

School District of Okaloosa County
Internal Funds Accounting Manual

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POLICY STATEMENT

This Internal Funds Accounting Manual is implemented under the authority of School Board Policy 02-11 School Internal Funds (the “Policy”).

As defined in the Policy, school internal funds are those funds received on behalf of students in connection with school, student, athletics, and class and club activities. The School Board’s intent is that these funds be kept separate from the budgetary accounts of the School or District and are to be used solely for the benefit of the school and students where the funds were raised. School or District personnel involvement in these activities should be to facilitate the accomplishment of the activities for the benefit of the students.

Student body organizations in public schools are governed by the same state statutes and State Department of Education Administrative Rules under which The School Board of Okaloosa County operates. The policies that follow are to ensure these funds are properly safeguarded and accounted for on behalf of the students and parents and to assist all employees of the Okaloosa County schools in carrying out their responsibilities in the administration of student activity accounts. A thorough knowledge and understanding of the accepted procedures will result in economy of time and effort by each individual concerned.

School internal funds are under the control and supervision of the School Board with the Superintendent and principal having responsibility as prescribed by the School Board. The Superintendent and his staff have the responsibility and authority to implement all policies and procedures pertaining to the supervision and administration of the student activity funds in the schools of Okaloosa County. Principals have authority and responsibility for the conduct of student financial activities in accordance with the policies, rules, and procedures herein set forth and as amended from time to time. Any matters which are not specifically outlined herein should be referred to the Superintendent for consideration and referral to the School Board if necessary.

THE SCHOOL BOARD OF OKALOOSA COUNTY, FLORIDA

- A. School internal funds are those funds received on behalf of students in connection with school, student, athletics, and class and club activities. The School Board's intent is that these funds be kept separate from the budgetary accounts of the School or District and are to be used solely for the benefit of the school and students where the funds were raised. School or District personnel involvement in these activities should be to facilitate the accomplishment of the activities for the benefit of the students. School internal funds are under the control and supervision of the School Board with the Superintendent and principal having responsibility as prescribed by the School Board. The policies that follow are to ensure these funds are properly safeguarded and accounted for on behalf of the students and parents.
- B. All organizations of the school, or operating in the name of the school, that obtain money from the public shall be accountable to the School Board for receipt and expenditure of those funds in the manner prescribed by the School Board.
- C. All collections received by any club or school organization shall be deposited in the school internal fund.
- D. All funds handled by School Board employees shall be included in and become part of the internal funds of the school, with the following exceptions:
 - 1. Child Care payments.
 - 2. Special bereavement collections that are not a part of faculty funds.
 - 3. School picture money and/or school insurance sealed in envelopes and picked up by vendor.
 - 4. Funds sent directly to the District by the school, such as facility usage.
- E. Separate accounting categories for school internal accounts shall be established to distinguish student activity funds from other sources of funds derived from groups other than the student body.
 - 1. Student activity funds shall be a category for money received and expended for school activity programs. This includes, but is not limited to, athletic and music events, concession sales, fundraising by student body groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending machines, property deposits, and advertisements.
 - 2. Other sources of funds shall be a category for money collected from sources other than student activities. These sources generally are derived from cooperative efforts with schools involving non-student organizations such as the faculty, parent-teacher organizations, alumni associations, and educational foundations. The activities of these non-student organizations shall contribute to the general welfare of students. Other sources of receipts may include, but are not limited to, flower and gift funds and trust accounts for school support organizations.
- F. All fundraising projects and activities by the school, any group within, connected with, or in the name of the school, are to contribute to the educational and/or extracurricular experience of students and shall not be in conflict with the overall instructional program administered by the Superintendent and his/her appointed staff.
- G. Student body business practices shall be conducted in such a manner as to offer a minimum of competition to commercial firms.

Chapter 1 – BASIC PRINCIPLES

- H. The collecting and expending of school internal funds shall be in accordance with *Florida Statutes, State Board of Education Rules, School Board Policy, and Financial and Program Cost Accounting and Reporting for Florida Schools*.
- I. Purchases for any school activity or group shall not exceed cash resources during any school year.
- J. An adequate system of internal controls shall be maintained in order to safeguard the assets of the school internal funds.
- K. Student activity funds shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such funds.
- L. Funds derived from the student body as a whole shall be expended only for the benefit of the student body as a whole, or a major part thereof.
- M. Student account information shall not be displayed or disseminated publicly or in the classroom.
- N. The School Board shall:
 - 1. Require enforcement of written rules and policies relating to internal funds;
 - 2. Provide fidelity bonds for employees responsible for such funds in an amount determined by the Board; and
 - 3. Provide for an annual audit of internal funds by a qualified auditor.
- O. The Superintendent shall:
 - 1. Administer all policies established by the School Board relating to internal funds; and
 - 2. Establish procedures to implement all applicable rules and regulations and to provide sound business practices in a Board approved *Internal Funds Manual*.
- P. Each school principal shall:
 - 1. Be responsible for the student activity funds of his/her school;
 - 2. Ensure that these funds are used to finance a program augmenting/enhancing, not supplanting, the educational activities provided by the District School Board;
 - 3. Be held accountable for the handling of all phases of internal funds accounting in his/her school;
 - 4. Use a uniform system of accounting as directed by the Superintendent or his/her designee;
 - 5. Manage student activity funds in accordance with sound business practices and accounting procedures in the same manner as school budgeted funds;
 - 6. Review all fundraisers;
 - 7. Have the authority to restrict the accumulation of funds in any one account to the amount needed to carry out the activity for which the account was created;

8. Review the monthly reports of the internal funds; and
 9. Make monthly and annual reports for internal funds as directed by the Superintendent.
- Q. Student body representation is an important factor in the democratic management of funds raised by the student body and expended for its benefit.
1. No organizational funds shall be expended without written consent of the officers of the student organization.
 2. School principals and sponsors of student organizations shall not divert earnings from student activities for purposes that would benefit only a select group.
 3. Principals shall be responsible for and have authority to determine the proper division of profits from joint participation in fundraising activities.
- R. The *By-laws of the Florida High School Activities Association* shall be considered a part of the *Internal Funds Manual*, and school officials and their staff should review these by-laws to prevent violations of these rules and to avoid any penalties.
- S. Activities of student organizations are generally a part of the school sponsored educational program and are covered by the School Board's liability insurance policy; however, in order for activities of student organizations to be considered school sponsored and educational in nature, the following criteria must be met:
1. The activity must be sanctioned by the school principal and must be conducted under his/her supervision.
 2. If the activity is a fundraising activity, the funds raised must be for the sole benefit of the school program.

A. Accounting System – Cash Accounts Defined

1. Cash accounts are those accounts used to indicate the physical location of funds.
2. Each cash account begins with a '0' and is entered in the accounting system as an "asset" account.
3. Each school may have the following cash accounts:
 - a. Checking Account (only one)
 - b. SBA/District Investment Account
 - c. Other Savings Account(s)
 - d. Change Fund Account(s)
 - e. Imprest Fund Account.

B. Accounting System – Fund Accounts Defined

1. Fund accounts are those accounts used to indicate the purpose of the funds and are entered into the accounting software as "net" accounts. Do not select "Clear at Year End" when setting up fund accounts.
2. The following fund classifications are provided as a framework to be used when setting up individual fund accounts for each school. Bookkeepers should e-mail the Budgeting & Financial Services Department before setting up a new main fund account to ensure proper placement. It is not necessary to e-mail Budgeting & Financial Services when setting up sub-accounts.

