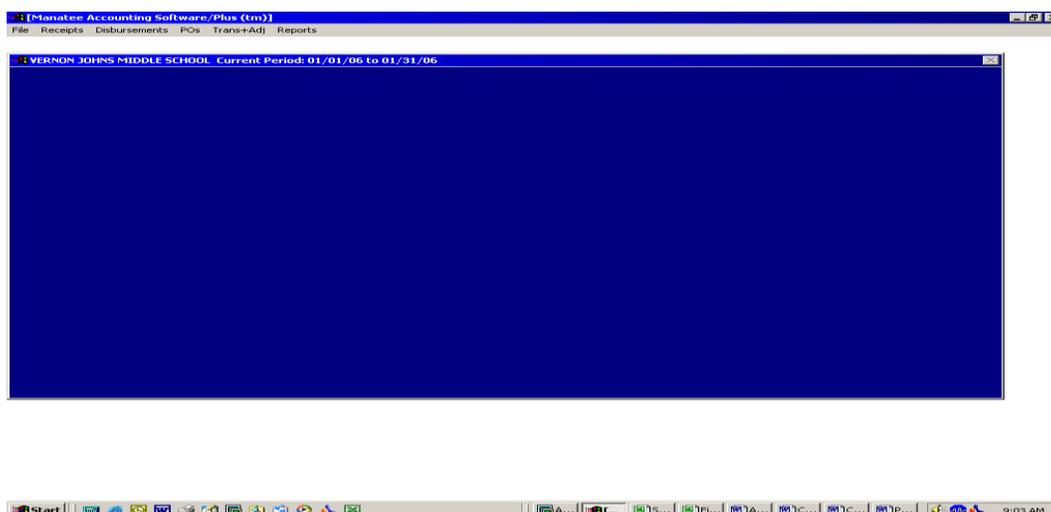
\_\_\_\_\_ Principal

\_\_\_\_\_ Date of Approval





## MAIN PAGE MANATEE



### File

#### Utilities

Month End Close-Use after Bank Reconciliation balances (all zeros at bottom), starts up new month.

Year End Close-Use at end of year

Back-up-Saves from hard drive to diskette in drive A:, Should be done monthly, right before closing month. Keep copy of disk, labeled "month name" before close

**Restore**-Copies from diskette in drive A: to computer hard drive

**Exit This School**-use when finished

**Quit** -to end session

### Receipts

Create New Cash Receipts-Use to enter cash receipts, cash account 10.00 appears by default, you then need to select the fund to record receipt. On Bottom row, below **ACCT**, enter G ,press enter, to get pop up list of funds.

### Disbursements

Create New Vendor Invoices-Use to record checks written, use check number for invoice number,  
 - Priority Level must be M for manual

**Bank Reconciliations** - Enter and Edit Cleared checks (the checks selected as cleared must match the check numbers on the bank statement.

