St. Lucie County School Board

A Principal's Manual for Internal Accounting

The Financial and Program Cost Accounting and Reporting for Florida Schools "*Redbook*" requires that financial transactions of school organizations be accounted for in the school internal accounts and that all funds handled by school board employees during normal working hours be included in and become part of the internal funds of the school unless accounted for in the district level accounting system. *Collecting and expending of school internal account funds shall be in accordance with the Florida Constitution, Florida Statutes, State Board of Education rules, and school board rules. Sound business practices should be observed in all transactions.* (*Redbook Chapter 8, Section I, 8*) Although it is generally recognized that no instruction manual can be comprehensive enough to cover all aspects of the daily routine, this manual serves as a foundation for recording school internal account transactions. For circumstances not covered herein, please contact:

Business Services
772-429-3970

This manual was first approved by the St. Lucie County School Board on January 23, 2007.

The latest updated manual was Board approved on August 14, 2012.

Contents

Signatures

<u>Important</u>
The use of signature stamps are prohibited on internal account documents. All signatures must be original and must be dated on all documents and reports.

All signatures must be dated by the person who signed the document on the date they signed.

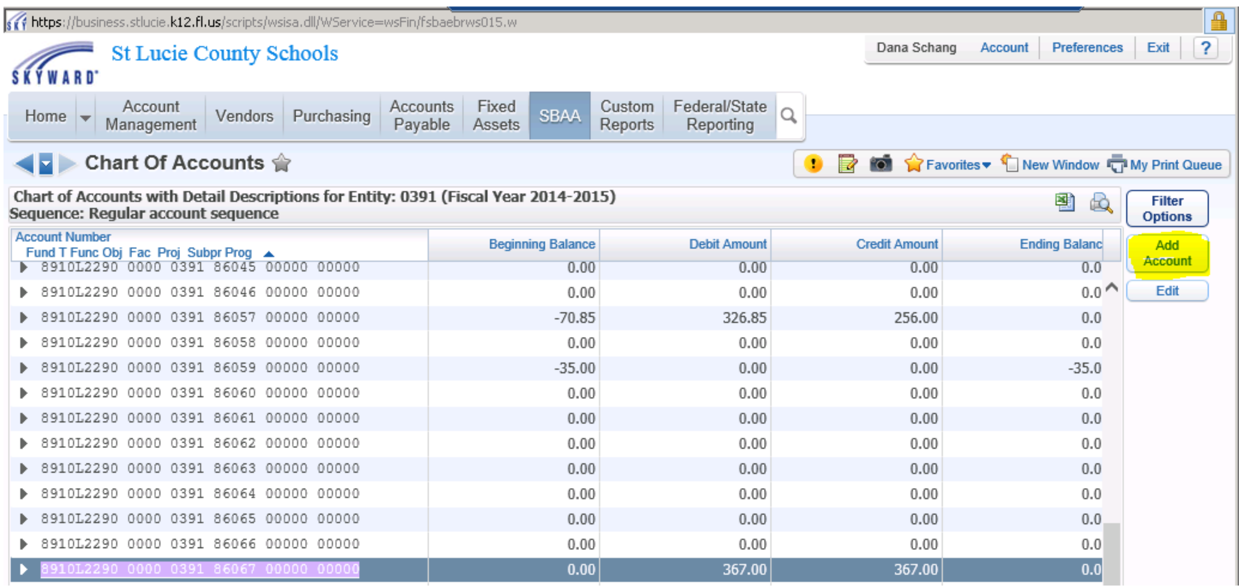
Adding an Account

1. First determine the account number to be added. All internal account numbers begin with "8".
2. The second number in an account number is determined by the purpose and type of account, using *Redbook Chapter 8, Section IV, 8-11* for guidance.
   a. For example, a trust account number would begin with "86" (86xxx). In addition, there are account numbers reserved for specific purposes, as follows:

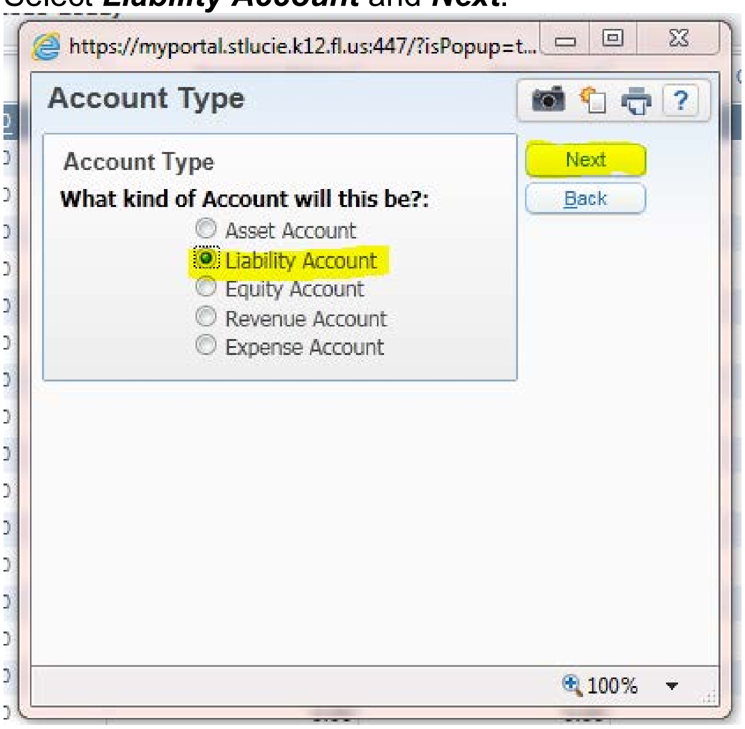
Project Number	Project Description		Project Number	Project Description
81020	Baseball		81282	Volleyball, Varsity
81040	Basketball		81300	Wrestling
81041	Basketball, Boys		81995	Athletic Officials
81042	Basketball, Girls		81996	General Athletic Operations
81043	Basketball, JV		81997	District Reimbursement
81060	Bowling		81998	Athlete Processing Fees
81080	Cheerleaders		81999	Athletic Gate Receipts
81081	Cheerleaders, JV		82020	Band
81082	Cheerleaders, Varsity		82040	Chorus
81100	Cross Country		82060	Music
81120	Football		84020	National Honor Society
81121	Football, Varsity		84040	National Jr. Honor Society
81140	Golf		84060	Safety Patrol
81141	Golf, Boys		84080	Student Council
81142	Golf, Girls		85020	Guidance
81180	Soccer		85040	Library
81181	Soccer, Boys		85060	Newspaper
81182	Soccer, Girls		85080	Yearbook
81184	Soccer, JV Girls		86020	Lost Textbooks
81200	Softball		86040	PTO
81220	Swimming		86060	Stale Dated Checks
81240	Tennis		86080	United Way
81241	Tennis, Boys		86099	QZAB
81242	Tennis, Girls		87001	General Misc
81260	Track		87020	Pictures
81261	Track, Boys		87040	School Store
81262	Track, Girls		87060	Sunshine
81280	Volleyball		87080	Vending, Faculty/Staff
81281	Volleyball, JV		87100	Vending, Student

Adding an Account (continued)

3. After the account number to be added has been determined, on Skyward go to ***SBAA, Chart of Accounts***. Select ***Add Account***.
    a. Highlight the line where you will be adding the account
        i. For example if you are adding an 86xxx account you will highlight an 86xxx account as shown below:

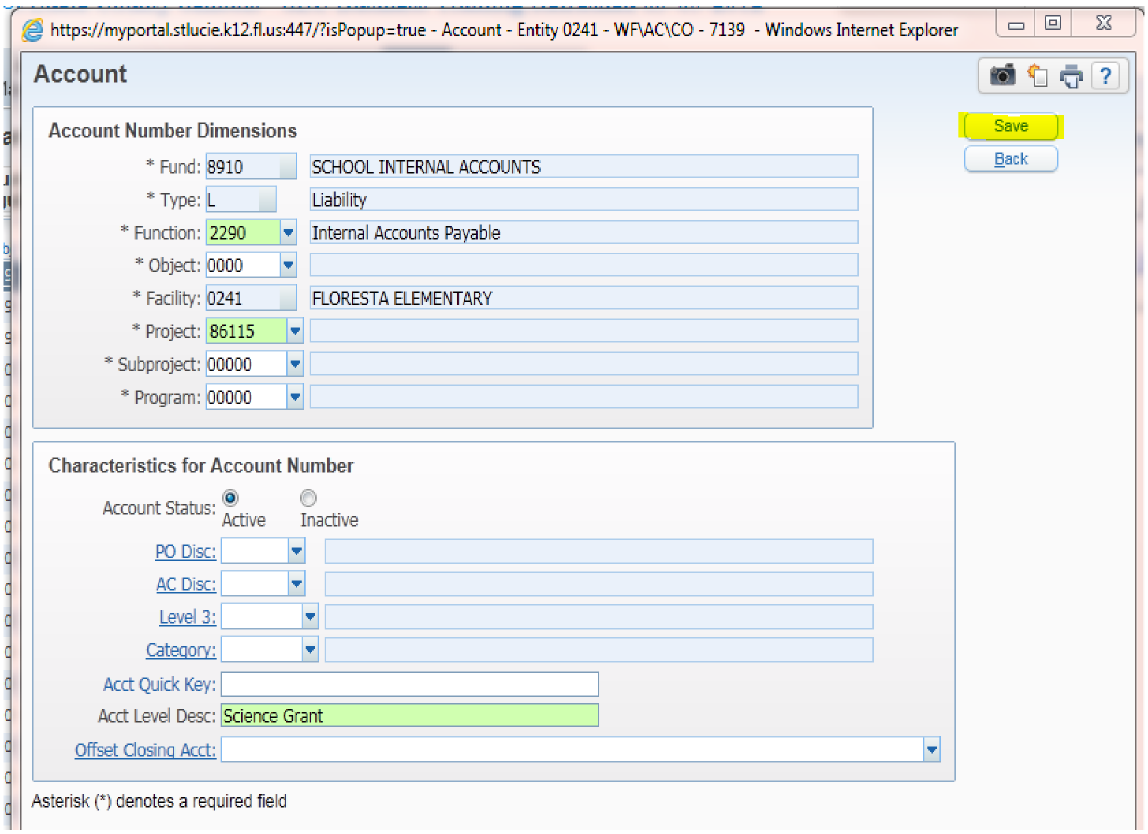


4. Select ***Liability Account*** and ***Next***.



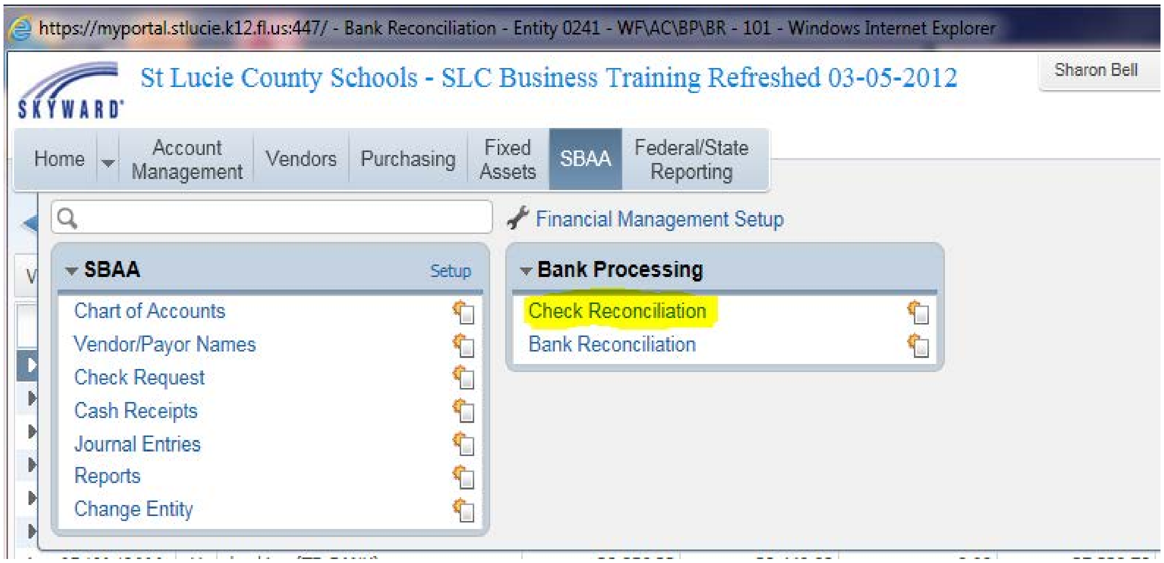
Adding an Account (continued)

5. Verify that the type is "***L***".
    a. Function should be ***2290-Do not change this Function***.
    b. Type the account number in the ***Project*** field.
        i. Use the Account Number listed on the List of Accounts on Page 3 or add the next available account as needed.
    c. Type the account title in the ***Acct Level Desc*** field.
        i. Then select ***Save***.



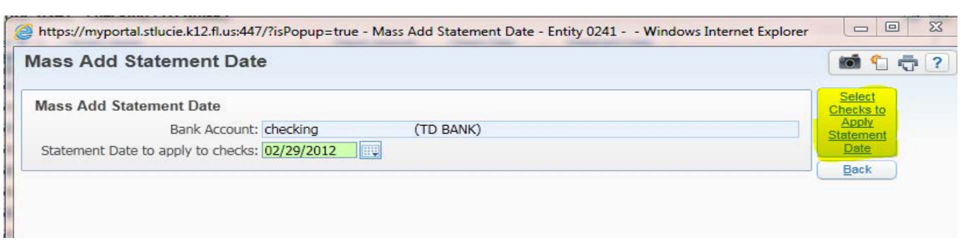
Bank Reconciliation Steps

1. Obtain the bank statement from the Bank.
2. On Skyward, select ***SBAA, Check Reconciliation***.



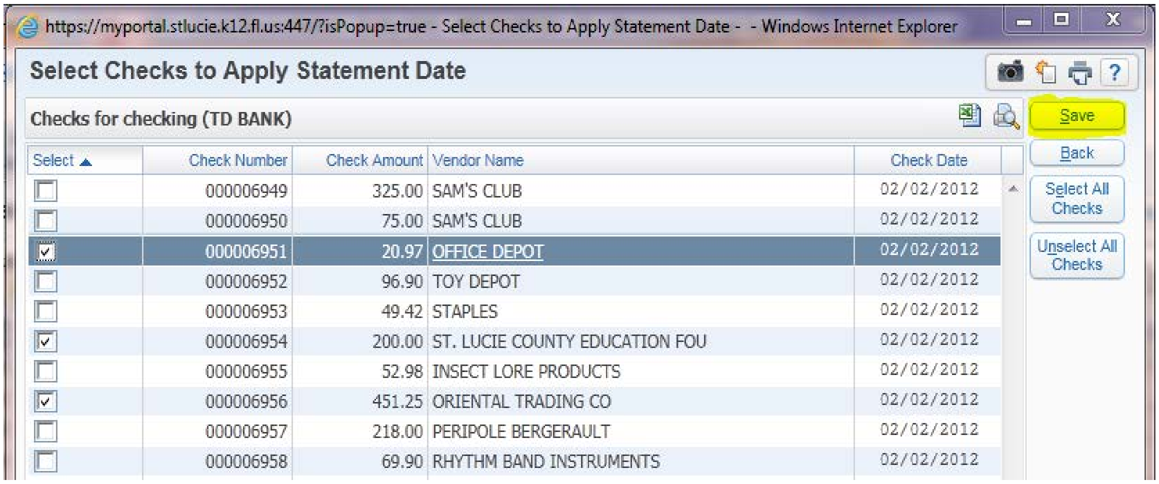
3. Select ***Mass Add Statement Date***.

4. Change the date to the last date of the month being reconciled. Then select ***Select Checks to Apply Statement Date***.