Fund #	Fund Classification
1	Athletics
2	Music
3	Classes
4	Clubs
5	Departments
6	Trusts - Miscellaneous
9	General & Discretionary

C. Guidelines – All Fund Accounts

1. Each school organization should operate within a budget formulated by the organization members. The format of the budget shall be prescribed by the principal if not prescribed by School Board rule.
2. Each organization must have a sponsor. A list of these sponsors shall be maintained by the bookkeeper.
3. The sponsor of each school organization is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records.

- a. The retention period for documents and records is three (3) years. The school may choose to retain these records in a central location as long as custody is with someone independent of the bookkeeper.
 - b. These documents and records may include an organization budget; duplicate receipts for all income from dues, fundraising activities, entertainments, assessments, or donations; and approved requests for payments.
4. Funds collected will be expended to benefit those students currently in school and for whom the funds were accrued; funds derived from the student body as a whole shall be expended to benefit the student body as a whole.
5. Funds collected for a specific, restricted purpose for a particular school activity or program shall be deposited into a sub-account of that school activity or program. Sub-accounts enable a school to monitor the use of the funds, such as field trips, and to determine profitability, such as fundraisers. Some examples include:
 - a. The Band receives a donation that is to be used strictly for instruments. A sub-account would be set up under Band and titled 'Instruments.'
 - b. The Band receives a donation to be used in any way it chooses. The funds would be deposited into the regular Band account as there is no need to monitor the type of expenditures.
6. Funds collected for a specific, restricted purpose not related to a particular school activity or program shall be deposited into Fund 6 – Trusts. Some examples include:
 - a. The school receives a donation to be used for technology needs. These funds are not for a particular school activity or program. A trust account would be set up in Fund 6 and titled 'Technology Needs.'
 - b. The students participate in a Pizza Night fundraiser. The fundraiser request specifies that the funds will be used for student awards. The funds would be placed in a Fund 6 account titled "Student Awards."
7. Purchases by any school, or organization within a school, shall not exceed the amount that may be reasonably expected to be available between July 1 and June 30 of each fiscal year. The only exception to this policy is the purchase of money-making project materials and school store supplies for resale.
 - a. Sub-accounts are part of a main account and may carry a negative balance during the school year as long as the overall balance of the account is positive.
 - b. The overall balance is the sum of the balances in the main account and all sub-accounts.
 - c. All deficits must be cleared prior to the end of the fiscal year which is June 30.

Examples:

Overall Positive Balance

Account/Sub-Account Name	Account/Sub-Account No.	Balance
3 rd Grade	3.303.000	\$150.00
3 rd Grade Fundraiser	3.303.005	400.00
3 rd Grade Field Trip	3.303.010	(200.00)
Overall Balance		<u>\$350.00</u>

Overall Negative Balance

Account/Sub-Account Name	Account/Sub-Account No.	Balance
3 rd Grade	3.303.000	\$ 50.00
3 rd Grade Fundraiser	3.303.005	100.00
3 rd Grade Field Trip	3.303.010	(200.00)
Overall Balance		<u>\$(50.00)</u>

8. See Chapter 8, “Purchasing,” Section B for a list of prohibited expenditures.
9. Accounts with no activity for one (1) year shall be considered inactive. The class or activity shall have an opportunity to determine the disposition of the balance within that year. If no recommendation is made, the funds shall revert to the general fund.

D. Athletics – Fund 1

1. All revenue and expenditures involving athletic business transacted at the school level shall be recorded in accounts in this classification.
2. Physical Education funds shall be recorded under the Departments classification in Fund 5.

E. Music – Fund 2

1. Musical organizations are groups such as band, chorus, and elementary music.
2. Proceeds from activities of musical organizations, donations to these groups, and their expenses for supplies and trips shall be recorded in this classification.
3. Collections from students for rental or maintenance of uniforms or instruments shall be recorded in separate sub-accounts in this classification.

F. Classes, Clubs, and Departments – Funds 3, 4, and 5

1. Class and club accounts are those which support a group of students within a community of interest with a roster of members, officers, and a sponsor. Approval for the existence of all class and club activities is the responsibility of the principal.
2. Class and club monies shall be expended for the benefit of the class or club or for purposes designated by the class or club that participated in generation of the revenue.
3. Any remaining balance in the account of a class that has graduated shall be transferred to the General account at the discretion of the principal.

4. Departments will be structured similar to classes and shall conduct financial activities subject to the above.

G. Trusts - Miscellaneous – Fund 6

1. If funds are collected for a specific, restricted purpose that does not fall under the Athletic, Music, Class/Club, or Department fund category, these funds shall be accounted for in a trust account in Fund 6. See Section C for additional information.
2. At no time may a trust account be overdrawn, nor may trust funds be expended for any purposes other than that for which the funds were collected.
3. Unused trust funds shall be returned to the person(s) from whom collected, if possible; otherwise, the Principal may transfer unused funds to other appropriate accounts with the written permission of the sponsor.
4. The title of a trust account should always specify the purpose of the funds. For example, a donation that is received for student awards should be deposited into an account titled “Student Awards.”
5. Examples of trust accounts that must be set up in Fund 6 include:
 - a. Collections for the School Board, such as out-of-state tuition, adult matriculation and tuition fees, adult course fees, and reimbursement for damages;
 - b. Sales tax collected for the State (See Chapter 9, “Sales Tax” for additional information);
 - c. Collections for parking decals issued by secondary schools and vocational schools which are restricted by the School Board as to use;
 - d. Funds collected from students as deposits for use of locks, and restricted by the School Board as to use;
 - e. Funds set aside for Public Relations expenses;
 - f. Faculty Funds (Faculty association funds may be carried as an accommodation provided it meets with the principal’s approval.);
 - g. PTO Funds;
 - h. NSF Check Holding Account;
 - i. Lost/Damaged Textbooks; and
 - j. Lost/Damaged Library Books.

H. School Support Organizations

1. School support organizations may account for their funds within the internal accounts of the school. A school support organization is a formally organized group with elected officers and by-laws whose purpose is to benefit the school or activities of the school.

Direct Support Organizations as defined by Florida Law are not considered school support organizations.

2. Funds deposited in the school's internal accounts will be accounted for as trust funds and recorded in Fund 6 unless the school support organization is for a specific activity/club. For example, PTO supports the whole school; therefore, these accounts would be recorded in Fund 6. Football Boosters support the football team which is an athletic account; therefore, these accounts would be recorded in Fund 1.
3. The signature of one officer, as designated in the by-laws or by resolution of the organization, will be required on all check requisitions.
4. All deposits must equal the total amount of money taken in and recorded on receipts for that day. If deposits are not made daily, the deposit must equal the total of all money collected and recorded on receipts from the date of the previous deposit. Cash and checks must equal the amount reflected on the Monies Collected Form(s).
5. School support organizations may account for their funds outside the internal accounts of the school if the following conditions are met:
 - a. Maintain separate tax identification number and one bank account.
 - b. Adopt by-laws which shall be approved by the school principal and the School Board. By-laws shall include a provision for an annual audit of funds.
 - c. Provide annual budget, list of officers, and list of check signers to principal at the beginning of each school year.
 - d. May not use the school's tax-exempt certificate.
 - e. Maintain adequate, auditable financial records at all times.
 - f. Require signatures of two elected officers on all checks. Persons authorized to sign may not be related nor live in the same house.
 - g. Follow District fundraiser approval procedures.
 - h. Ensure that bank statements are sent to the organization at the school's address.
 - i. Provide monthly financial reports to the school principal in the format prescribed by the principal to include, at a minimum, details of revenue and expenses.
 - j. Annually provide the principal a copy of the financial statement audit. The financial statement audit must be performed in accordance with generally accepted auditing standards and be consistent with *The Financial and Program Cost Accounting and Reporting for Florida Schools Manual* ("Red Book") and the *Okaloosa County School District Internal Funds Manual*. The financial statement audit must be prepared by a CPA licensed in the State of Florida and delivered to the principal within 120 days of the fiscal year end.
 - k. While on duty, School Board employees cannot handle money that is collected for the organization, including fundraisers.