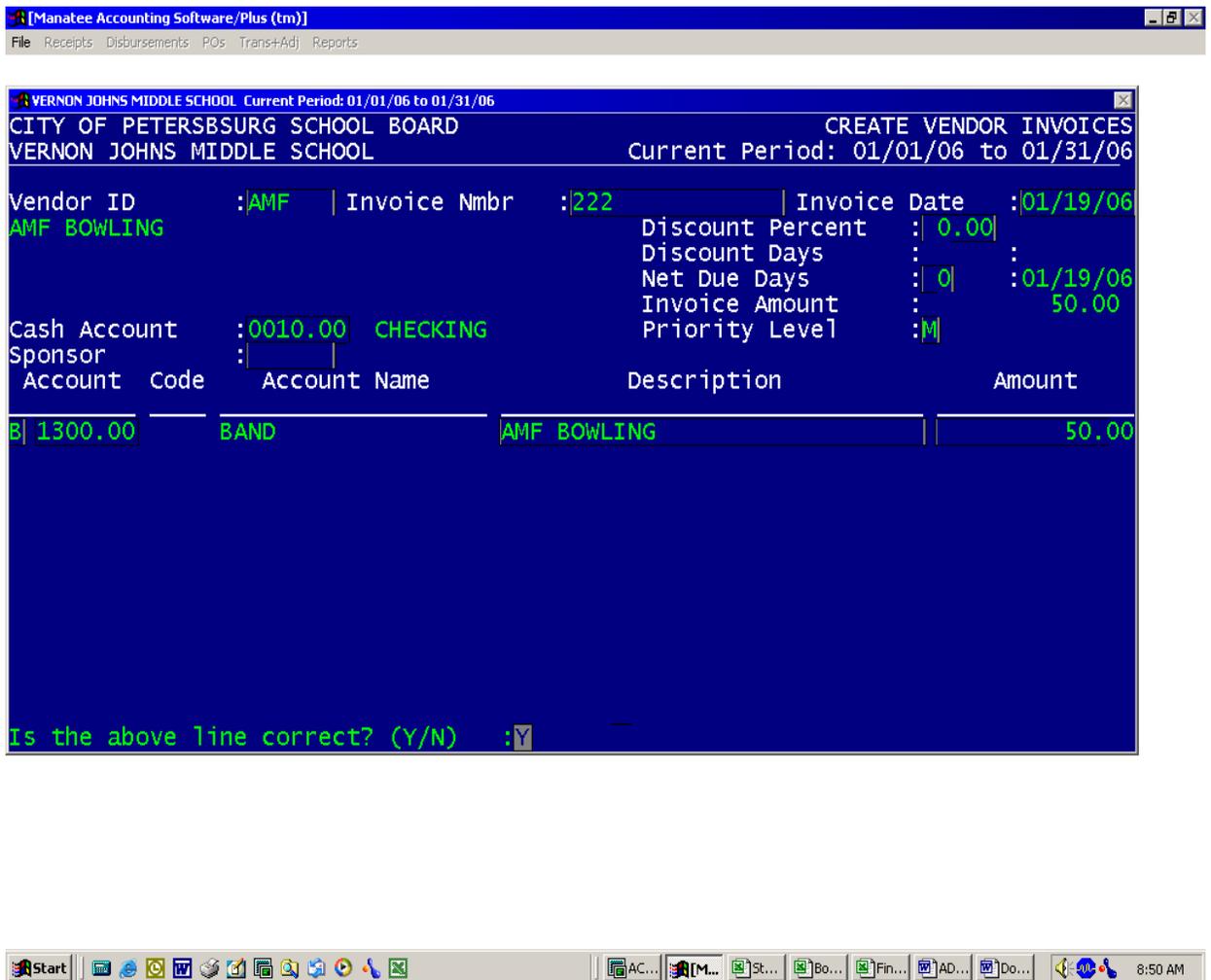
-Print Bank Reconciliation, the top row of bank reconciliation is from bank statement, bottom row should be all zeros, if not all zeros, especially the far right column, then you will need to find any mistakes.