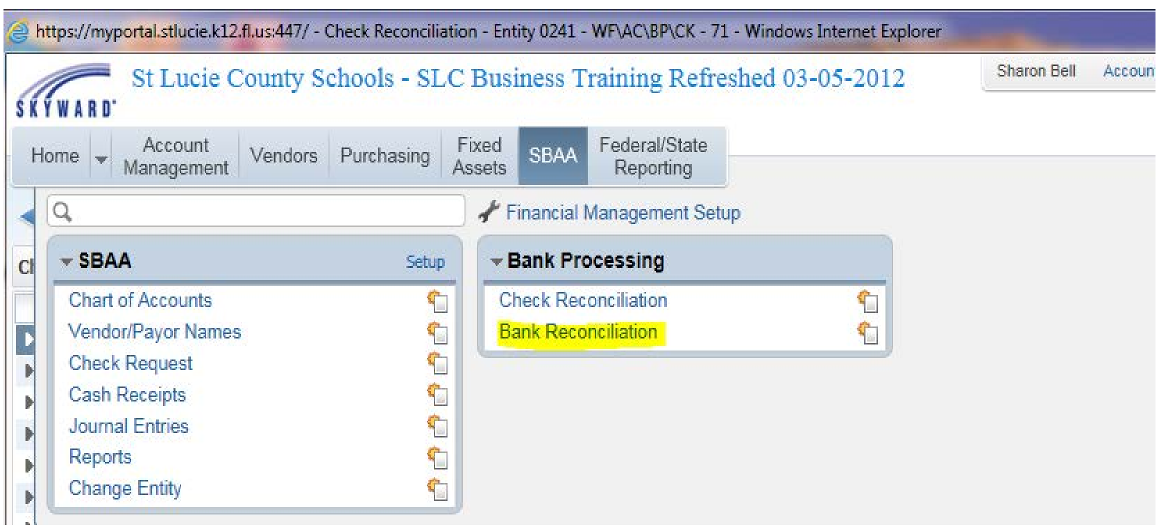


Bank Reconciliation Steps (continued)

5. Place a check mark beside each check that has cleared the bank in the month being reconciled. Then select ***Save***.



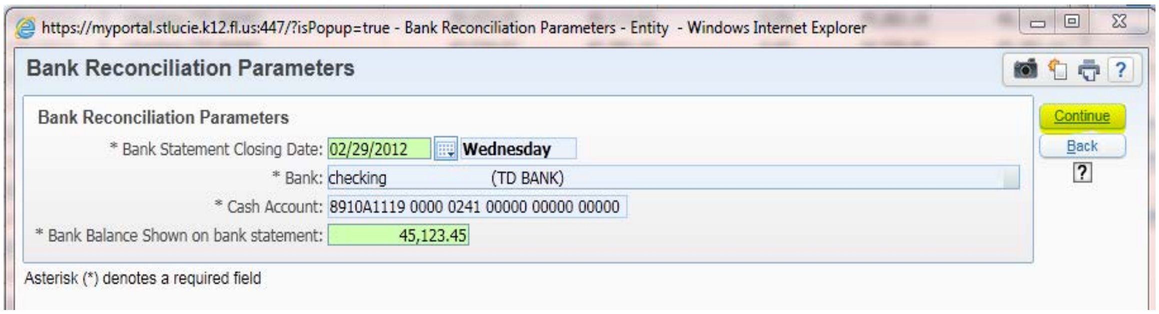
6. Select ***SBAA, Bank Reconciliation***.

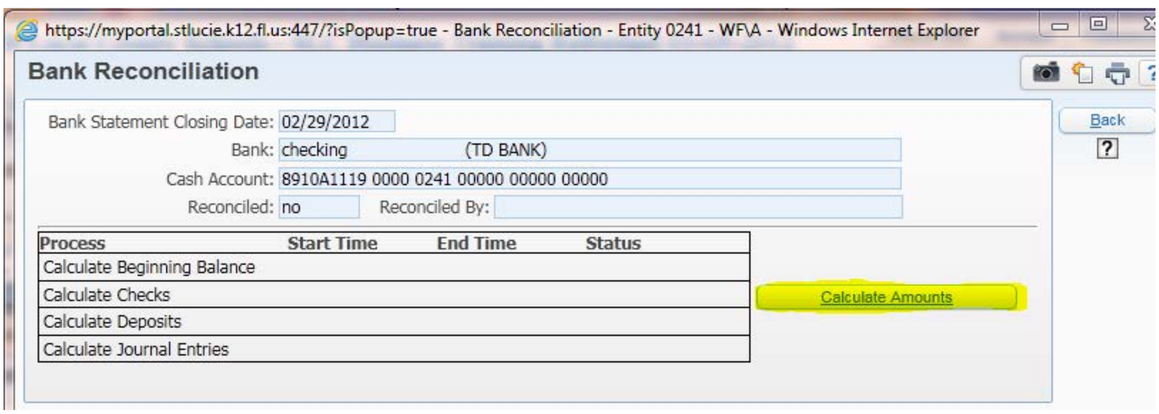


7. Select ***Add***.

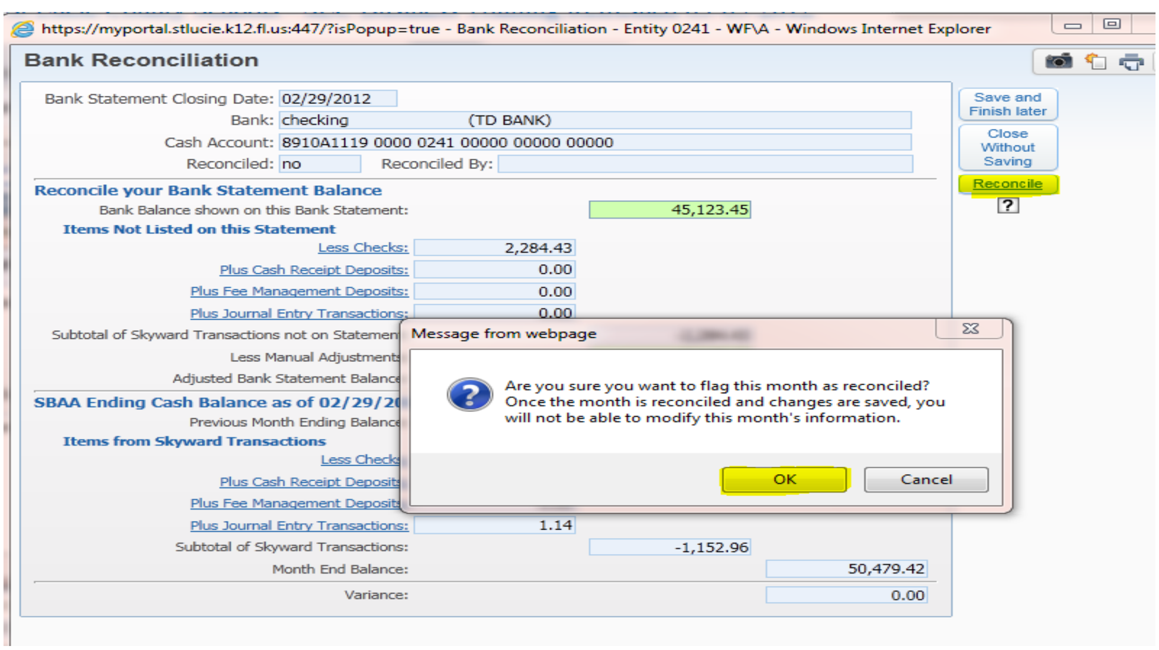
Bank Reconciliation Steps (continued)

8. Enter the Statement Date (Which usually is the last date of the month being reconciled) and the ending balance as shown on the bank statement. Then select ***Continue***.
9. Next select ***Calculate Amounts***.



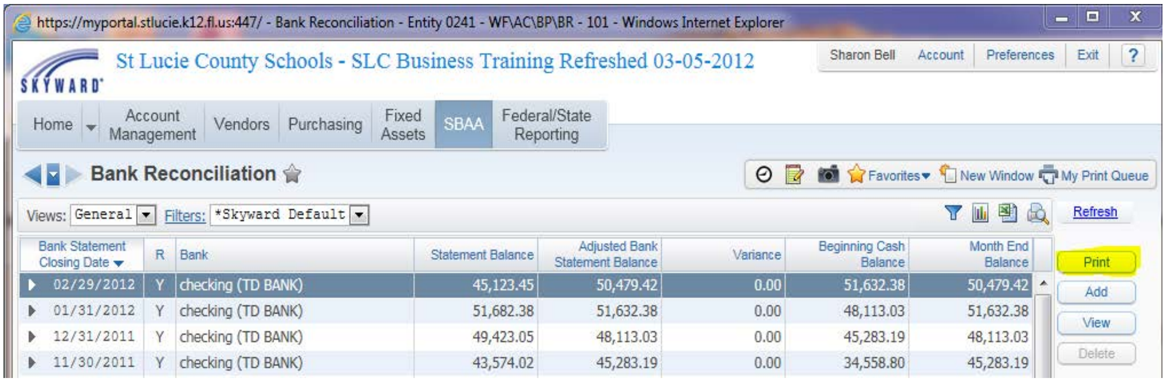


10. When the variance is zero, select ***Reconcile***. Then select ***OK***.

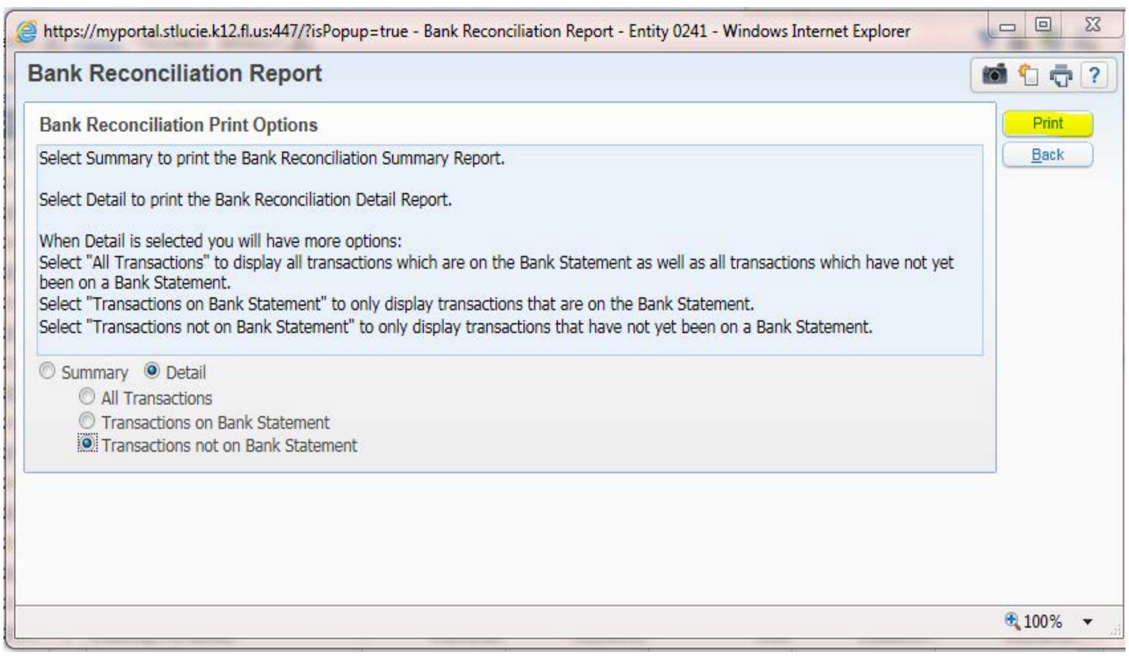


Bank Reconciliation Steps (continued)

11. Select the file for the month being reconciled and select ***Print***.



12. Select ***Detail, Transactions not on Bank Statement*** and ***Print***.



13. Select ***View Report***.

Bank Reconciliation Steps (continued)

14. A pdf file will open. Print the bank reconciliation report on paper.
15. Sign and date and have the principal sign and date.

16. The principal is required to sign and date the bank reconciliation report.

This review and signature cannot be delegated.

17. Attach a copy of this report along with a copy of the bank statement and principal's report. For more information, see *Monthly Report Submission*.

https://myportal.stlucie.k12.fl.us:447/scripts/wsisa.dll/WService=wsFinTrain/qdirconfig002.p?de - Windows Internet Explorer

3sbrpt13.p 00-2 St. Lucie County School Board 03/13/12
04.12.02.00.00 SBAA Bank Reconciliation Detail Report

Bank Statement Closing Date: 03/12/2012
Bank: checking (TD BANK)
Cash Account: 8910A1119 0000 0241 00000 00000 00000
Reconciled: yes **Reconciled By:** SHARON L. BELL

Bank Statement Balance

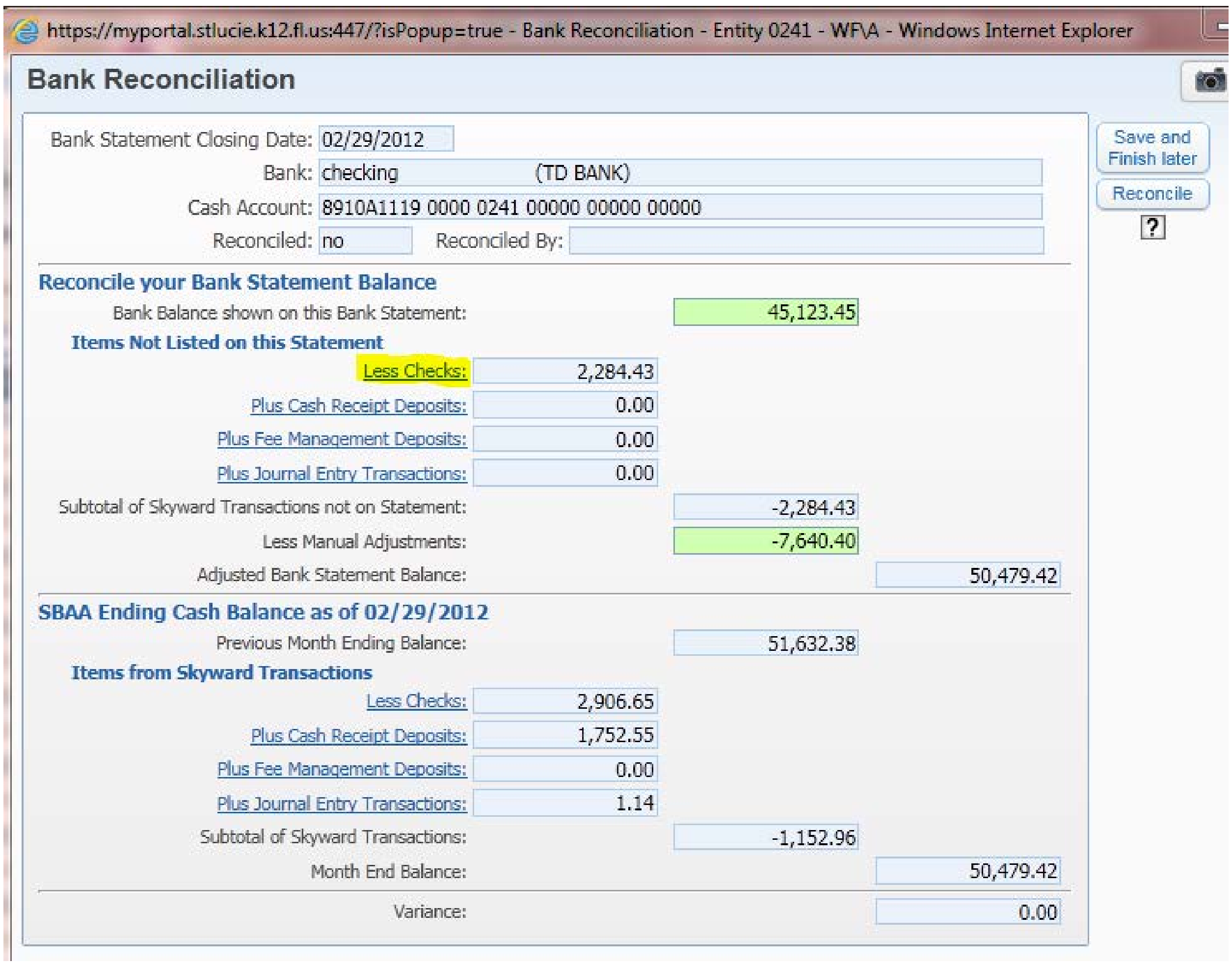
Bank Balance Shown on this Bank Statement:		32,640.20
Items Not Listed on this Statement		
Less Checks:	2,384.43	
Plus Cash Receipt Deposits:	0.00	
Plus Fee Management Deposits:	0.00	