I. General and Discretionary – Fund 9

1. This category encompasses all accounts for funds that are to be utilized for the general welfare of the student body (General) and funds that are to be utilized at the principal's discretion (Principal's Discretionary). Funds in this category have no pre-determined use.
2. General Funds
 - a. General funds are raised by the Student Body as a whole and must be used to benefit the majority of the student body. These funds include but are not limited to:
 - (1) Items sold to all students, such as School Pictures, School Store, and Carnival.
 - (2) Fundraisers in which all students participate, such as Merchandise Sales.
 - b. General funds may be expended for any purpose which would add to the educational experience in either the curricular or extracurricular activities of the majority of the student body or students taking part in a competition representing the school. These expenditures may be for, but not limited to:
 - (1) Equipment for school-wide use, such as copiers,
 - (2) Equipment for the library or cafeteria dining area,
 - (3) Beautification of grounds and/or building,
 - (4) Entertainment programs for entire student body,
 - (5) Field trips by major portion of student body, and
 - (6) State and/or national competitions.
 - c. It is permissible to have a general fundraiser and request that the profits be used for a specific endeavor. For example, a school may request that the profit from a Pizza Night fundraiser be used for student incentives. Profits would be deposited into a trust account entitled "Student Incentives" in Fund 6.
3. Discretionary Funds
 - a. Discretionary funds, such as Vending, may be utilized at the principal's discretion. The purpose of discretionary funds is to provide some flexibility when funds are needed for an expenditure that would not benefit the majority of the student body.
 - b. A Principal's Discretionary account may be established using a portion of the School Picture profits. Steps to establish this account include:
 - (1) Obtaining an approved fundraiser request specifying up to 50% of the School Picture profits be used at the principal's discretion,
 - (2) Depositing all proceeds to the School Pictures account,
 - (3) Transferring the specified amount to the Principal's Discretionary account, and
 - (4) Attaching a copy of the approved fundraiser request to the transfer as backup.

- c. A portion of the discretionary funds may be used to pay directly for Public Relations expenses or transferred to a Public Relations trust account in Fund 6.

J. Chart of Accounts

1. The number of accounts should be held to the minimum necessary to reflect the financial transactions of active organizations and shall be maintained in accordance with the Cash and Fund Classification noted in this chapter.
2. Some examples of cash and fund accounts are listed below:

(0) Cash Accounts

Checking
District Investment (SBA)
Other Investment(s)
Change Fund(s)
Imprest Fund

(1) Athletic Accounts

Football
Volleyball
Soccer - Boys
Soccer - Girls
Athletics General

(2) Music Accounts

Band
Chorus
Music

(3) Class Accounts

Grade Level Accounts

(4) Club Accounts(5) Department Accounts

Media Center
Subjects (English, Science, etc.)
Physical Education
Child Care

(6) Trust Accounts

Sales Tax Payable
Internal Funds P-Card Payable
Public Relations
Lost/Damaged Textbooks
Lost/Damaged Library Books
PTO
Faculty Funds
Petty Cash
NSF Check Holding Account

(9) General/Discretionary Accounts

General
School Pictures
School-Wide Fundraisers
Principal's Discretionary
Vending

3. Cash account numbers shall use the following format:
 - 0-NNN.000
 - NNN = Account Number (010, 020, 030, etc.)
4. Fund account numbers shall use the following format:
 - F-NNN.XXX
 - F = Fund Classification (1, 2, 3, 4, 5, 6, or 9)
 - NNN = Account Number (102, 201, 901, etc.)
 - XXX = Extension (000 = Main Account; 001 – 999 = Sub-Account)
 - All main accounts must have an extension of 000.
5. Sub-accounts shall be used when it is necessary or beneficial to track receipts and disbursements separately from the main account.

6. Sub-accounts must be set up in the following situations:
- a. Field Trips (when funds are collected from students),
 - b. Fundraisers requiring multiple collections and/or disbursements (to determine profit or loss), and
 - c. Funds collected for a specific, restricted purpose. These sub-accounts will either be in Funds 1 through 5 for an Athletic, Music, Class/Club, or Department or Fund 6 for funding that does not fall under these categories. (See Section G.)

Example of Main and Sub-Accounts:

Main Account:

3.301.000 1st Grade

Sub-Accounts:

3.301.010 1st Grade Field Trip
3.301.020 1st Grade Fundraiser
3.301.030 Smith, Laura
3.301.040 Bennett, Kim

A. General Provisions

1. Depositories in which internal funds are kept must be qualified public depositories, approved by the School Board, and are required to furnish the same type of security for deposits as is required for other District School Board funds.
2. Each school shall have only one checking account which shall be entitled "(SCHOOL NAME) Internal Fund, The School District of Okaloosa County, Florida." This account title must be imprinted on all internal funds checks and deposit slips. Savings or investment accounts shall be entitled in the same manner.
3. All monies received by the school shall be deposited intact as collected into this account and all disbursements shall be made by checks drawn on this account.
4. Each school shall arrange to have access to a night depository at its bank. The night depository shall be used for funds collected at football games and any time deemed necessary by the principal.
5. Each account shall have at least two authorized check signers, one of whom must be the principal. These names shall be kept on file for audit. All checks must be signed with two signatures as prescribed by the School Board.
6. At all schools that employ a minimum of two administrators, neither the bookkeeper nor the backup bookkeeper may have signature authority over the bank. If the school employs only one administrator, the principal has the option of granting such authority to the bookkeeper and/or backup bookkeeper.
7. The principal is responsible for all financial transactions and proper check signatures. Under no circumstances shall checks be pre-signed; in addition, the use of facsimile signatures on financial documents is prohibited.
8. All bank account documentation, such as signature cards, shall be kept in a secure location.
9. Loans, installment contracts, or lease purchase agreements shall not be executed from internal funds in the name of the school or any school organization except as authorized by the School Board.

B. Reconciliation

1. Bank statements shall be reviewed by the Principal or his/her designee and reconciled as soon as received. See Chapter 16, "Reporting/Recordkeeping," Section B for reconciliation information.

C. Investments

1. Internal funds which are temporarily idle shall, as required by law, be invested pursuant to School Board Policy. Cash balances in excess of immediate needs shall be remitted to the District Office for deposit in either the District's SBA account or an alternate District account. Interest shall be allocated to schools based on average daily balances. Time investments (i.e. CD's) shall not be renewed but may be left on deposit until maturity. Schools are allowed to place funds on deposit locally at a rate higher

than the District account rates. The investment must be made in qualified depositories and may not exceed insurance protection or other legal collateral limits.

2. *Invested money is not additional funds.* The money invested has already been recorded and is included within the fund balances of the individual accounts.
 - a. When depositing money into an investment account, such as SBA, only the physical location of the money is being changed, indicated by the cash '0' accounts.
 - b. Likewise, withdrawing money from an investment account is a location change and does not provide new cash to spend.
 - c. The total of the cash accounts must always equal the total of the fund accounts.
 - d. In order to determine how money may be spent, a school must look at the balances of its fund accounts. For example, if a school decides to buy new lunchroom tables using General funds, the maximum funds available in the table below would be \$10,000, not \$18,600 (the balance of the SBA).