**POs** – Used if Purchase Orders are used to pre-authorize purchases.

**Trans+Adj**- Use to record a transfer between funds or and adjustment, such as a bank service fee

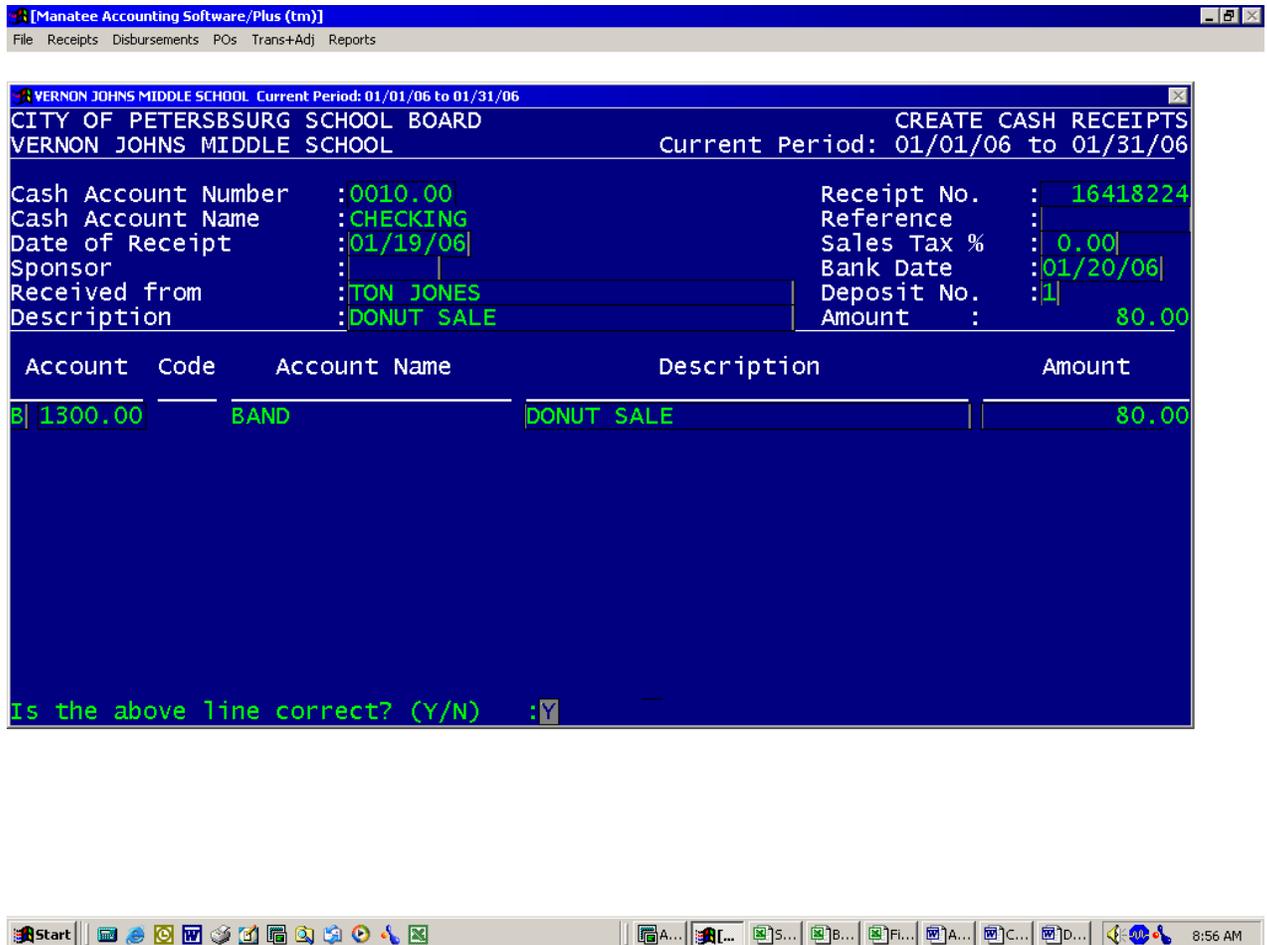
**Reports**-GeneralAccounts-Principals Monthly Report-Run (in detail D) after closing the month. Make sure report is run for the correct month. For example, if you close the month of June 05, the top of screen will read 7-1-05 to 7-31-05. Run the Principals Monthly report for month 6 (June) Type N for included inactive accounts.