Bank Reconciliation Tips

If the monthly bank reconciliation report is out of balance, follow these tips:

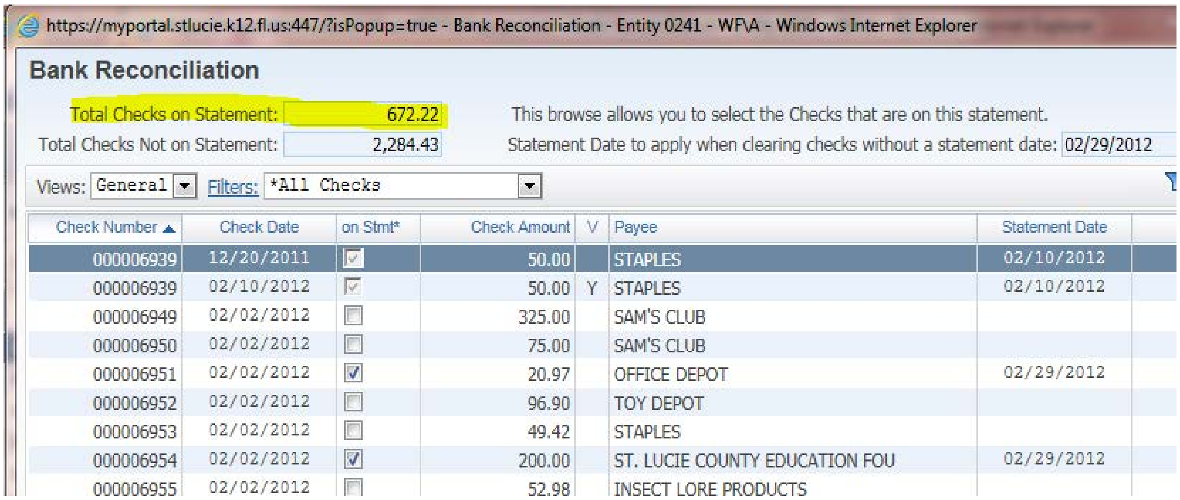
1. Look on the bank statement for any chargebacks/debits (returned checks, bank fees, etc.) and/or credits (deposit adjustments, bank fee refunds).
   a. Investigate them and record adjustments (i.e. journal entries) as necessary. Call the bank to have charges removed if they have been charged in error. (**Note: The date on these journal entry adjustments should be within the statement month being reconciled.)**

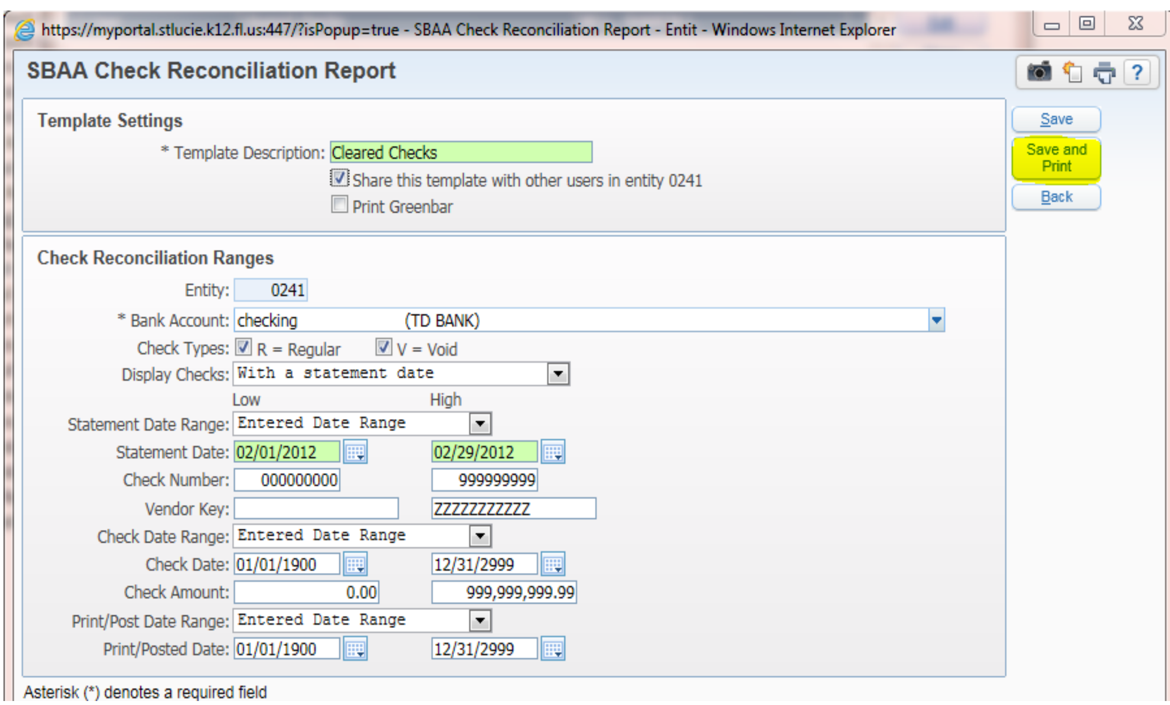
2. Go to ***SBAA, Bank Reconciliation***. Edit the bank reconciliation report. Click on the words ***Less Checks*** (in blue).



Bank Reconciliation Tips (continued)

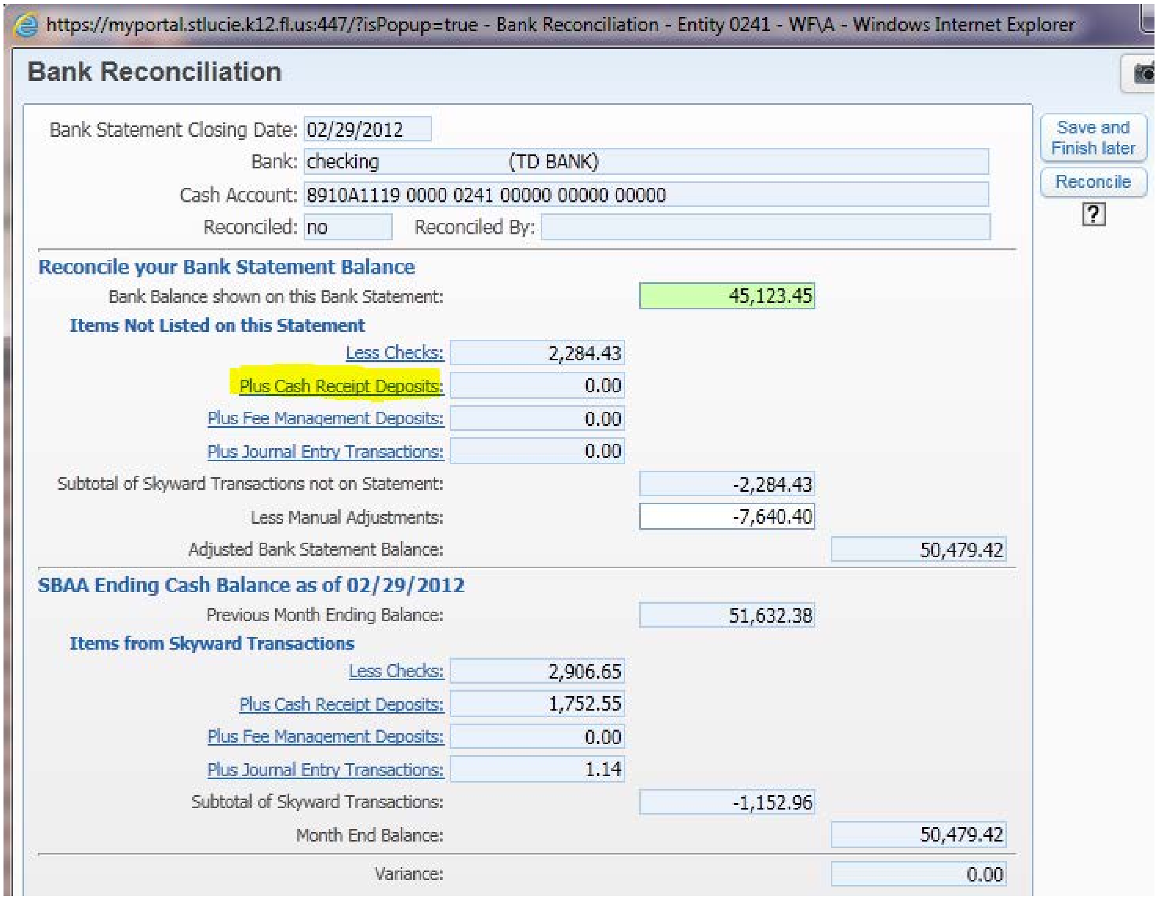
3. Match the amount of checks paid on the bank statement to the amount of ***Total Checks on Statement*** at the top of the Skyward screen.
   a. Investigate any difference by running a report of the cleared checks. Go to ***SBAA, Reports, Check Reconciliation Report***.
      i. Record adjustments (journal entries) for any differences. These journal entries should be dated in the month being reconciled.





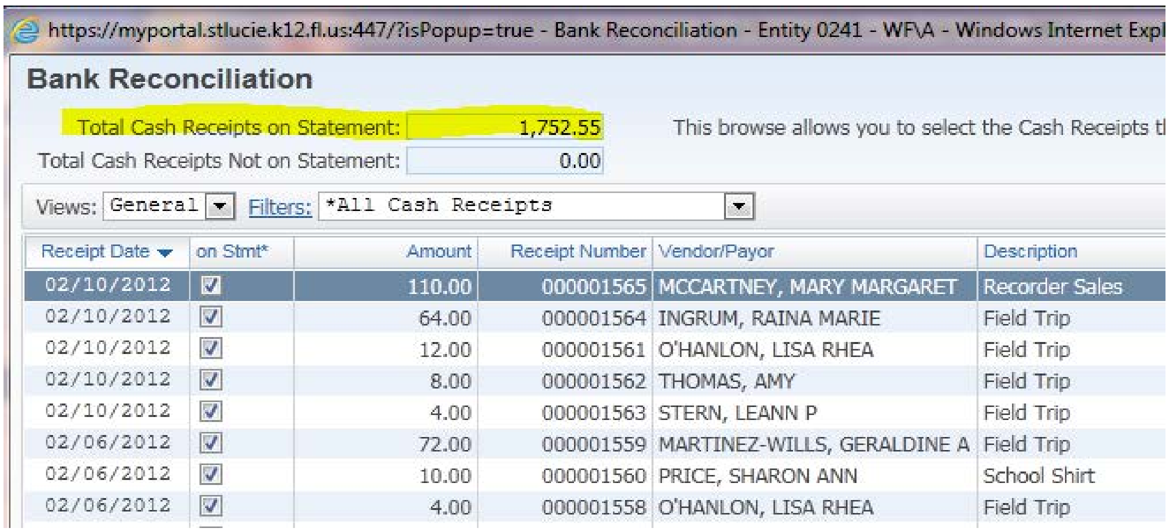
Bank Reconciliation Tips (continued)

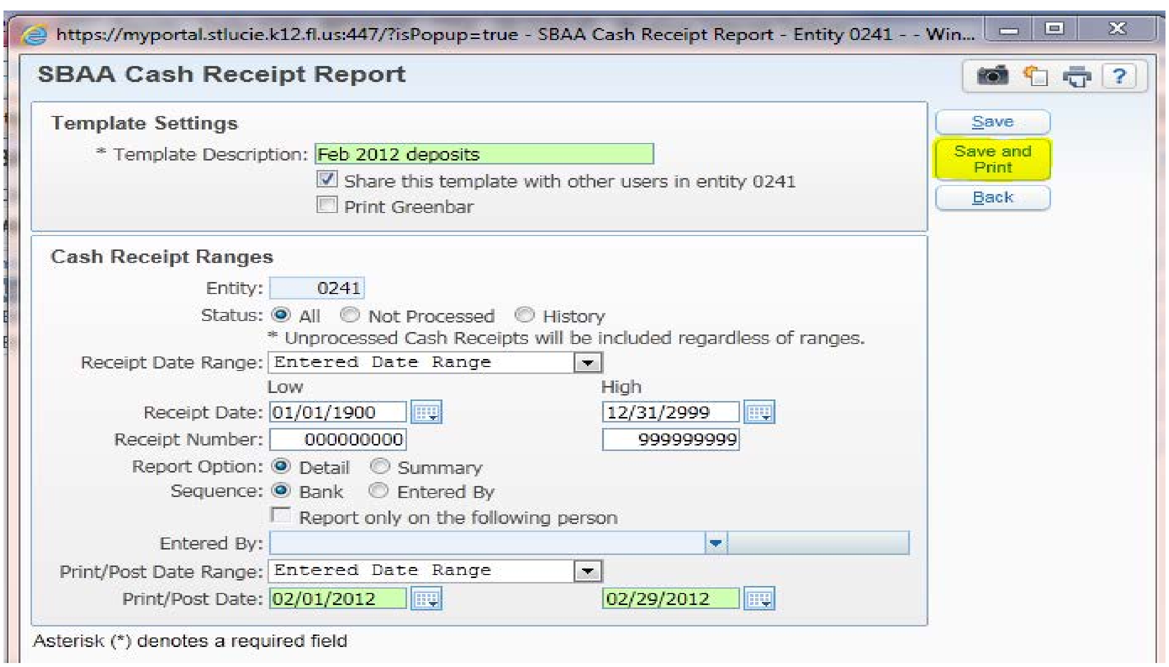
4. Go to ***SBAA, Bank Reconciliation***. Edit the bank reconciliation report. Click on the words ***Plus Cash Receipt Deposits*** (in blue).



Bank Reconciliation Tips (continued)

5. Match the amount of total deposits on the bank statement to the ***Total Cash Receipts on Statement*** amount on Skyward.
    a. Investigate any difference by running a report of the monthly deposits. Go to ***SBAA, Reports, Cash Receipt Report***.
    b. Compare the amounts on this report to the amounts on the bank statement. If there are deposits posted to Skyward that appear on the next month's bank statement (deposits in transit), uncheck these deposits in the ***on Stmt*** column.
        i. Record adjustments (journal entries) for any differences. These journal entries should be dated in the month being reconciled.