Example:

'Cash (0)' Accounts (Physical Location)		'Fund' Accounts (To Whom Funds Belong)	
0 - Checking	\$ 10,900.00	1 - Athletics	\$ 3,000.00
0 - SBA	18,600.00	2 - Music	2,000.00
0 - Change Funds	500.00	3 - Classes	3,000.00
		4 - Clubs/Organizations	5,000.00
		5 - Departments	4,000.00
		6 - Trust	3,000.00
		9 - General	10,000.00
Total	\$30,000.00	Total	\$30,000.00

3. Before writing a check, the bookkeeper shall check the balance of the checking account to ensure that the account will not be overdrawn. If the checking account balance is too low, funds shall be obtained from an investment account.
4. It is understood that there will be times when checking account balances run high, such as when fundraisers are in progress. It is not necessary for a school to invest those funds as they will be paid to a vendor in the near future.
5. Making a Deposit in an Investment Account – District
 - a. A Check Requisition/Transfer Form made payable to the Okaloosa County School District shall be completed with the principal or his/her designee as Sponsor.
 - b. When entering the check information into the internal funds accounting system, the 0-Investment – OCSD account must be used on the lower portion of the invoice screen rather than a fund account. (See Example: Check Screen – Deposit to District Investment Account)
 - c. The top portion of the "School Investment Funds Deposit/Request" form (MIS 3416) shall be completed and sent with the check to the Accounting & Financial Reporting Department.

Example: Check Screen – Deposit to District Investment Account

Account in this example is 0.015.000 Investment - OCSD

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
SBA Deposit			SBA01222016		15.000 Investment - OCSD	\$600.00	\$5,000.00

6. Making a Deposit in an Investment Account – Other

- To make a deposit to an investment account other than with the District, contact the bank to determine the appropriate steps and/or paperwork required.
- A check shall be written as shown in the District Investment Account example, using the appropriate 0-account on the lower portion of the invoice screen.
- Each investment account must have its own 0-account number.

7. Making a Withdrawal from an Investment Account – District

- The bottom portion of a School Investment Funds Deposit/Request form (MIS 3416) shall be completed and e-mailed or faxed to the Accounting & Financial Reporting Department. Requests received no later than Tuesday will be fulfilled in the regular check run on Wednesday.
- Once the District check is received, it shall be receipted on a Monies Collected Form by office personnel and deposited into the school's checking account.
- The receipt shall be entered into the internal funds accounting system using the 0-Investment – OCSD account rather than a fund account on the bottom portion of the receipt screen. (See Example: Receipt Screen – Withdrawal from District Investment Account)

Example: Receipt Screen – Withdrawal from District Investment Account

Build 11.1.2013.4 5/12/2015

Logged in as perr9105

SF SchoolFunds Online by TRA

OCSD Test School

Home > Receipts > New Receipt

ADMIN DATA FILES CHECKS RECEIPTS JE's PO's REGISTERS REPORTS BANK RECON ADMIN FUNCTIONS HELP

PLEASE NOTE YOU WILL BE SIGNED OUT IN 19 MINUTES IF THERE IS NO ACTIVITY.
Official Receipt

Received From: RECEIPTEE Ima Secretary

ADDRESS

CITY

STATE, ZIP

DATE 1/22/2016

RECEIPT NUMBER 520

CASH/CHECK BAL: \$15,267.56

TOTAL CASH \$0.00

TOTAL CHECKS \$0.00

AMOUNT OF RECEIPT \$5,000.00

DESCRIPTION	BEG RECEIPT #	END RECEIPT #	TAXABLE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
SBA Withdrawal	0001234		<input type="checkbox"/>		0.015.000 Investment - OCSD	\$5,600.00	\$5,000.00
			<input type="checkbox"/>				

8. Making a Withdrawal from an Investment Account – Other

- To make a withdrawal from an investment account other than with the District, contact the bank to determine the appropriate steps and/or paperwork required.
- If the bank provides a check from the investment account, the check shall be deposited as in the District Investment Account withdrawal example, using the appropriate 0-account.
- If a school's checking account and investment account are with the same bank and the bank makes a direct transfer, a journal entry (Asset Transfer) shall be entered to record the transaction. See the example in Chapter 13, "Journal Entries," Section C.

D. Changing a Bank Account

- If a school finds it necessary to change banks and/or bank accounts, the principal shall seek School Board permission prior to the change.
 - The principal shall write a letter to the School Board asking permission to open the new account and close the old account. Details of the change, such as the names of the banks, reason for the change, and the requested effective date, must be included.

- b. The letter shall be sent to the Budgeting & Financial Services Department. Budgeting & Financial Services shall submit the request as an agenda item for Superintendent and School Board approval.
 - c. Once approved by the Superintendent and School Board, the school shall receive a copy of the approved agenda item.
 2. Once the school receives the approved agenda item, the new bank account may be opened.
 - a. The school shall contact the new bank to obtain the procedures required to open an account.
 - b. The school shall provide the new account information to the Accounting & Financial Reporting Department.
 - c. If only the bank account number is changing, there are no special steps to be taken in the accounting system.
 - d. If the bank is changing, the school shall write a check made payable to itself from the General account. The check shall be receipted on a Monies Collected Form. The check shall then be taken to the new bank to open the account, and the deposit shall be posted back into the General account.
 - e. The old bank account shall remain open until all checks have cleared and/or all notifications have been made to holders of outstanding checks. It will be necessary to use bank statements from the old bank and the new bank when reconciling.
 3. The school shall send letters, return receipt requested, to the payees of the outstanding checks notifying them that the account will be closed in two weeks. (See Example: Letter Informing Payee of Impending Account Closure) One of the following will happen:
 - a. The letter will be returned by the payee, requesting the check be reissued.
 - (1) The letter must be attached to a new Check Requisition/Transfer Form as backup.
 - (2) The old check must be voided in the accounting system.
 - (3) A new check shall then be issued using the new checking account, referencing the old check number.
 - b. The letter will be returned by the payee, authorizing a donation to the school.
 - (1) The check must be voided in the accounting system.
 - (2) The date the check was voided must be noted on the letter, and the letter must be filed with the current month's disbursements.
 - c. The green receipt or the undeliverable letter will be returned by the post office and no response will be received from the payee.
 - (1) The letter must be filed in a Stale-Dated Check folder as record of the attempt to contact the payee.

- (2) If the payee attempts to deposit the check after the old account is closed, the check will be declined by the bank. The payee would need to contact the school to request that the check be reissued.
 - (3) Once the check reaches stale-date status (more than one year old as of December 31), the normal procedures will be followed in regard to stale-dated checks.
4. Once there are no more outstanding checks and/or notifications have been made to holders of all outstanding checks, the old bank account shall be closed.
 - a. The school shall close the old checking account either by writing a check for the remaining balance or by requesting a Cashier's Check.
 - (1) If the bookkeeper is writing the final check, the General account shall be used.
 - (2) If a Cashier's Check is requested, the bookkeeper shall enter a Bank Charge/Other Debit Journal Entry to record the disbursement using the General account. (See Chapter 13, "Journal Entries," Section C.8.)
 - b. The Cashier's Check or final school check shall be receipted onto a Monies Collected Form by office staff and deposited into the new account at the new bank.
 - c. The deposit shall be entered into the internal funds accounting system using the General account. A copy of the final bank statement should be attached to the Monies Collected Form.
5. The bookkeeper and a witness shall destroy old check stock. The destruction information must be noted on the Checks Inventory Master (MIS 6116) and signed by the bookkeeper and witness.