# CREATE DISBURSEMENT



Create New Vendor Invoices-Use to record checks written, use check number for invoice number, Priority Level must be M for manual

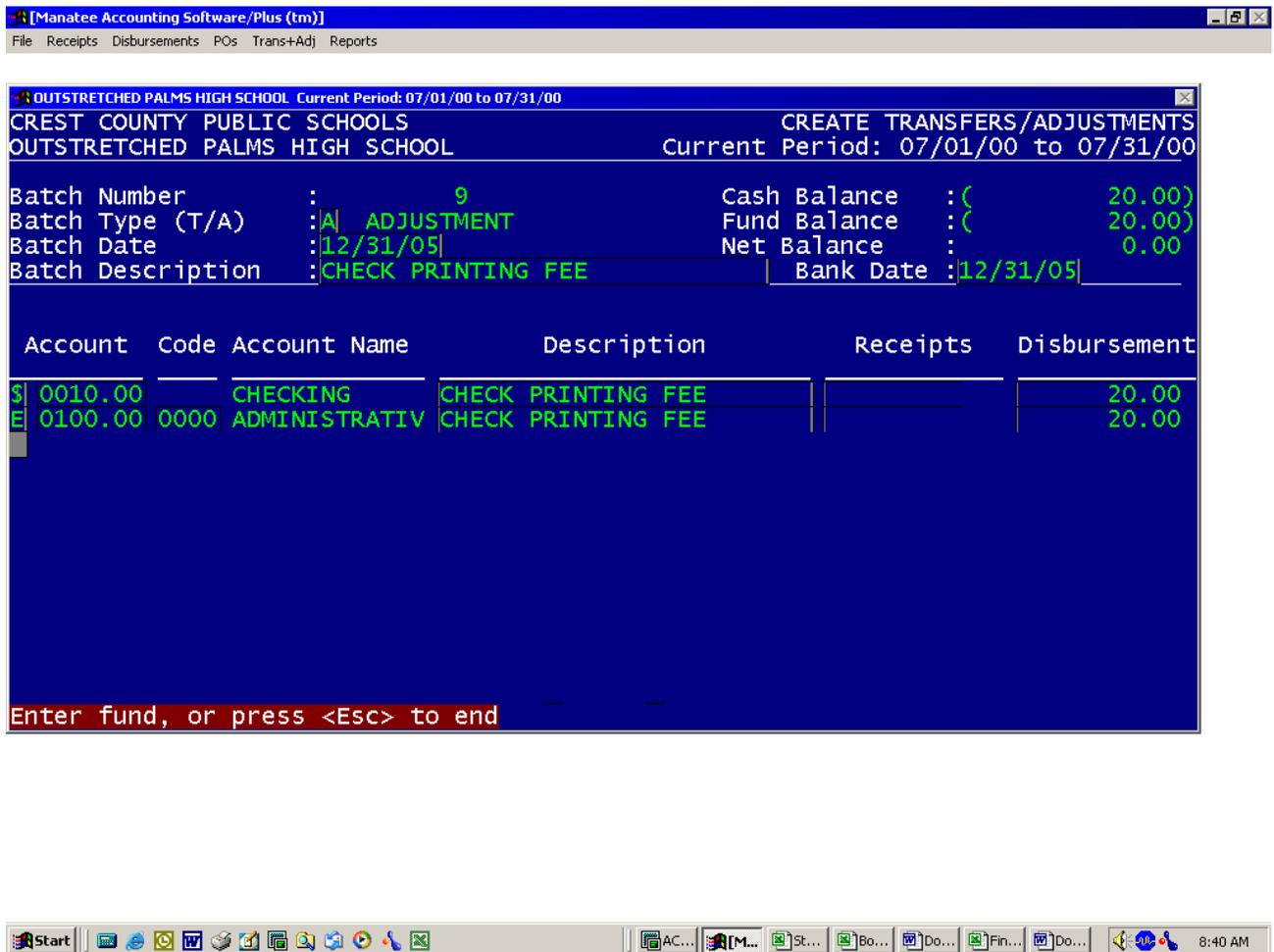
## CREATE NEW CASH RECEIPT



### Create New Cash Receipts-

Use to enter cash receipts, cash account 10.00 appears by default, you then need to select the fund to record receipt. On Bottom row, below **ACCT**, enter G ,press enter, to get pop up list of funds.

# ADJUSTMENT



Enter A for adjustment; T for transfer between funds.  
 You must enter 2 accounts; the checking account and the fund to be changed.  
 The Net Balance should be zero.