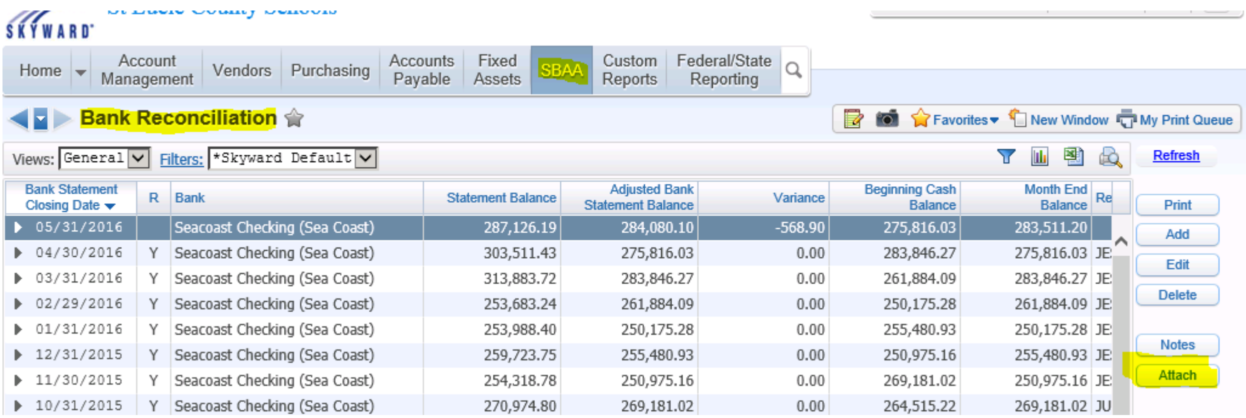


Principal's Report

After the monthly bank reconciliation has been completed and reconciled, run the principal's report for that month.

a) Sign and date the report.
b) Have the principal review, sign, and date the report.
c) Retain the original principal's report at the school.
d) Upload a copy of the signed and dated principal's report (along with copies of the signed and dated bank reconciliation report and bank statement) to the attach feature in ***SBAA, Bank Reconciliation, Attach.***

This review and signature cannot be delegated to anyone other than the Principal.



Monthly Report Submission

The monthly bank statement should be reconciled as soon as received. If it has not been received by the 10th of the next month, contact the bank.

After the bank statement has been reconciled and the Principal's Report has been run, the monthly internal account reports need to be submitted to the district.

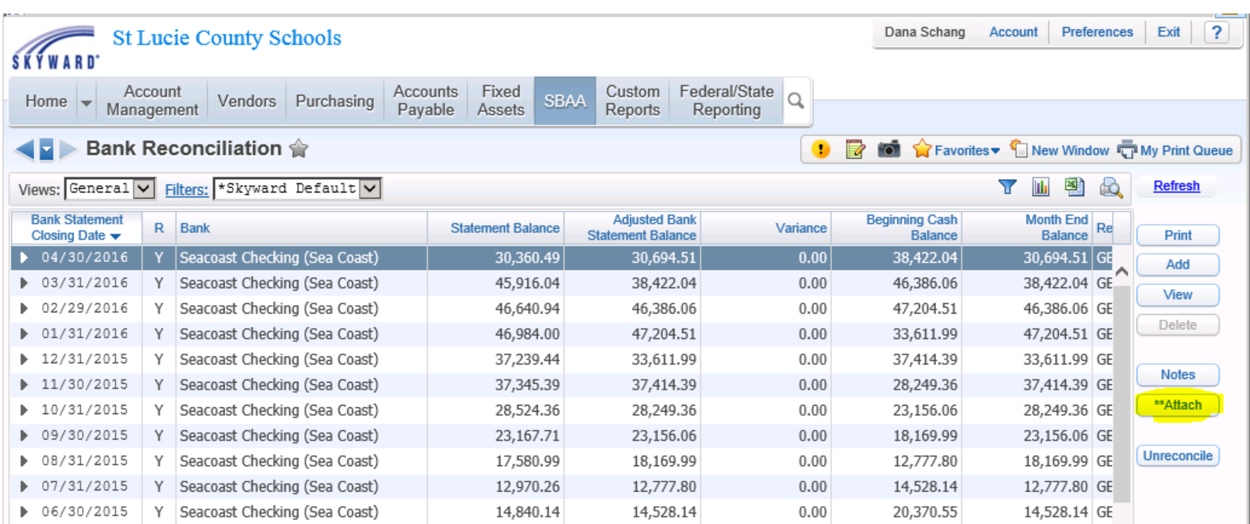
The deadline for the previous month's internal account reports is the **20th of the month**.

Copies of the signed and dated Principal's Report, signed and dated bank reconciliation report, and bank statement are to be attached to the bank reconciliation by this date.

First scan the reports and save them to your documents. The files should be named as: school abbreviation, report type, and report month.

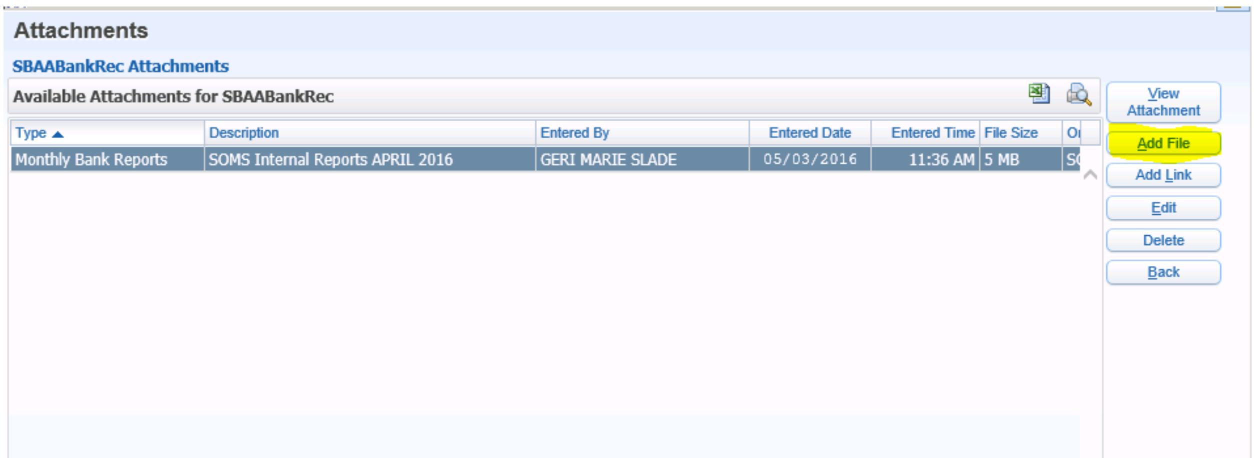
For example: The filename for White City Elementary School's bank reconciliation report for April 2012 would be ***WCE bank rec April 2012*.**

1. Go to ***SBAA, Bank Reconciliation***.
2. Click Attach to attach the Reports in the month you are reconciling.



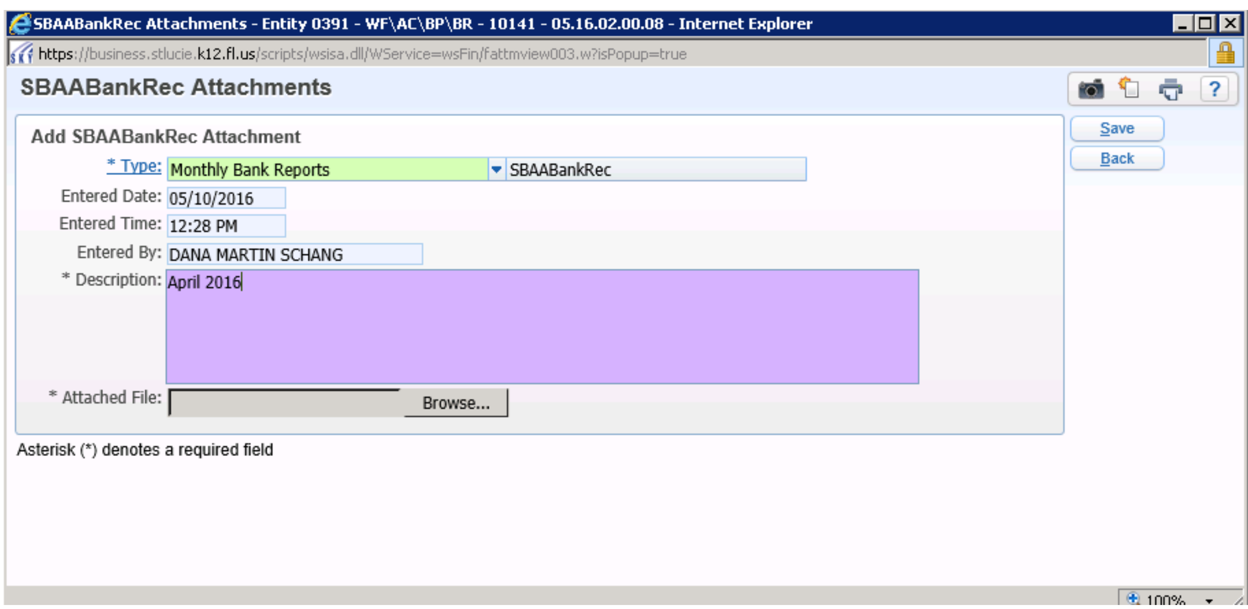
Monthly Report Submission (continued)

1. Click Add File



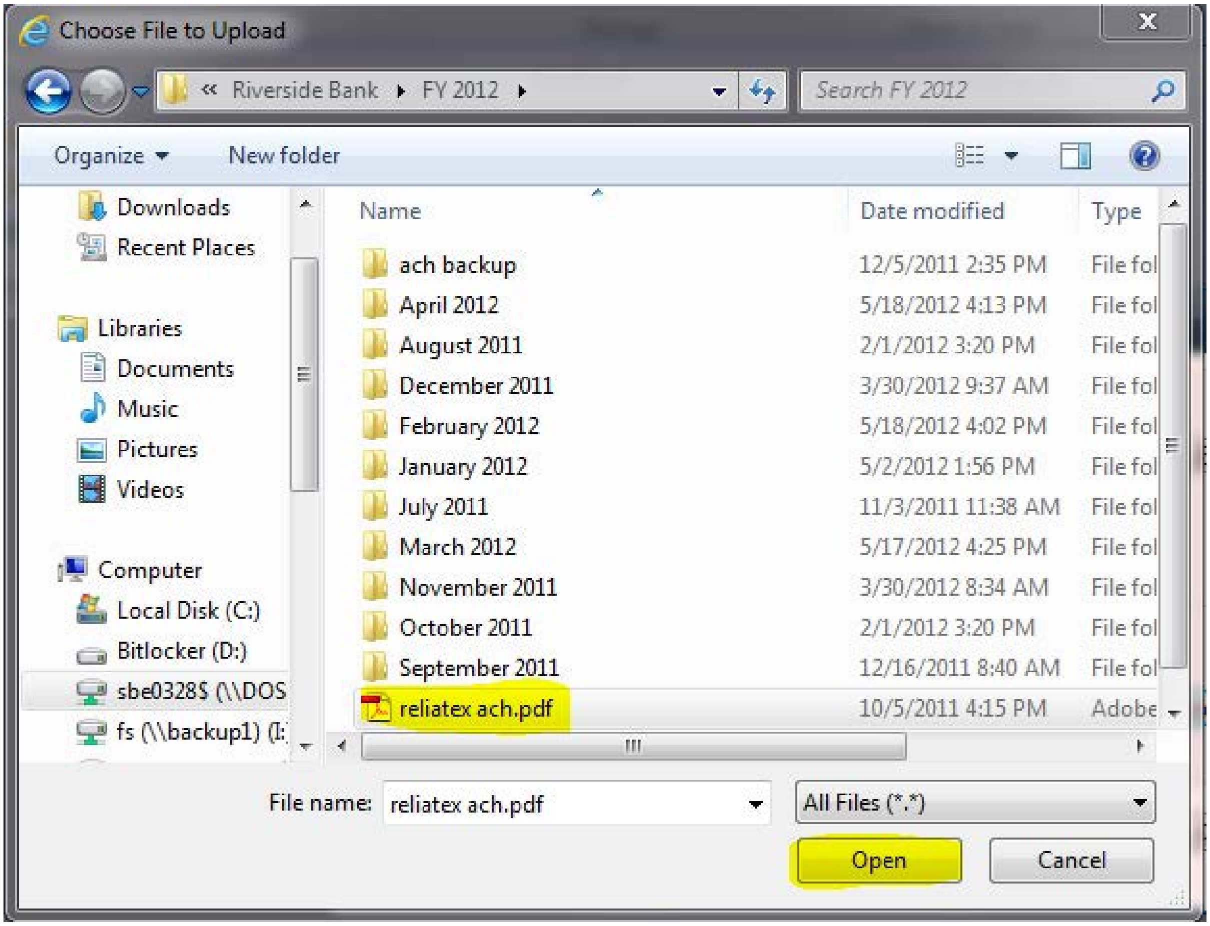
2. Type: Monthy Bank Reports
Descripiton: Current Month : Example – April 2016

Click Browse



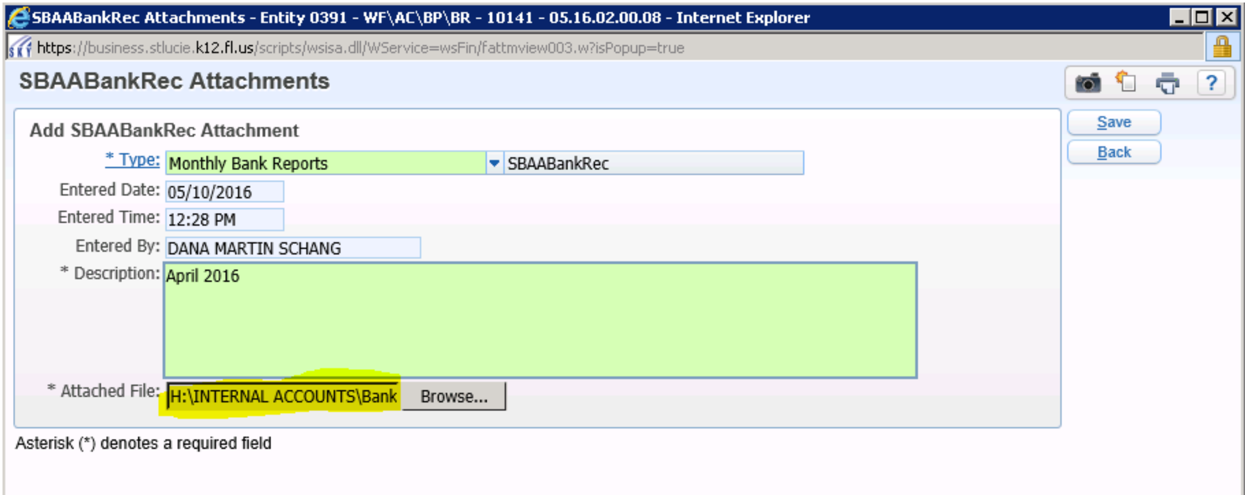
Monthly Report Submission (continued)

2. A new window will come up. Select the file that you want to attach and click on *Open.*



Monthly Report Submission (continued)

3. The file you selected should appear in the link. Then click *SAVE*.



4. The file will show that you attached them by putting an asterisk by the Attach.

Checks

1. *Redbook Chapter 8, Section III, 1.3c Under no circumstances shall checks be presigned.*

2. Per *Redbook Chapter 8, Section II, 8.2, Purchases from internal funds must be authorized in writing by the principal or designee. Neither the school nor the district school board shall be liable for any purchase made in the name of the school without express written approval.*

3. Prior to issuing a check, a check requisition/request form must be completed and signed by the principal, appropriate sponsor, and/or student officer. Use the Check Requisition form available on the Forms Database on the SLCSB website. The bookkeeper cannot sign as sponsor for the general miscellaneous account. Any responsible individual other than the bookkeeper can sign as sponsor for the general miscellaneous account.