Example: Letter Informing Payee of Impending Account Closure

<p>Dear _____ :</p> <p>In reviewing our bank records, we find that the following check issued to you has not been cashed:</p> <table><thead><tr><th>CHECK NUMBER</th><th>CHECK DATE</th><th>CHECK AMOUNT</th></tr></thead></table> <p><u>Please cash this check as soon as possible as this checking account will be closed on _____.</u></p> <p>If you cannot find the check, please mark one of the choices below, sign, and return this letter in the enclosed self-addressed, stamped envelope.</p> <p><input type="checkbox"/> I would like to have my check reissued. Should I find the original check, I will return it to the school.</p> <p><input type="checkbox"/> I would like to make a donation to the school in the amount of the above referenced check.</p> <table><tr><td>Signature _____</td><td>Date _____</td></tr><tr><td colspan="2">Address: _____</td></tr></table> <p>Should you have any questions, please contact our bookkeeper, _____, at _____. We would appreciate your help in clearing up this matter.</p> <p>Sincerely,</p> <p>Principal</p>			CHECK NUMBER	CHECK DATE	CHECK AMOUNT	Signature _____	Date _____	Address: _____	
CHECK NUMBER	CHECK DATE	CHECK AMOUNT							
Signature _____	Date _____								
Address: _____									

A. General Provisions

1. All fundraising projects and activities by the school, any group within, connected with, or in the name of the school, are to contribute to the educational and/or extracurricular experience of students and will not be in conflict with the overall instructional program administered by the Superintendent and his/her appointed staff.
2. No fundraising projects or activities shall be conducted until the same have been approved by the club/organization sponsor, the principal, and the Superintendent or his/her designee.
3. The development of fundraising projects and activities for a school shall be the responsibility of the principal and instructional staff and shall conform to *School Board Policy* and any directives established by the Superintendent.
4. The principal shall control the fundraising activities conducted in the name of the school and assure that the purposes are worthwhile. Each school shall continuously evaluate its fundraising projects and extracurricular activities as they relate to the promotion of educational experiences, the time involved for students and teachers, and the additional demands made on the school community.
5. Fundraising activities and projects shall be conducted in such a manner as to offer minimum competition to private firms.
6. Before approving any project or activity, the principal shall require full justification of the need and an explanation of the manner in which the funds will be expended.
7. Principals have the right to prohibit any individual or organization from directly soliciting students in the school during instructional time; however, nothing in this policy prohibits students from fundraising activities in the schools on behalf of school organizations at such times and locations as may be approved by the principal.
8. No school will sponsor, endorse, or conduct any fundraising activity for the school's General Fund which requires solicitation by students.
9. Money derived from any school sponsored or endorsed fundraising project or activity shall be deposited in the school's internal funds account, except as may be otherwise provided in *School Board Policy*, and shall be disbursed as prescribed by *School Board Policy* and *State Board of Education Rules*.
10. Commissions earned from photography sales and other like transactions shall be credited to the General Fund or other designated accounts.
11. A parent-teacher organization or other community or school related organization may sponsor fundraising projects and activities to benefit the school, provided school work and instructional time are not negatively impacted. Such activities shall be conducted in accordance with *School Board Policy* and shall be approved by the principal and the Superintendent or his designee.
12. "Drawings by chance" or "drawings" in violation of Florida Statute 849.0935 shall be prohibited. (See Section D) Gambling in violation of Florida Statute 849.04, 'Permitting Minors and Persons Under Guardianship to Gamble,' shall be prohibited.
13. The School Board prohibits acknowledgments or advertisements which promote gambling or the use of drugs, alcohol, or tobacco products.

14. Unlawful activity shall be prohibited by any school group on or off of School Board property.
15. Fundraising activities for which students are charged an admission shall not be conducted during school hours.
16. Profits from a fundraiser shall not be used for personal gain; however, an organization may allow its students to use their fundraiser profits for expenses related to membership in the organization.
 - a. For example, Band students may be allowed to use a portion of their fundraiser profits to pay for uniform rental and field trip expenses.
 - b. If students raise more money than required for the program, they may not be given the extra funds as this would be considered personal gain.
 - c. Furthermore, any excess fundraiser profits may not be transferred to another organization on the student's behalf. These funds must stay within the organization.
17. The District provides a means of collecting credit/debit card payments online at no cost to the school.
18. If a school chooses to contract with an organization to collect credit/debit card payments online on behalf of the school, the following requirement must be met:
 - a. For any activity involving the use of an outside entity providing solicitations, and that entity is to receive a portion of the activity proceeds for administrative or funds collection services, the principal shall require that a proper disclosure of the proceeds split with the outside entity be fully disclosed on printed materials used in the fundraising activity.

B. Approved Activity Categories/Funding Sources

Approval may be granted by principals to student organizations within a school to carry out any functions which will broaden the educational or social activity of the group, provided those activities are not in conflict with any existing School Board and State Board policies, rules or regulations, and are within the following categories.

1. General

- a. Any income earned from activities conducted by the school or organization within the school supported by the general student body shall be classified as "General" account income. Funds accrued in the General account may be expended for any purpose which would add to the educational experience in either the curricular or extracurricular activities of the major portion of the student body in that school.

2. Athletics

- a. If not in conflict with other provisions of this manual, all matters concerning athletics shall be decided on by the principal, in keeping with the rules and regulations of the Florida High School Activities Association. The following are approved sources of income from athletics:

- (1) Sale of tickets
- (2) Game guarantees in accordance with mutual agreements
- (3) Television and radio rights
- (4) Program sales
- (5) Concession sales at athletic events
- (6) Donations
- (7) Special fundraising projects
- (8) Playoffs and tournaments

3. Charitable Fundraising Drive by the Student Body

- a. This includes all funds that are received in trust from fundraising drives conducted by the student body to benefit charitable organizations and remitted in the total amount to the charitable organization.
- b. If a donor makes a check payable to the charitable organization, the check will not be entered on a Monies Collected Form. These checks will be placed together in an envelope in the drop safe until such time as they are given to the charitable organization.
- c. Cash donations received shall be entered on Monies Collected Forms and deposited into a trust account. At the end of the fundraiser, a check shall be written to the charitable organization for the amount of cash collected. The charitable organization must provide a letter or receipt acknowledging the donation.

4. Concessions

- a. Concession sales at all student activities are permitted if they are operated by the school or student body organizations within the school approved by the principal or such outside agency as may be authorized by the School Board.
- b. The profits from concession sales shall be credited to those organizations of the school which the principal designates, except as restricted by these policies for faculty organizations.

5. Fees – Course, Supply, Locks, Parking, etc.

- a. No fees may be charged to students enrolled in elementary or secondary schools for any program or course that is a part of the instructional school day.
- b. Fees may be charged to students enrolled in other programs to the extent authorized by rules of the State Board of Education. The School Board must approve all fees charged under this section. Examples of such programs are:
 - (1) Summer enrichment or after school activities
 - (2) Adult general and community education programs

- (3) Adult vocational programs
 - c. Fees may be charged for services which schools offer to students that are a benefit to those who elect to use them. Examples of such fees are:
 - (1) Band uniforms and instruments
 - (2) Chorus uniforms
 - (3) Physical Education uniforms
 - (4) Parking decals
 - (5) Locks
 - (6) Participation/Flat Fees
(Note: If a participation/flat fee is charged, the sponsor must provide an itemized breakdown indicating the purpose of the funds. This breakdown must be provided to the bookkeeper, student, and parent.)
6. Fundraising by Classes, Clubs, Departments
- a. This includes all funds that are raised by any Class, Club, or School Department, through dues, operation of concessions, dances, parties, carnivals, merchandise sales, or any other activity involving the school or one of its organizations, for which the money is to be spent at the direction of the class, club, or department concerned and with the approval of the principal.
 - b. Fundraising activities involving the sale of foods, carbonated beverages, confections, bakery products, etc., to students before and during school hours is prohibited unless approved by School Food Service.
 - c. If a vendor offers to sell merchandise online in conjunction with brochure sales, the vendor must provide online sales information to the school. For example, individuals may go online to the vendor's website to purchase items, indicating that they are purchasing the items as part of a fundraiser for a certain school. The vendor collects the payment and either sends the merchandise directly to the purchaser or to the school for distribution. The school would receive a percentage of the profits.
7. Paid Entertainments
- a. Entertainments are defined as those activities for student body and faculty personnel only, to which admission is charged.
 - b. Where admission is charged to school entertainments, the charges should be fixed at amounts permitting the maximum number of pupils to attend.
 - c. Fundraising activities for which students are charged an admission shall not be conducted during school hours.
8. Property Deposits
- a. This category covers money received on locker keys, locks, or similar returnable school property and is not refundable.

9. Publications

- a. These include school newspapers, yearbooks, and other publications sold to the general student body and faculty.
- b. The principal shall review all contracts for school newspapers, yearbooks, and other publications, and renew on his/her authority.
- c. The Superintendent shall prevent the execution of any contract which he/she or his/her staff determines is not in agreement with laws, regulations or *School Board Policy*.
- d. The selling price of a student body publication shall be set at a point or provision made in the student body budget so that the maximum number of pupils may benefit from the publications.

10. School Store

- a. Merchandise that is needed by students to facilitate classroom instruction and to accommodate students may be sold in school stores where permission to operate such stores has been granted by the principal.
- b. School stores shall offer a minimum of competition to local merchants.
- c. The school store shall be enclosed in an area and separate from other stored facilities. The principal and group or club managing the store should have the only keys.
- d. An excessive inventory should not be carried throughout the year and should be almost depleted at the end of the school year to avoid spoilage, deterioration of quality and as a safeguard against a large loss from theft.
- e. The principal shall establish an approved list of merchandise for sale in the school store.

11. Vending Machines/Food Sales

- a. Any food items (including vending machines) sold to students in competition with the approved district feeding program requires School Board approval and a state waiver. Contact the School Food Service Department for additional information.

C. Fundraiser Approval Procedures

1. No fundraising projects or activities shall be conducted until the same have been approved by the club/organization sponsor, the principal, and the Superintendent or his/her designee.
2. Any project or activity which is conducted annually by a school shall require a separate approval each year.
3. The following procedures shall be utilized for fundraiser project or activity approval:
 - a. The club/organization sponsor shall submit a Request for Fundraising Activity (MIS 4035) to the principal for approval.

- b. The principal or his/her designee shall forward the approved form to the Superintendent or his/her designee for final review and approval.
 - c. Once an approved fundraiser request is returned to the school, a copy shall be given to the sponsor and the fundraiser may commence.
 - d. The original approved fundraiser request form shall be kept by the bookkeeper in a notebook or folder. This notebook or folder shall be available for audit purposes and will provide the bookkeeper with information as to the proper disposition of the funds.
4. Such approval shall conform to the following conditions and any further directives of the Superintendent:
 - a. Merchandising projects shall be kept to a minimum.
 - b. Door-to-door solicitation shall be prohibited for elementary students and strongly discouraged for middle and high school students. No student shall solicit funds from any private individual unless accompanied by at least one other student or by an adult supervisor.
 - c. All street-median solicitation is prohibited.
 - d. No person may call on homes prior to 9:00 a.m. or after 8:00 p.m. at any time.
 - e. Any individual contacting a business to request a donation, or to attempt to sell products or services, shall provide a letter containing the signature of the principal explaining how the money will be utilized and confirming that the fundraising activity is either sponsored or endorsed by the school.
 - f. For any activity involving the use of an outside entity providing solicitations, and that entity is to receive a portion of the activity proceeds for administrative or funds collection services, the principal shall require that a proper disclosure of the proceeds split with the outside entity be fully disclosed on printed materials used in the fundraising activity.
5. The following projects or activities are not considered fundraisers:
 - a. Collecting funds from students to facilitate the purchase of class/club/organization shirts, supplies, etc.
 - b. Collecting donations to defray the cost of a special classroom project and/or collecting field trip fees.
 - c. Collecting admissions to athletic events, choral performances, band performances, and theater performances unless the athletic competition is held by a third party. Any athletic competitions held by a third party are considered fundraisers and must go through normal fundraiser approval procedures.
 - d. Collecting dues for membership in a student club.
6. The following projects or activities are fundraisers but are exempt from fundraising approval. If a school would like profits to be used in a manner that differs from what is shown below, a fundraiser request will be required.
 - a. Annual School Carnival – Profits shall be transferred to the General Fund.

- b. School Class Pictures – Profits shall be transferred to the General Fund.
 - c. Yearbooks – The selling price of a student body publication shall be set at a point or provision made in the student body budget so that the maximum number of pupils may benefit from the publications. Profits shall be kept in the Yearbook account to defray costs or transferred to the General Fund.
 - d. Graduation Supplies – Profits shall benefit the Senior class or be transferred to the General Fund.
 - e. School Supply Store – Profits shall be transferred to the General Fund.
 - f. Media Center Book Fair – Profits shall be transferred to the Media Center.
 - g. Class Rings – Profits shall be transferred to the General Fund.
7. Schools may request that a portion of the profits from School Class Pictures be transferred to the Principal's Discretionary account by completing the following steps:
- a. The school would complete a Request for Fundraising Activity form (MIS 4035) and submit it to the Superintendent or his designee for approval.
 - b. The school may request to use a percentage of the school picture profit at the principal's discretion.
 - c. If the fundraiser request is approved, all picture funds would be deposited into the picture account.
 - d. A transfer would be made from Pictures to Principal's Discretionary, using a copy of the approved fundraiser request as backup. The remaining funds would be transferred to General.

D. Donation Drawings (Drawings by Chance)

1. As stated in Section A.12., "drawings by chance" or "drawings" in violation of Florida Statute 849.0935 shall be prohibited. Florida statutes define "drawing by chance," "drawing," or "raffle" to mean an "enterprise in which, from entries submitted by the public to the organizations conducting the drawing, one or more entries are selected by chance to win a prize." The rules in this section are provided in order to be in compliance with Florida Statute 849.0935.
2. The required disclosures on all brochures, advertisements, notices, tickets, or entry blanks regarding the drawing must include:
 - a. The rules governing the conduct and operation of the drawing.
 - b. The full name and address of the organization conducting the drawing.
 - c. The source of the funds used to award or purchase prizes.
 - d. The date, hour, and place where the winner will be chosen and the prizes to be awarded.