St. Lucie Public Schools

Check Requisition

No.______________________ Date______________________

School______________________

Name of Organization______________________

Please make check payable to______________________

for the amount of $______________________

These funds are being spent for______________________

____

____

Teacher Sponsor Signature______________________ Student Treasurer Signature______________________

Date ______________________ Date ______________________

Issued Check Number______________________ Principal Approved______________________

Date ______________________

White: Bookkeeper Canary: Other Pink: Originator FIN0007 Rev. 1/12

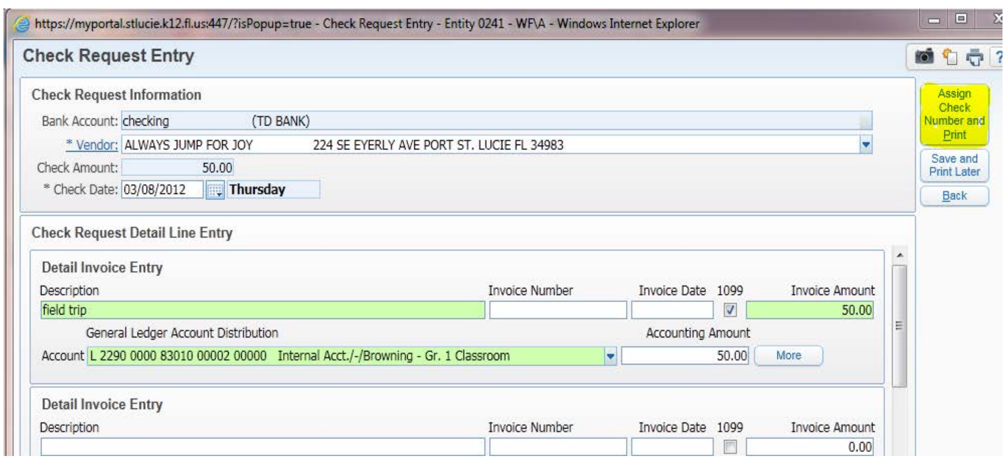
Checks (continued)

4. The bookkeeper records the check on Skyward. Go to ***SBAA, Check Request.***

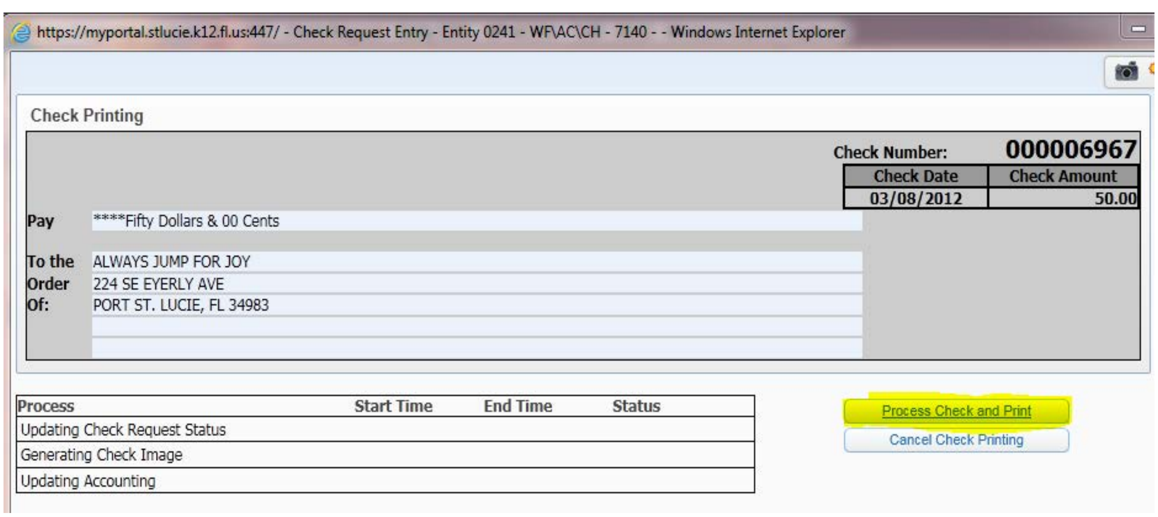
5. Select ***Add***.

Checks (continued)

6. In the **Check Request Information section**, enter ***Vendor*** name.
    a. The current date will automatically fill in.
7. In the ***Check Request Detail Line Entry*** section, enter the ***Description***.
8. The ***Invoice Number*** and ***Invoice Date*** fields are optional. (Note: If an invoice number is entered, the system will not allow duplicate invoice numbers.)
9. Check the 1099 box if the check is issued for rents, services (including parts and materials), prizes and awards, and other income payments. Do not check the 1099 box if the check is issued for merchandise, telegrams, telephone, freight, storage, and similar items.
10. Enter the amount to be charged in ***Invoice Amount***.
11. Enter the account number to be charged in ***Account***.
    a. Up to ten detail lines can be entered for each check.
12. When the check is complete, select ***Assign Check Number and Print***. If there are insufficient funds in an account to issue a check, a warning message will be displayed.

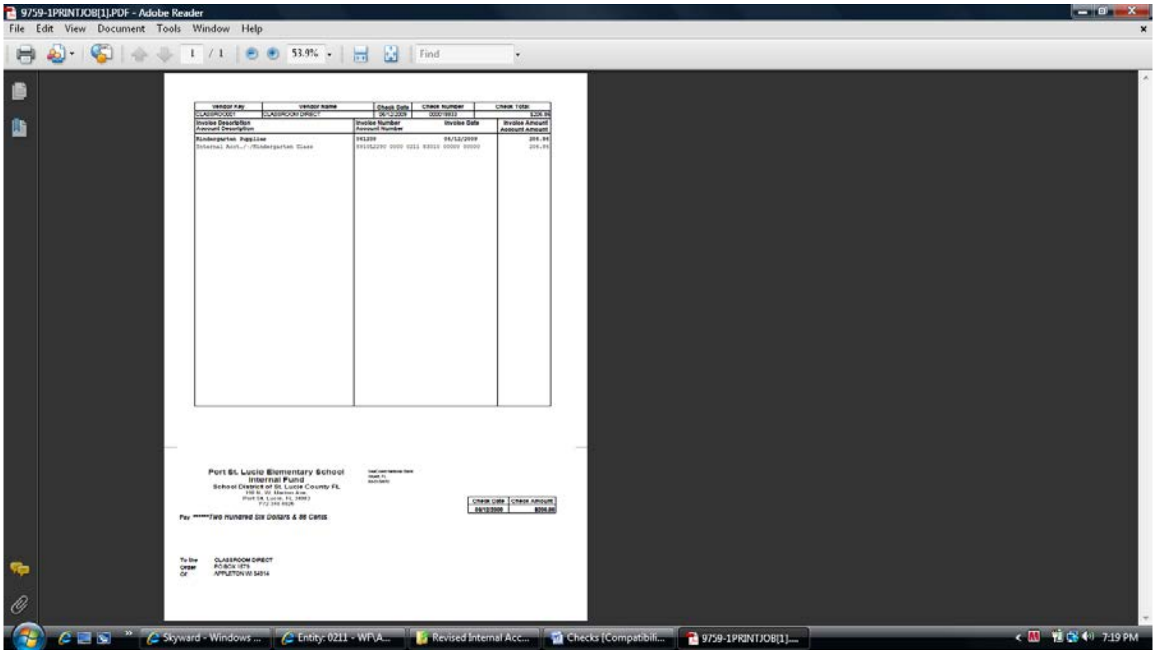


13. Double check the check number, amount, and payee information. If everything is correct, select ***Process Check and Print***.



Checks (continued)

14. The check shows up as a .pdf file.



15. Place the check voucher in the printer and select **Print**. (Print 2 Copies – One will be the check one will be the copy for the file)

16. *Per Redbook Chapter 8, Section III, 1.3, All checks must be signed with two signatures as prescribed by the principal.*

    a. **The use of signature stamps is prohibited on internal account documents**
    b.

17. On the invoice stamp *PAID*, the check date, and the check number.

18. Attach the invoice, check requisition, and any other supporting documentation to the copy of the check and file for auditor review.

19. DO NOT REMOVE THE TOP COPY OF THE CHECK FOR ANY REASON. This top portion stays with the original check for the recipient.

Deposits

1. Cash receipt process:
   a. Teacher/Sponsor (person collecting monies) completes the Report of Monies Collected form and submits the completed form and collected monies to the bookkeeper in person. (Use the Report of Monies Collected form available on the Forms Database on the SLCSB website. See end of this section for more information on the Report of Monies Collected form.)
   b. The bookkeeper should **not** complete the Report of Monies Collected form per the Redbook.

St. Lucie Public Schools
Report of Monies Collected

Teacher/Sponsor: ________________________________ **Date:** ______________

Class/Club: ________________________________ **Account #:** ______________

Purpose: ____

	SOURCE (If from students, list names separately)	RECEIPT Number	Amount
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Total Cash	Add	Total Check	Equals	Total Amount
$	+	$	=	$

I hereby certify that the above funds are all received by me for deposit into the school's internal account:

x______________________________________ ____________________
Sponsor's Signature Dated

Received by: x ______________________________ ____________________
Bookkeeper/Secretary Dated

White: Bookkeeper/Exec. Secretary Canary: Teacher/Sponsor Submit all copies to the Bookkeeper who will distribute copies as indicated.

FIN0040 Revised: 9/29/15

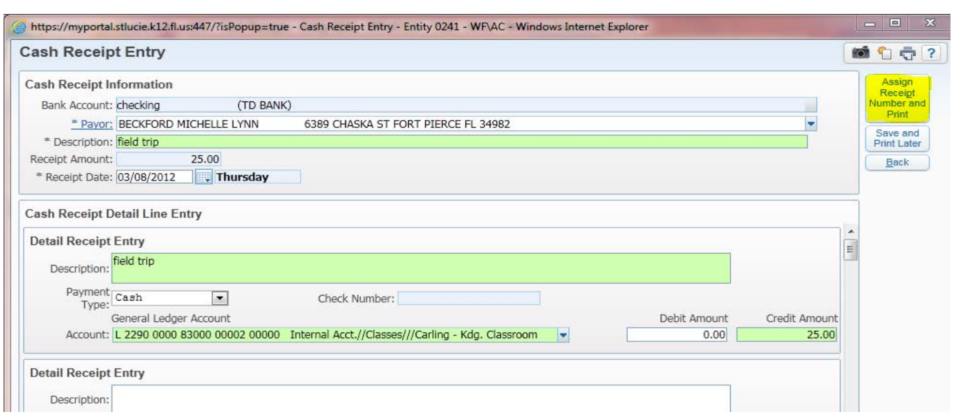
Deposits (continued)

c. *Per Redbook Chapter 8, Section III, 1.4b*, *Collections made outside of the school office must be turned in to the school office no later than the next business day*. This means that monies collected by a teacher must be turned in to the bookkeeper **by the next business day.**

d. The bookkeeper receives the collected monies and Report of Monies Collected form. The bookkeeper counts the money while the teacher is present. Both the teacher and the bookkeeper agree to the amount written on the form and both the teacher and the bookkeeper sign and date the form at the bottom.

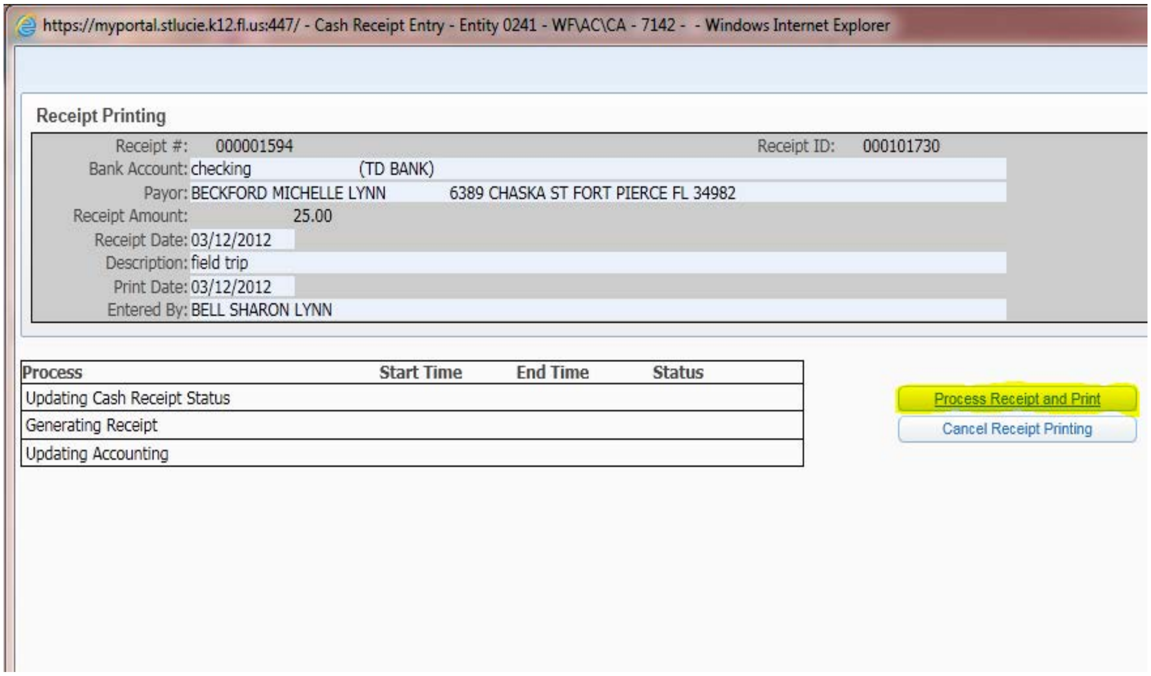
2. The bookkeeper records the cash receipt on Skyward. Go to ***SBAA, Cash Receipts***. Click ***Add*** to enter a new receipt.

3. In the ***Cash Receipt Information*** section, enter the name of the person from whom the funds were received as ***Payor*** and enter the ***Description***.
4. Today's date will automatically fill in.
5. In the ***Cash Receipt Detail Line Entry*** section, enter the ***Description*** and the ***Account*** in which the funds are to be deposited.
6. The amount of the receipt is entered in the ***Credit Amount*** box. Up to ten detail lines can be entered for each cash receipt.
7. When the cash receipt is complete, choose ***Assign Receipt Number and Print***.

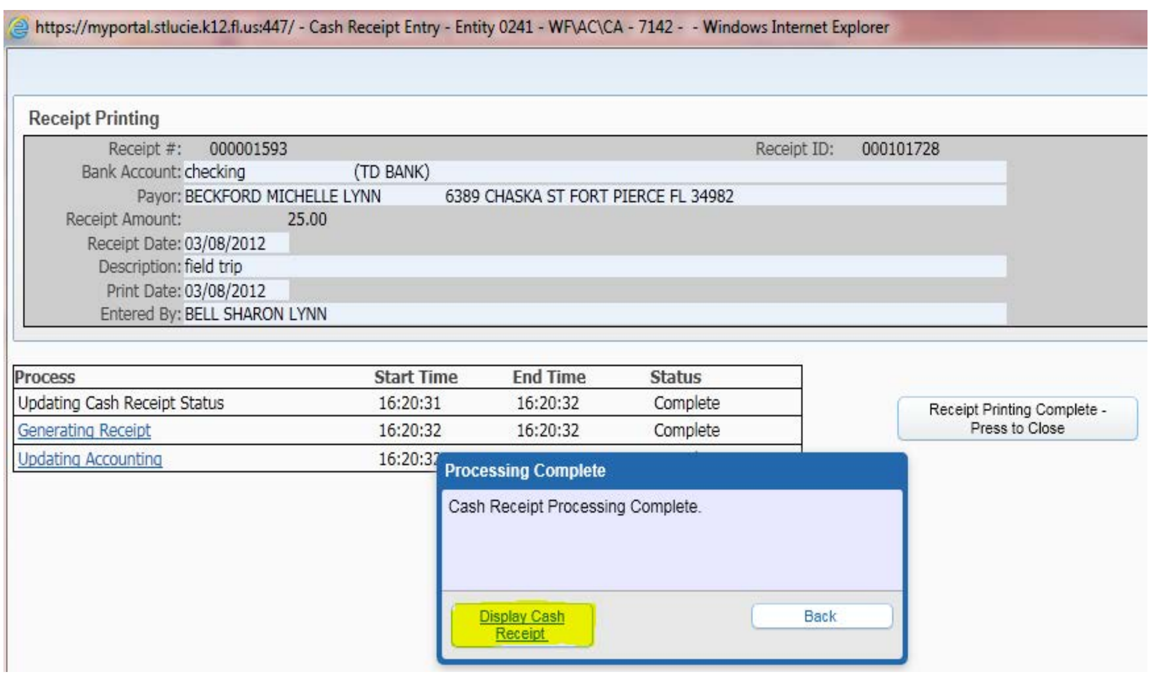


Deposits (continued)

8. Review the information for accuracy. Then select ***Process Receipt and Print***.

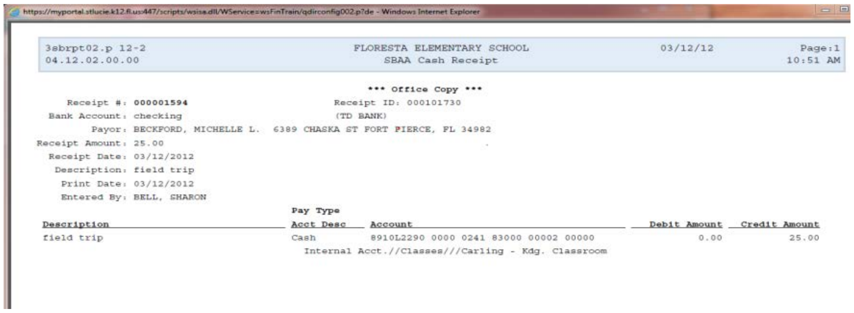


9. Select ***Display Cash Receipt***.



Deposits (continued)

10. The cash receipt will be displayed.


https://myportal.stlucie.k12.fl.us:447/scripts/wsisa.dll/WService=wsFinTrain/qdirconfig002.p?de - Windows Internet Explorer

3sbrpt02.p 12-2 FLORESTA ELEMENTARY SCHOOL 03/12/12 Page:1
04.12.02.00.00 SBAA Cash Receipt 10:51 AM

*** Office Copy ***

Receipt #: 000001594 Receipt ID: 000101730
Bank Account: checking (TD BANK)
Payor: BECKFORD, MICHELLE L. 6389 CHASKA ST FORT PIERCE, FL 34982
Receipt Amount: 25.00
Receipt Date: 03/12/2012
Description: field trip
Print Date: 03/12/2012
Entered By: BELL, SHARON

Description	Pay Type Acct Desc	Account	Debit Amount	Credit Amount
field trip	Cash	8910L2290 0000 0241 83000 00002 00000 Internal Acct.//Classes///Carling - Kdg. Classroom	0.00	25.00

11. Print 2 copies of the cash receipt. One copy is for the file and one copy of the cash receipt is given to the sponsor/teacher.

Daily Deposit

1. All daily deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit.

2. All checks received shall be deposited with a restrictive endorsement of "for deposit only" and specifying the account title and number. (*Redbook Chapter 8 Section III, 1.4d)*

3. Prepare a (duplicate) bank deposit ticket for all the day's cash receipts.

4. Write the Skyward cash receipt number(s) and the bank bag number on the deposit ticket. Complete the information on the outside of the bank bag, identifying the bank, school, amount, etc. Place the original deposit ticket in the bank bag with the deposit and seal. Retain a copy of the deposit ticket.

5. A complete deposit package (for auditor review) contains:
   a. Validated deposit receipt (from the bank).
   b. Copy of the deposit slip, including the handwritten Skyward cash receipt numbers and bank bag number.
   c. Copies of all signed and dated cash receipts.
   d. Report of Monies Collected forms (signed and dated by both parties) for all cash receipts.

6. Auditors will need to be able to trace money from receipt at the school through to the bank statement.

Deposits (continued)

7. A Report of Monies Collected form is not required for checks received in the mail (i.e. mail deposits).
    a. Checks received by mail log should be completed by someone other than the bookkeeper.

8. Make sure that the courier uses a log and there is a date column next to the column for the courier's initials so that the date the courier picked up the bank bags can be tracked.

9. Per *Redbook Chapter 8, Section III, 1.4c*: All money collected must be deposited intact to a depository as frequently as feasible and as dictated by sound business practice. IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT.

    a. Monies are not to be held over holidays and breaks. Contact the Business Services Department if necessary.

10. The principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate action to effect correction. *(Redbook Chapter 8, Section III, 1.4e)*

11. Regarding the Report of Monies Collected:
    a. At a minimum, this form must include the beginning and ending receipt numbers, total cash amount, and the detail of individual checks (check #).
    b. Teacher must take the money and form in person to the bookkeeper no later than the next business day after the money was collected.
    c. The Report of Monies Collected form protects both the teacher and the bookkeeper.

Fundraising

A Request for Fundraising Activity form must be completed and approved prior to the commencement of any fundraiser. This form is available on the SLCSB forms database.

St. Lucie Public Schools
Activity Fundraiser Request & Profit And Loss Statement

Request

School: ______________________ **Date:** ______________________

Class/Club/Organization: ______________________ **Sponsor:** ______________________

Fundraiser Name: ______________________

Fundraiser Date(s): ______________________

Location of Fundraiser: ______________________

Brief description of activity with financial details: ______________________

____

Profit is to be used for: ______________________

Expected Profit to be earned is: $ ______________ **Internal Account #:** ______________

Check one:

[ ] Service Provided ______________________

[ ] Product Sold ______________________

[ ] Sales Tax Paid Invoice Attached [ ] Sales Tax Remitted to District [ ] Nontaxable

Note: For any items resold, sales tax must be paid on the total amount the school pays for the items.
The sales tax can be paid directly to the vendor when the items are purchased or remitted to the District Accounting Office.

Sales Contract/Agreement provided by ______________________

Club Officer or Activities Director: ______________________

Teacher/Sponsor: ______________________

Approved by: ______________________ ______________
Principal/Designee Date

Reconciliation

Profit and Loss

			Beginning Balance (1)	$__________
Revenue	______	______		
	______	______		
	______	______		
	______	______		
			Total Revenue (2)	$__________
Less Expenses	______	______		
	______	______		
	______	______		
	______	______		
			Total Expenses (3)	$__________
			Ending Balance (1) + (2) - (3)	$__________ Total Profit / Loss

I hereby certify that this report is true and accurate.

Prepared By: ______________________

Date: ______________________

Reviewed By: ______________________

Date: ______________________

White: Bookkeeper/Exec. Secretary
Canary: Teacher/Sponsor/Organization

FIN0046 Revised 9/29/15

Redbook Chapter 8 Section III, 4.4 states that:

1. Each fundraising activity must be planned to finance a specified objective.
2. Each fundraising activity must be approved by the organization sponsor and the principal.

Fundraising (continued)

3. The principal must control the fundraising activities conducted in the name of the school and ensure that the purposes are worthwhile.
    a. Raffles and other activities of chance are prohibited for school-conducted activities.
    b. Fundraising activities for which students are charged an admission must not be presented during school hours.

4. When any school organization or group is involved in a fundraising activity or any function exposing the school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.

5. Collections for all school-sponsored fundraising activities must be deposited in the internal accounts and all transactions in connection with the activity must be conducted in accordance with school board rules.

Fundraising School Board Policy 7.40

FUND-RAISING FOR SCHOOL PROJECTS AND ACTIVITIES 7.40

All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program as administered by the Superintendent.

(1) Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School Board rules and State Board of Education rules. A financial report must be filed with the principal after each fund-raising activity.

(2) Each school shall continuously evaluate its fund-raising projects and extracurricular activities of the school program, the promotion of education experiences, the time involved for students and teachers, and the additional demands made on the school community.

(3) The determination of the fund-raising projects and activities for a school shall be the responsibility of the principal and staff and shall conform to the following conditions and any directives by the Superintendent and include adequate provisions for student safety:

Fundraising School Board Policy 7.40 (continued)

(a) Fund-raising activities and projects within all schools shall be kept within a reasonable limit. Before approving any project or activity, the principal shall require full written justification of the need and explanation of the manner in which the funds will be expended.

(b) Merchandising projects shall be kept to a minimum.

(c) Any fund-raising activity which might expose the School Board to extraordinary liability requires advance approval of the Superintendent or designee.

(d) Student fund-raising to benefit charitable organizations require advance approval of the Superintendent or designee. Monies collected for charity must be processed through a school fund account.

(4) A parent-teacher association or any other organizations connected with the school may sponsor fund-raising activities, provided school work and time are not adversely affected. Such activities shall be conducted in accordance with School Board rules. Unlawful activity shall be prohibited by any school group or on School Board property.

(5) Schools shall not raise funds through lotteries, raffles, and other activities of chance.

(6) Door-to-door fund-raising by students is prohibited.

(7) Students selling advertisements or collecting money or articles for the school should have an identification card signed by the principal indicating that they are authorized to perform such duties. Sales of school advertising are limited to the following:

(a) School annuals

(b) School newspaper

(c) Athletic programs

(d) Future Farmers of America calendar

(e) Programs for graduation and programs for public performances

(f) Other publications as approved by the Superintendent or designee

(8) Individuals and business agencies shall not be subject to excessive annoyances from the solicitation of funds by school groups or school personnel. The solicitation of funds away from school shall require the principal’s approval. When possible, all

Fundraising School Board Policy 7.40 (continued)

Necessary money shall be raised for school needs without recourse to any solicitation away from the school. The principal shall approve a solicitation activity only when funds cannot be raised otherwise. This Rule does not preclude private or volunteer contributions for athletic or other purposes.

(9) Food and beverage services which are available to students shall be provided only during the school day by the food and nutrition service program. However, school organizations approved by the School Board shall be permitted to sell food and beverage items to students in secondary schools even though the sale of such items is in competition with the food and nutrition service program.

(a) School organizations are authorized to conduct the sale of food and beverage items only one (1) hour following the close of the last lunch period.

(b) Food sold by school organizations shall comply with the provisions of State Board of Education rules.

STATUTORY AUTHORITY: 1001.41, 1001.42, F.S.

LAWS IMPLEMENTED: 1001.51, 1006.06, 1010.01, 1011.07, F.S.

STATE BOARD OF EDUCATION RULEs: 6A-1.085, 6A-7.042
financial and program cost accounting and reporting for florida schools (redbook)
Ch.7 Section 4.4(C)

History: Adopted: 03/30/2004
Revision Date(s): _______
Formerly: 4.07, 4.10

Student Receipts

Teacher / Sponsor must fill out and give the individual their copy of the cash receipt (white copy) from the District issued cash Receipt/Collections book immediately upon receipt of the money. *Redbook Chapter 8, Section III, 1.4a*

Individual receipts are required anytime the individual collection is greater than $5.00. Class Roster or Log can be submitted instead of receipts. (EXAMPLE OF LOG BELOW)

Event: ______________________ Date: ______________________

Student Name			Total	Cash/Check #

Total Cash: __________

Total Checks: __________

Total: __________

Sales Tax Guidance

The general rule for payment of sales tax is that all expenditures from internal accounts made for customary instructional activities and that do not represent expenditures for resale to individuals, including students and the general public, are **exempt** from sales tax. See Florida Administrative Code 12A-1.0011 for guidance.

So if items are purchased to resell, they are **subject to tax**. Any items used in fundraising events such as festivals and games, including prizes, are taxable. Sales of school materials and supplies are taxable regardless of by whom sold; however, for the sake of convenience, schools grades K through 12 and their respective PTAs or PTOs have been granted the privilege of paying tax to their suppliers on school materials and supplies that they purchase for resale to students and the tax is passed on to the student as part of the selling price (i.e. bookstore).

Tangible personal property sold outright or rented through the school to students is **subject to tax** based on delivered cost to the school or on the amount charged the student upon sale or rental. Student photographs, candies, confections, and novelties sold to students or the public for fund-raising purposes come within this rule.

The sale of schoolbooks, including printed textbooks and workbooks, containing printed instructional material, and questions and answers for school purposes used in regularly prescribed courses of study in public, parochial, or nonprofit private schools grades K through 12 are **exempt**. The sale of yearbooks, magazines, newspapers, directories, bulletins, and similar publications distributed by schools offering grades K through 12 is **exempt**.

<u>Sales of Food and Beverages</u>
a) Food and beverages sold or dispensed through vending machines or other dispensing devices located in the student lunchroom, student dining room, or other area designated for student dining in schools offering grades K through 12 are **exempt**.

b) Food and beverages sold through vending machines or other dispensing devices located in a gymnasium, shop, teachers' lounge, corridor, or other area accessible to the general public and not specifically designated for student dining are **subject to tax** at the rates established in Section 212.0515(2), F.S.

<u>Vending Machine Sales Commissions</u>
Commissions paid to the schools by vending machine companies are **subject to sales tax** per Florida Administrative Code 12A-1.044(5c).

Charitable Contributions

Every time a school receives a charitable contribution (donation) of $250.00 or more, the school must issue a contemporaneous written acknowledgment. Per IRS publication 1771:

> *Although it is a donor's responsibility to obtain a written acknowledgment, an organization can assist a donor by providing a timely, written statement containing the following information:*
>
> 1. *Name of organization (i.e. school name).*
> 2. *Amount of cash contribution.*
> 3. *Description (but not the value) of non-cash contribution.*
> 4. *Description and good faith estimate of the value of goods or services, if any, that an organization provided in return for the contribution.*
>
> *It is not necessary to include either the donor's social security number or tax identification number on the acknowledgment.*

There are no IRS forms for the acknowledgment. Letters, postcards, or computer-generated forms with the above information are acceptable. An organization can provide either a paper copy of the acknowledgment to the donor, or an organization can provide the acknowledgment electronically, such as via an e-mail addressed to the donor.

On school letterhead write a thank you letter to the donor using the examples below.

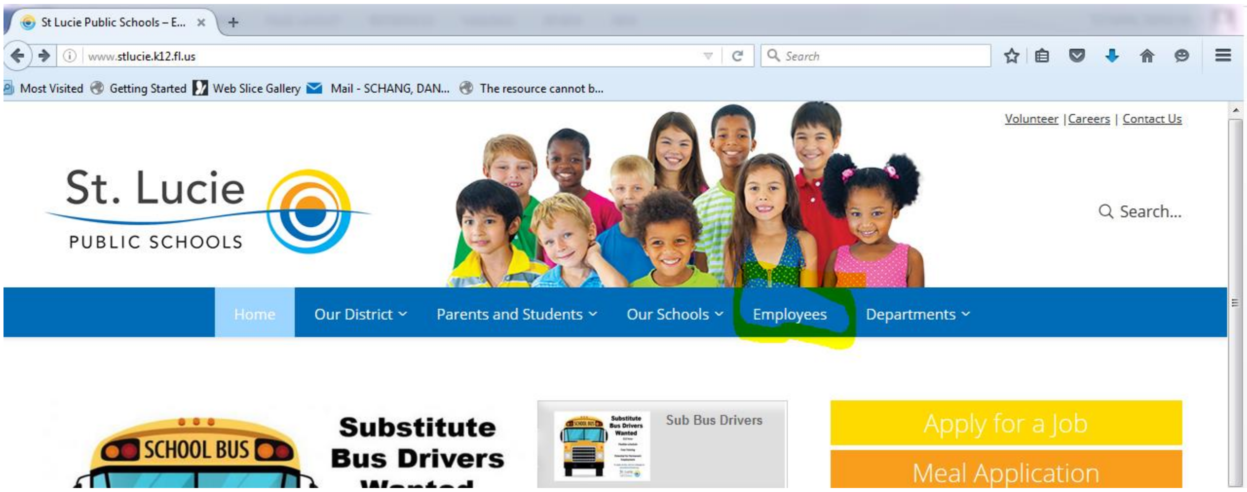
Examples of Written Acknowledgments:

- "Thank you for your cash contribution of $300 that (organization's name) received on December 12, 2008. No goods or services were provided in exchange for your contribution."
- "Thank you for your cash contribution of $350 that (organization's name) received on May 6, 2008. In exchange for your contribution, we gave you a cookbook with an estimated fair market value of $60."
- "Thank you for your contribution of a used oak baby crib and matching dresser that (organization's name) received on March 15, 2008. No goods or services were provided in exchange for your contribution."