- e. That no purchase or contribution is necessary. (A minimum donation may be suggested on any printed material in connection with the drawing.)
- 3. Additionally, it is unlawful for the organization conducting the drawing:
 - a. To engage in a drawing in which the winner is predetermined by matching, instant winner, pre-selected sweepstakes, or otherwise in which the selection of the winner is rigged.
 - b. To require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of entering the drawing or of being selected to win a prize. A minimum donation may be suggested on any printed material in connection with the drawing.
 - c. To condition the drawing on a minimum number of tickets having been disbursed or a minimum number of contributions being collected.
 - d. To discriminate in any manner between those who contributed to the drawing and those who did not contribute.
 - e. To fail to promptly notify at the address shown on the entry blank, any person selected as the winner or winners of the drawing.
 - f. To fail to award all prizes offered.
 - g. To print, publish, or circulate deceptive, false, or misleading literature in connection with the drawing.
 - h. To cancel a drawing.
 - i. To condition the acquisition or giveaway of any prize upon the receipt of a certain amount of voluntary contributions or donations.

E. Fundraising Winner Procedures

- 1. When a person wins a prize or award, the following procedures are required by the Internal Revenue Service and the School Board of Okaloosa County.
- 2. If the prize or award is “cash” of \$4,999.99 or less:
 - a. A Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) must be fully completed, signed, and dated.
 - b. If the fundraiser is a 50/50 Drawing or a Cornhole Tournament, schools have the option of paying the winner in cash rather than with an internal funds check.
 - c. All other fundraiser “cash” prizes must be paid by internal funds check. A copy of the Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) shall be attached to the Check Requisition/Transfer Form.
 - d. The original Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) shall be kept in a file. Each January, the original forms shall be forwarded to Accounting & Financial Reporting for the previous calendar year.

Chapter 4 – FUNDING SOURCES

- e. If one person should win cash and/or merchandise valued at \$600.00 or more, Accounting & Financial Reporting shall prepare the necessary forms to notify the Internal Revenue Service of prizes awarded.

3. If the prize or award is “cash” of \$5,000.00 or more:

- a. A Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) must be fully completed, signed, and dated.

- b. If the fundraiser is a 50/50 Drawing or a Cornhole Tournament, schools have the option of paying the winner in cash rather than with an internal funds check.

- (1) The total prize shall be reported as income; however, the winner shall only be paid 75% of the prize as required by the Internal Revenue Service. The remaining 25% is considered withholding and shall be deposited into an Internal Funds trust account set up for fundraising winner withholding. For example:

“Cash” Prize/Income	\$5,000
Cash to Winner	\$3,750
Withholding to Deposit	\$1,250

- (2) Each January, the bookkeeper shall write a check to the Okaloosa County School District for the 25% withholding. The original Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) and the check shall be forwarded to Accounting & Financial Reporting for the previous calendar year.

- c. All other fundraiser “cash” prizes must be paid by internal funds check.

- (1) The total prize shall be reported as income; however, one check and one transfer shall be written as required by the Internal Revenue Service. A copy of the Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) shall be attached to the Check Requisition/Transfer Forms, and the Check Requisition/Transfer Forms should be cross-referenced.

- (2) The check shall be made payable to the winner in the amount of 75% of the total prize amount. The remaining 25% is considered withholding, and this transfer shall be made to a trust account set up for fundraising winner withholding. For example:

“Cash” Prize/Income Deposited	\$5,000
Check to Winner	\$3,750
Transfer for Withholding	\$1,250

- (3) Each January, the bookkeeper shall write a check to the Okaloosa County School District for the 25% withholding. The original Fundraising Winner Statement – Cash Prizes (Substitute Form W-9) (MIS 4363) and the check shall be forwarded to Accounting & Financial Reporting for the previous calendar year.

- d. Accounting & Financial Reporting shall prepare the necessary forms to notify the Internal Revenue Service of prizes awarded.

4. If the prize or award is merchandise valued at \$4,999.99 or less:
 - a. A Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) must be fully completed, signed, and dated.
 - b. A copy of Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) shall be attached to the Check Requisition/Transfer Form utilized to pay for the prize or award.
 - c. The original Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) shall be kept in a file. Each January, the original forms shall be forwarded to Accounting & Financial Reporting for the previous calendar year.
 - d. If one person should win cash and/or merchandise valued at \$600.00 or more, Accounting & Financial Reporting shall prepare the necessary forms to notify the Internal Revenue Service of prizes awarded.
5. If the prize or award is merchandise valued at \$5,000.00 or more:
 - a. A Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) must be fully completed, signed, and dated.
 - b. The winner must issue the school a check or money order in the amount of 25% of the value of the prize. The check or money order shall be deposited into an Internal Funds trust account for fundraising winner withholding.
 - c. A copy of Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) shall be attached to the Check Requisition/Transfer Form utilized to pay for the prize or award.
 - d. Each January, the bookkeeper shall write a check to the Okaloosa County School District for the 25% withholding. The original Fundraising Winner Statement – Merchandise (Substitute Form W-9) (MIS 5392) and the check shall be forwarded to Accounting & Financial Reporting for the previous calendar year.
 - e. Accounting & Financial Reporting shall prepare the necessary forms to notify the Internal Revenue Service of prizes awarded.

F. Accounting for Fundraisers

1. A financial report shall be filed with the principal's office at the close of each fundraising activity. To accommodate collection of data for this report, a separate account or sub-account for the activity shall be established.
2. These accounts or sub-accounts shall be used to record all income and expenditures directly related to the fundraiser.
3. If an organization participates in a fundraiser in which only one deposit is expected, such as 'bagging for tips,' a separate sub-account is not required.
4. Once a fundraiser is complete, a General Ledger/Account History report shall be printed to show profit or loss of the fundraiser. This General Ledger/Account History report shall serve as the required financial report and be attached to the approved

Chapter 4 – FUNDING SOURCES

fundraising request and kept by the bookkeeper. A copy of the General Ledger/Account History report shall be provided to the sponsor.

5. The profit or loss shall be transferred to the appropriate account using the General Ledger/Account History report and a copy of the fundraiser request as backup.

A. General Provisions

1. The purpose of these procedures is to provide adequate safeguards over funds received at schools.
2. All organizations of the school, or operating in the name of the school, which obtain funds from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board.
3. All funds handled by School Board employees shall be included in and become part of the internal funds of the school, with the following exceptions:
 - a. Child Care payments.
 - b. Special bereavement collections from the faculty that are not a part of faculty funds.
 - c. School picture money sealed in envelopes and picked up by vendor.
 - d. Funds sent directly to the District by the school, such as facility usage.
4. School internal funds may be collected in any of the following forms: cash, check, or credit/debit card payments made online. The District provides a means of collecting credit/debit card payments online at no cost to the school. See Chapter 6, “Receipt of Funds – Special Situations,” for detailed procedures. A vendor may collect credit/debit card payments on behalf of the school only if the School Board rules are followed as outlined in Chapter 4, “Funding Sources,” Section A.
5. Collections received shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees, or extend credit. Employees of the School District who are compensated for additional services, such as working at athletic events, shall be paid through the School District payroll department.
6. District approved pre-numbered receipt forms (MIS 4002 – Monies Collected Receipt Form) shall be used as the means of recording cash and/or checks received and as the basis for entries to the accounting records.
 - a. Insofar as is practicable, all money should be collected in the school office.
 - b. All money submitted to the bookkeeper shall be accompanied by a Monies Collected Receipt Form. The bookkeeper may not collect funds directly, nor may he/she open mail as it may contain funds.
 - c. All receipt forms and admission tickets shall be pre-numbered, and perpetual inventories of each shall be maintained.
 - (1) Inventories shall show the beginning and ending numbers of all documents acquired and issued.
 - (2) In all cases where tickets are used, ticket reports and unsold tickets shall be available for audit.
 - (3) Any pre-numbered documents must be accompanied by a certified statement of the numbers received.