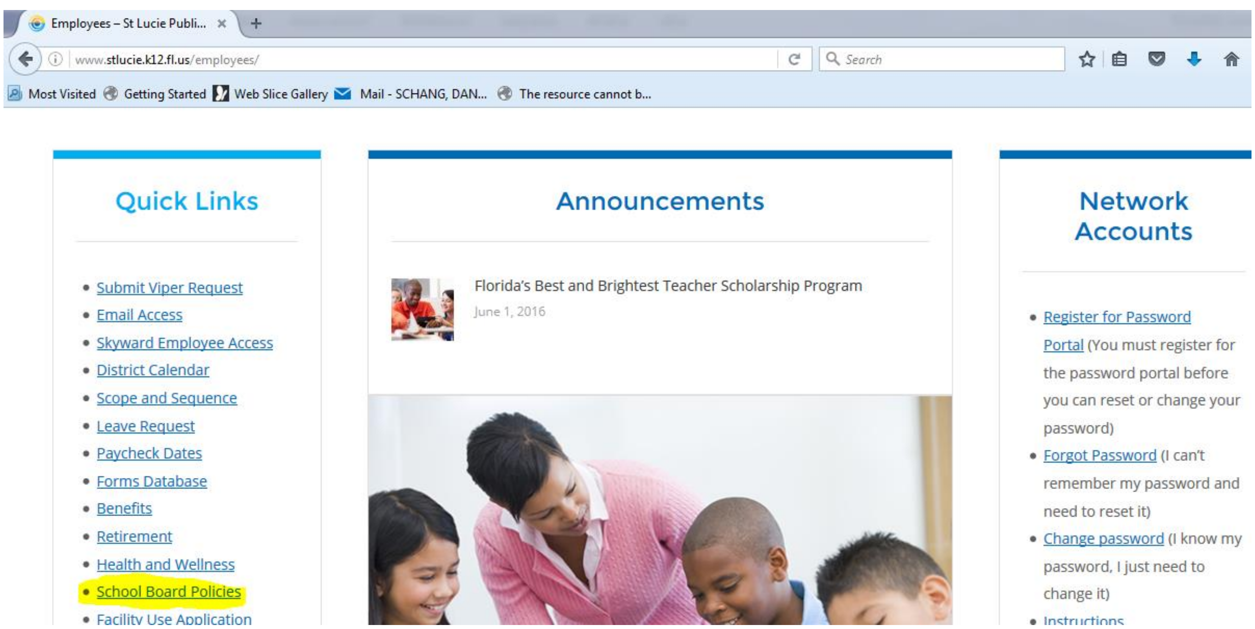
Locating SLCSB Policies

To locate SLCSB policies on a particular topic:

1. On the School Board's home page, select ***Employees***at the top.

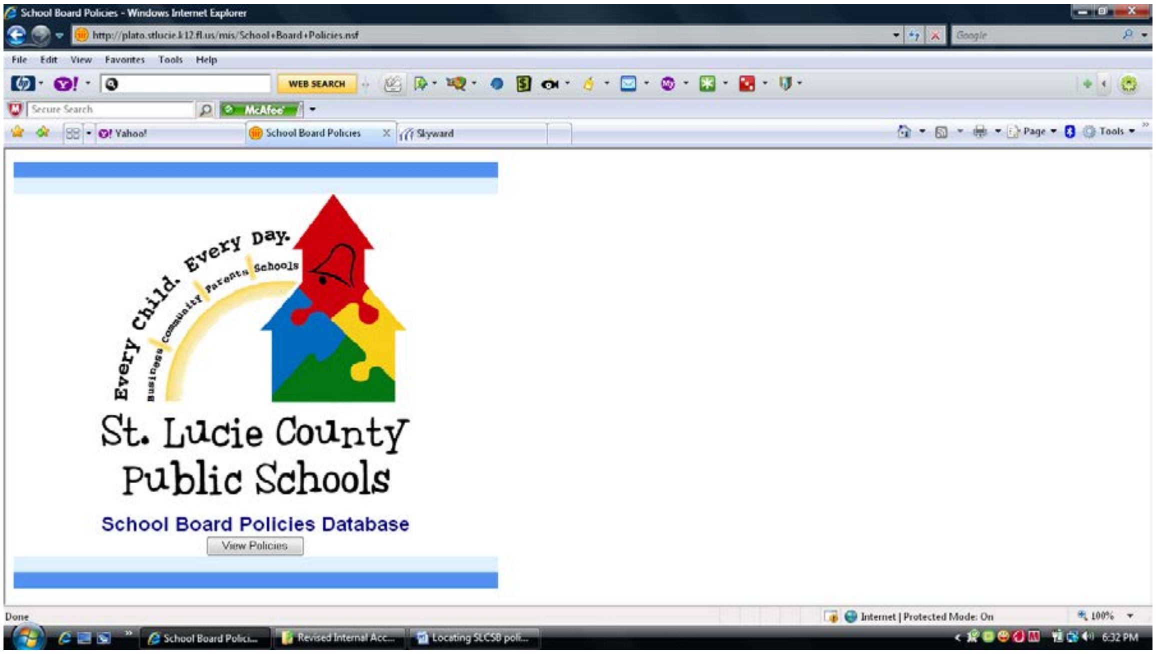


2. Select ***School Board Policies*** on the left.

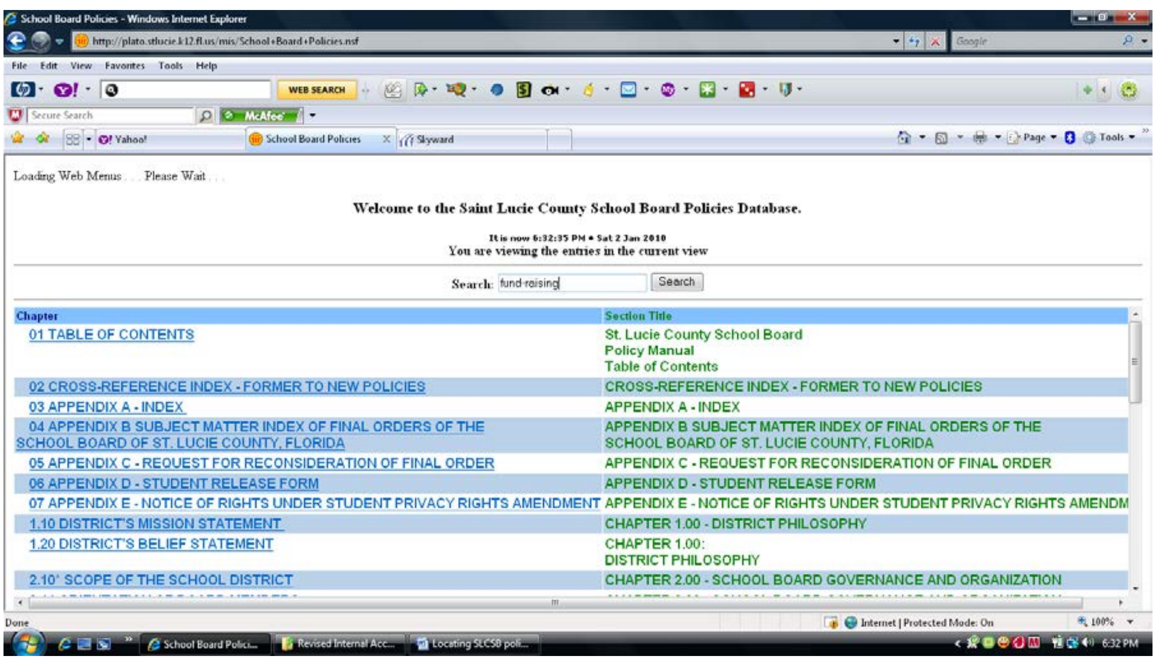


Locating SLCSB Policies (continued)

3. Select ***View Policies***.

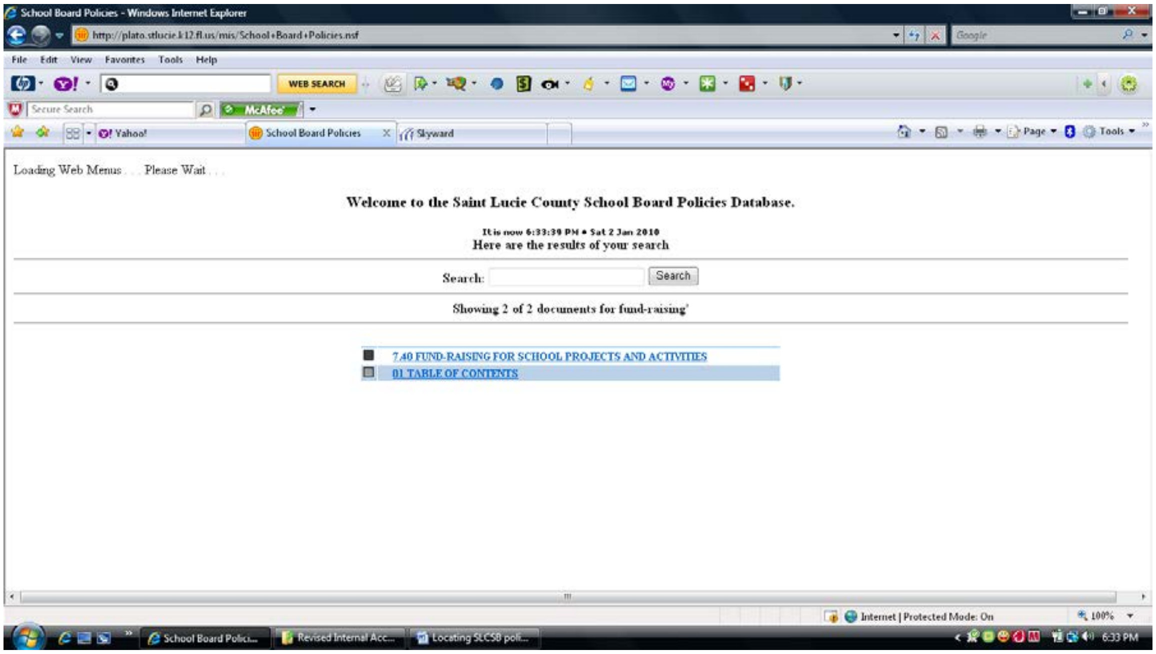


4. Enter the topic for which you need information in the search box and select ***Search***.



Locating SLCSB Policies (continued)

5. Select the document you want to read and/or print.



Outstanding/Stale Dated Checks

1. After the monthly bank reconciliation has been completed, review the outstanding checks.
    a. For checks over 90 days old, send a letter (see sample 90 day letter) to the payee requesting that the check be cashed.
        i. Keep a copy of this letter with the backup for the check.
        ii. If necessary, send a follow-up letter (see sample 150 day letter) when a check is 150 days (five months) old.
        iii. Retain all correspondence (including any envelopes returned in the mail), with the backup for the check.

2. When an uncashed check is six months old, it is stale dated.
    a. First, void the check.
        i. This will release the funds back to the original account.
    b. Second, record a transfer (journal entry) in the amount of the check from(Debit) the original account that the check had been written against into the Stale Dated Checks account, 86060 (Credit).

3. Keep a separate file folder for all stale dated checks (and their backup, including any correspondence).
    a. The balance in the Stale Dated Checks account should equal the total amount of the checks in the folder.

4. Retain all stale dated check information for inclusion in the St. Lucie County School Board unclaimed property report.

5. At the end of the year, you will receive an email from the Accountant, who will request a check from this account.
    a. When the stale check information is requested, issue a check to SLCSB and send this check with the stale check folder to the accountant in Accounting.
    b. This check and payment will be sent to the state for filing the state unclaimed property report.

Outstanding/Stale Dated Checks (continued)

Sample 90 day letter

Date

Payee
123 Any Street
Any Town, State 12345

Dear Payee,

Our records indicate that *school name* issued check number *xxx* in the amount of $*xx.xx* dated *xx/xx/xx.* Please cash this check as soon as possible.

If you have any questions, please contact me.

Thank you,

Name
School address
School phone number

Sample 150 day letter

Date

Payee
123 Any Street
Any Town, State 12345

Second Notice

Dear Payee,

Our records indicate that *school name* issued check number *xxx* in the amount of $*xx.xx* dated *xx/xx/xx.* Please cash this check by *xx/xx/xx*.

If you have any questions, please contact me.

Thank you,

Name
School address
School phone number

Outstanding/Stale Dated Checks (continued)

Sample Final letter

Date

Payee
123 Any Street
Any Town, State 12345

Second Notice

Dear Payee,

Our records indicate that *school name* issued check number *xxx* in the amount of $*xx.xx* dated *xx/xx/xx.* This check is now stale dated.

Please contact me as soon as possible so that a replacement check can be issued.

If you have any questions, please contact me.

Thank you,

Name
School address
School phone number

Purchasing

Purchasing guidelines for internal accounts are located in Redbook Chapter 8 under:

1. Section II-General Practices, paragraph 2:

Purchases from internal funds must be authorized in writing by the principal or designee. *Neither the school nor the school board shall be liable for any purchase made in the name of the school without express written approval.*

2. Section III-Standards, Practices and Procedures, paragraphs 3.0 through 3.3:

3.0 PURCHASING
3.1 REQUIREMENTS

- a. ***The requirements pertaining to purchases and securing bids on purchases made from public tax funds shall be observed when purchases are made from internal funds,*** *except that:*
  - *(1) School board approval of internal account vouchers is not required unless specifically provided for by school board rule.*
  - *(2) School board requirements for internal funds may be more strict than requirements for tax funds (Rule 6A-1.091, FAC).*
- b. *If possible, purchases of the same or a similar nature to be used in more than one school should be combined and purchased only after approval of the school board (Rule 6A-1.091, FAC).*

3.2 RESPONSIBILITY

- a. *The school principal is fully responsible for all purchases and purchase commitments requiring present or future disbursements of internal fund monies.* ***A signed commitment from the principal or designee(s) must be on file before any purchase is made.*** *Vendors shall be notified of this policy. No purchase shall be made unless sufficient resources are available, except items for resale.*
- b. *The school board may delegate by rule to such individuals as it may deem appropriate the authority to make purchases from internal funds, secure quotations, and award contracts (Rule 6A-1.091, FAC).*
- c. *No person, unless authorized to do so under regulations of the school board, may make any purchase involving the use of school funds (Rule 6A-1.012, FAC).*

3.3 BIDS

- a. *Bids shall be requested from three or more sources for any authorized purchase exceeding amounts set forth in a scale of district sizes and purchase amounts (Rule 6A-1.012, FAC).*
- b. *The school board shall have authority to reject any or all bids and request new bids. In acceptance of bids, the school board shall accept the lowest and best bid (Rule 6A-1.012, FAC).*
- c. *School boards may establish requirements for bids that are stricter than those established under the state rule.*
- d. *School boards may establish procedures requiring competitive quotations for all or selected types of purchases in amounts under the board-adopted bid limit requirement. Such quotations shall be documented.*
- e. *Proposed purchases in excess of the district bid limit must comply with bid requirements of Florida Statutes, State Board of Education Rules, and school board rules. These will be referred to the district purchasing department for development of specifications, bids, advertising and processing.*
- f. *When the district has a bid in effect, purchases of items covered must be made from the approved vendor unless the same item may be purchased elsewhere at a lower cost.*

For further information, see *SLCSB Policy 7.70 Purchasing and Bidding; Prohibition of Fraud*.

Retention of Records

Section III, 4.5, Redbook Chapter 8 states that *Chapters 119 and 257, F.S., provide that no public official may mutilate, destroy, sell, loan or otherwise dispose of any public record unless under the consent of the records and information management program of the Division of Library and Information Services of the Department of State.* All SLCSB district and school records destruction requests must be submitted to Student Records. This department can also provide assistance.

To determine how long records are to be retained, there are two general record schedules that can be found on the state website: GS7 and GS1-SL. The state website is http://dlis.dos.state.fl.us/barm. Select the Records Managers tab. Next, on the left, click on *General Records Schedules*. Scroll down until you locate *GS7* or *GS1-SL*. Select PDF for either *GS7* or *GS1-SL*.

A Record Disposition Document must be completed before destroying anything. Each record eligible for disposition has an individual item number. A Record Disposition Document is available on the Share site under *Services, Records Administration*.

A document link of Record Disposition can be sent to Lotus notes database if school does not have it. School schedules are also on this link. (The State website has the descriptions under each title and item number.)

Once the form has been filled out, it is up to the school to destroy the information. There are several ways of destruction: shredding, incineration, or dumpster.

Student Records will contact the school maintenance department to destroy boxes and take them to the land fill. Any questions or concerns contact Lisa Huff, Record Specialist at 429-5543 or Lisa.Huff@stlucieschools.org.

Temporary Change Funds

Temporary change funds can be used for internal account fundraisers in accordance with the following guidelines:

1. A fundraiser sponsor may establish a temporary change fund by submitting a Temporary Change Funds form to the bookkeeper for approval by the principal. Approval shall be obtained prior to issuing any checks.

Enter School Name

TEMPORARY CHANGE FUNDS

The top portion of this form is to be completed, signed, and dated by the fundraiser sponsor and then submitted to the principal for approval. The secretary/bookkeeper retains this form. After the fundraiser when the funds are turned in, the bottom portion of this form is completed. The secretary/bookkeeper counts the money and enters amount of money returned. Then the secretary/bookkeeper and the fundraiser sponsor sign and date the form agreeing to the amount of money returned.

Date	
Name/Vendor	
Amount	
Name of Fundraiser	
Dates of Fundraiser	
Comments	
Fundraiser Account Number	
Check Number	

Fundraiser Sponsor Date

Principal Date

FOR USE AFTER THE FUNDRAISER

AMOUNT RETURNED

Secretary/Bookkeeper Date

Fundraiser Sponsor Date

Temporary Change Funds (continued)

2. Each temporary change fund must be authorized by the principal at a set amount, the amount of which shall be commensurate with the volume of anticipated transactions.
3. Typically this is no more than three hundred dollars ($300.00). In cases where there is a large event, large athletic event or multiple athletic events where concession and ticket sales would require a larger change fund, then the principal may authorize a change fund greater than $300.00 but in no case more than three thousand dollars ($3,000.00).

4. No expenditures are to be made from any change fund, nor shall checks be cashed or loans made from any change fund.

Temporary Change Funds Procedures

1. Fundraiser sponsor completes top portion of Temporary Change Funds form and a check request form.

2. The school principal reviews and approves Temporary Change Funds form and check request form.

3. The bookkeeper issues a check to the fundraiser sponsor and retains the Temporary Change Funds form. This completed form is attached to the backup for the check (including the completed check request form) that is issued for temporary change.

4. After the fundraiser, the fundraiser sponsor returns the change funds to the bookkeeper who counts the money. The fundraiser sponsor and the bookkeeper sign and date the form at the bottom.

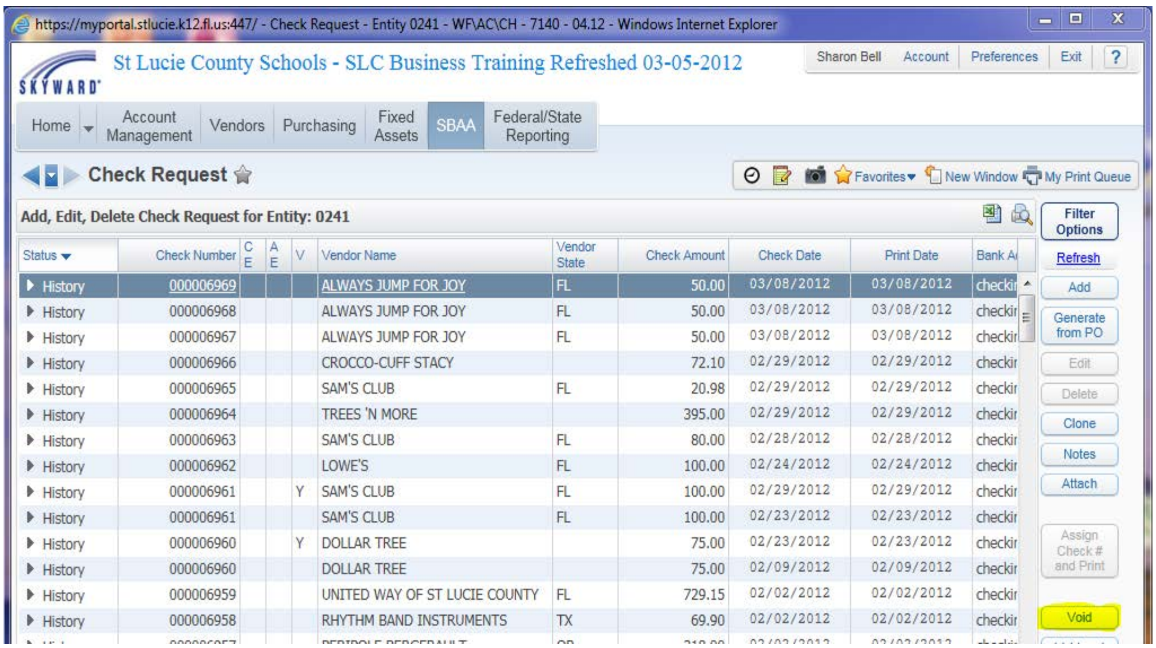
5. The bookkeeper records a cash receipt for the change funds, gives a copy of the cash receipt to the fundraiser sponsor, and deposits the money in the bank account. The cash receipt number is written in the bottom portion of the Temporary Change Funds form.

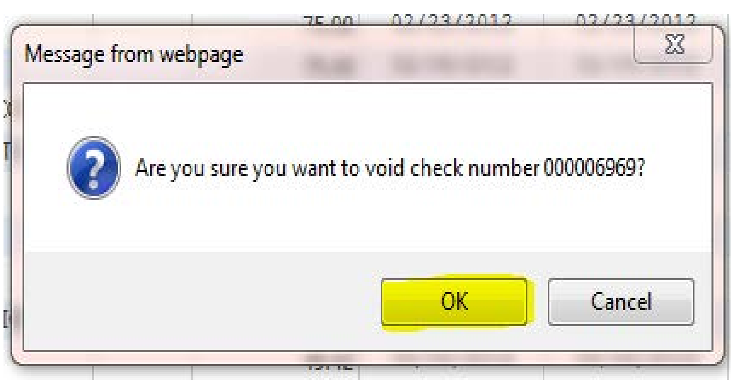
Void Checks

<u>Prior to Voiding ANY checks, YOU MUST HAVE ORIGIONAL CHECK IN HAND.</u>

<u>If you do not have a check in hand, then a stop payment must be placed on the check that needs to be voided. Please contact business services before voiding a check that you do not have an original check.</u>

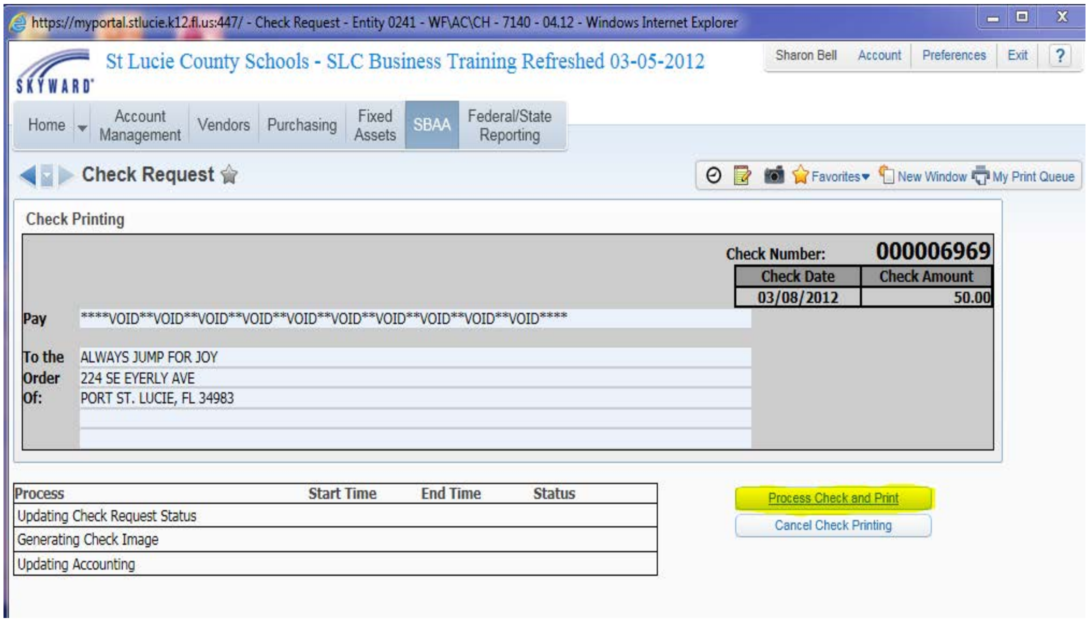
1. On Skyward, select ***SBAA, Check Request***. Select the check to be voided and click on ***Void***. Click on ***OK*** to the question *Are you sure you want to void check number xxxxx?*

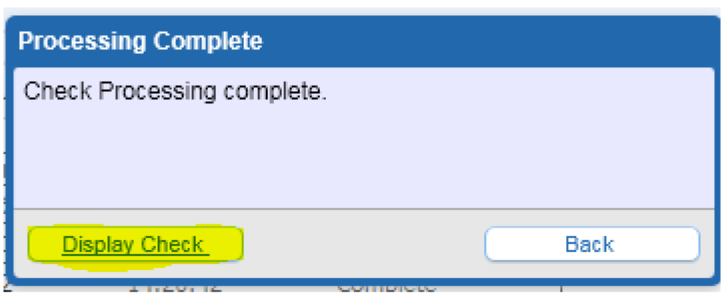




Void Checks (continued)

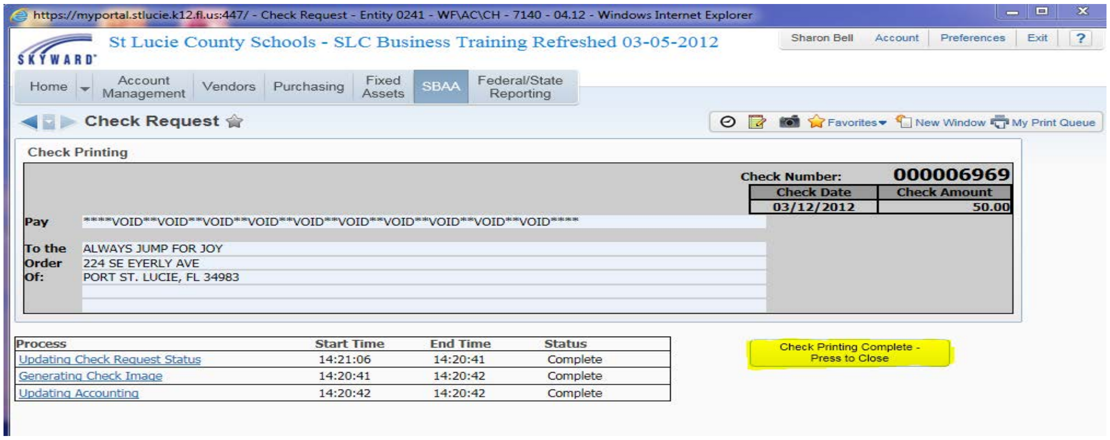
2. Click on ***Process Check and Print***. Select ***Display Check***.





Void Checks (continued)

3. The pdf file of the voided check will open. Close the pdf file. Click on ***Check Printing Complete – Press to Close***.



4. On the paper check write VOID across the face of the check. Remove the area where the signatures are written. File the paper check for audit purposes.

Worthless Checks

Unpaid checks returned by the bank must be handled in a timely manner.

1. According to the Redbook Chapter 8, Section III, 1.6:
   a. *The principal is responsible for seeking reimbursement for any unpaid check returned by the bank.*
   b. *A check can be declared uncollectible and written off the books only by action of the school board or designated officer* (i.e. school principal). *This action will be taken only after every legal and reasonable effort at collection by the principal has been exhausted.*
   c. *The school principal may require payment for school obligations in cash, money order, or other form of guaranteed payment if it is deemed necessary*.

2. For a check to be declared uncollectible, district procedures must be followed:
   a. Run a returned check through the bank a second time.
   b. If the check is returned a second time, contact the maker of the check to attempt collection. Retain written documentation of attempts to collect the funds.
   c. If unable to collect after all reasonable efforts have been attempted, write off the check as uncollectible.

Although the check has been subtracted from the accounts, you can still attempt to collect the funds.

There will be few, if any, worthless internal account checks because schools have contracted with Check Redi, a check collection service. There is no charge for this service.

Charges for Bank Supplies

Charges for internal account bank supplies are to be charged to the general miscellaneous account, account number 87001.

Lost Textbook Funds

Funds collected throughout the year for lost textbooks are to be recorded in a trust fund account number 86020, Lost Textbooks. At the end of the fiscal year, issue a check to SLCSB for the total balance in the lost textbook fund. Attach a note to the check explaining these are lost textbook funds. Send this check and note to Business Services.

Year End Procedures for Internal Accounts

Steps to perform every June:

1. Issue a check to SLCSB for the balance in the lost textbook 86020 account. Send the check to Business Services.

2. Reconcile the June bank statement.

3. Print the June principal's report.

4. Submit the following reports to the district accounting office:
    a. Copy of June bank statement.
    b. Copy of signed and dated June bank reconciliation report.
    c. Copy of the signed and dated June principal's report.
    d. Any outstanding accounts receivable.
    e. Any outstanding accounts payable.
    f. Any amounts due to or due from School Board.
    g. Year-end inventories.

Workshop Notes—Internal Account Workshop June 23, 2011

Notes from the Internal Account Workshop held on June 23, 2011, were incorporated where appropriate in this manual. The following are additional notes from this workshop:

1. Target (store) funds—set up a separate general account; monies can be used for any "school need" related to the students or something special. You would not have to prove operating funds were not available.

2. Business partner funds. Each activity needs to be evaluated on a case by case basis to determine the type of internal account to be deposited into and how the monies can be spent. Call Sharon Bell to discuss.

3. Picture commission checks need to be deposited into 87020, a general type account, to be utilized for the general welfare of the student body.

4. Can credit cards be used for purchases on internal accounts (i.e. Publix, Sams, etc.) No.

5. When a check request is issued for a teacher/staff, purchase cannot go over the check issued amount. The teacher needs to put something back. If he or she pays the difference in the purchase amount and the check amount, the amount will not be reimbursed to him or her.

6. When a purchase is less than the issued amount of the check, no gift cards can be accepted as change. And change cannot be spent at another store. All change must be returned to the bookkeeper with the receipt.

7. When there is a substitute teacher, children with money to be collected should be sent to the school bookkeeper and a Skyward cash receipt issued to the child.

8. Must a receipt be issued for all monies coming into the school, for instance a bake sale?
   Answer: The best practice is to require a receipt be issued for all monies coming into the school. At a minimum, make sure you have some type of double check for money coming in. Be diligent. Listen to your intuition.

9. Box Tops for Education:
   a. PTO handles, or
   b. Handle similar to Target funds, but set up separate account for *BoxTops for Education*.

10. What can general miscellaneous funds be spent on?
    Answer: School dance, pizza party for school, ice cream for school, school festival, honor roll, perfect attendance.

11. If you document and let the public know that a fund-raiser will benefit teachers, then you can spend the fund-raiser profits on teachers.