- d. Pre-numbered admission tickets are to be used as a means of cash control for all events to which admission is charged. Season tickets shall also be pre-numbered. See Chapter 7, "Ticket," for further information.
7. All money received by the school shall be deposited intact as collected into the internal funds account.
 - a. Money Collectors
 - (1) Funds in the amount of \$10 or more shall be turned in to the bookkeeper daily.
 - (2) All funds, regardless of the amount, shall be turned in to the bookkeeper on the last day of the week, the last day of the month, and the day before a holiday.
 - (3) If collections are made outside of school, the funds shall be turned in no later than the next business day.
 - b. Bookkeepers
 - (1) All funds collected shall be deposited intact in the bank any time \$500 or more is received. Change Funds are not considered in determining whether a deposit is required under this paragraph.
 - (2) All funds collected shall be deposited within five (5) working days after receipt, on the last day of the week, on the last day of the month, and the day before a holiday. No funds shall be held in the school over a weekend or holiday period.
 - c. All deposits shall equal the total amount of the money taken in and recorded on the Monies Collected Receipts for the period covered by the deposit.
 - (1) Deposit slips shall be made in duplicate.
 - (2) All checks received shall be immediately endorsed showing a restrictive endorsement – For Deposit Only, Internal Funds, School Name, Account Number – and deposited into the designated bank account.
8. Credit/debit card payments made online automatically generate a receipt for the individual making the payment. In addition, deposits are entered into the accounting system directly from the online payment system; therefore, Monies Collected Forms are not used for these payments.
9. Schools may not receive electronic deposits except for the following: online credit/debit card payments through the system provided by the School District, and repayment of NSF checks made by the collection bureau. All other funds received shall be in the form of cash or checks.
10. The principal or designee shall be notified immediately of any errors in deposits or disbursements and will take appropriate action to affect correction.

B. Monies Collected Receipt Forms

1. The Monies Collected Receipt Form (MCF) (MIS 4002) is the official District receipt. Each MCF shall have a pre-printed reference number.
2. The MCF provides a simple listing of the individuals' names, the purpose for which the money is being collected, and the account to be credited. It also includes a total of checks and cash collected.
3. When used properly, the form eliminates the need to issue individual receipts. See Section F for additional information concerning completing a MCF.
 - a. Should a student request a receipt, the student should be referred to the office to make the payment and be issued an Official Receipt.
 - b. In those cases in which a person requests an official receipt after the money has been turned in to the school office, the office will issue the next regular official receipt, but mark across the face of the official receipt the words "Memorandum Receipt."
 - c. See Section N for information concerning receipt books.
4. The MCF serves as a transmittal form for turning money in to the office and, when properly signed by the responsible party in the office, it serves as a receipt for the person who collected the money.
5. The MCF also serves the purpose of providing evidence that individuals have made payments, which is particularly important with regard to payments for items to be delivered at some future date. Examples of such payments are funds received for school yearbooks, ring deposits, cap and gown rentals, etc.

C. Ordering Monies Collected Receipt Forms (MCFs)

1. Monies Collected Receipt Forms shall be ordered through the Budgeting & Financial Services Department and will be printed at the District Print Shop. The bookkeeper will order the forms by sending an e-mail to the Internal Funds Accountant which includes the following information:
 - a. Last MCF Number on Hand
 - b. Quantity Requested
 - c. Budget Code for Payment (1010.7300.0390.Center)
2. Budgeting & Financial Services shall order the MCFs from the District Print Shop and send an e-mail to the bookkeeper confirming the order. The bookkeeper will also receive a Monies Collected Form – Receipt Log, via e-mail, with the new MCF numbers listed. See Example: Monies Collected Forms Log in Section E.

D. Receiving Monies Collected Receipt Forms (MCFs)

1. When the MCFs are received from the Print Shop, the numbers shall be verified by the bookkeeper and a witness.

Chapter 5 – RECEIPT OF FUNDS

- a. The bookkeeper and a witness shall enter the numbers of the forms on the Monies Collected Forms Inventory Master (MIS 6117) and sign where indicated. This form shall be kept in a permanent location. See Example: Monies Collected Forms Inventory Master below.
 - b. The bookkeeper shall also complete the verification that accompanies the MCFs. This verification shall be returned to Budgeting & Financial Services.
2. All Monies Collected Receipt Forms shall be kept in a secure location.

Example: Monies Collected Forms Inventory Master

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT MONIES COLLECTED FORMS INVENTORY MASTER				
SCHOOL:		<u>Any School</u>		
FIRST NUMBER	LAST NUMBER	DATE RECEIVED	BOOKKEEPER SIGNATURE	WITNESS SIGNATURE
007001	008000	11/2/xx	<i>Ima Bookkeeper</i>	<i>My Witness</i>

E. Issuing Monies Collected Receipt Forms (MCFs)

1. The bookkeeper or designee shall issue Monies Collected Receipt Forms (MCFs) to money collectors (teachers, sponsors, etc.).
 - a. The Monies Collected Forms – Receipt Log shall be signed as verification of receipt.
 - b. It is advisable to issue several MCFs so that a money collector will always have a form available whenever money is received. When issuing more than one form, draw a diagonal line and have the individual sign along the line. (See Example: Monies Collected Forms Log)
2. The money collector is responsible for the MCFs that he/she receives. Should a money collector have unused MCFs at the end of the school year, he/she may return the forms to the bookkeeper or keep the forms in a safe location to be used the following school year.

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Example: Monies Collected Forms – Receipt Log

School District of Okaloosa County Finance Department			
MONIES COLLECTED FORMS - RECEIPT LOG			
School:		ABC School (#0000)	
MCF #	Date Received	Printed Name	Signature
000001	<i>8-02-22</i>	<i>Ima Teacher</i>	<i>Ima Teacher</i>
000002			
000003			
000004			
000005			
000006			
000007			

F. Collecting Money/Completing Monies Collected Receipt Forms (MCFs)

1. When money is received, the money collector shall complete a Monies Collected Receipt Form (MCF).
 - a. All MCFs shall be prepared in ink.
 - b. At the top of the form, the money collector shall enter the date money collection begins, the account to be credited, and the source of the funds.
 - c. All payments, whether cash or check, shall be entered on the MCF in the presence of the individual making the payment. The entries shall include the individual's name, check number (blank if cash), and amount.
 - d. If an activity makes it impractical to list each name individually as payments are being collected, it is permissible to use one of the following methods:
 - 1) A locked box may be used as a payment drop. The box must be secured so that it may not be carried away. The box must be opened by two individuals, and all payments must be entered individually on the MCF. Both individuals must sign the MCF in the "Teacher/Sponsor/Treasurer" box on the MCF.
 - 2) For an activity such as orientation, a spreadsheet may be used to record the payments received. The spreadsheet shall be completed in the presence of the individuals making payments and include the date, name of activity, students' names, what is being purchased, amount paid, amount of cash, amount of check, and check number. The form must be signed and dated by the money collector and attached to a MCF. The MCF would state "See Attached" and show the breakdown by cash and checks. Examples are included in the next several pages.
 - e. In the case of "Booth Sales," two individuals must count the funds together. Funds are to be listed on the MCF as one line for cash sales and then a line for each individual check. Both individuals must sign the "Teacher/Sponsor/Treasurer" box on the MCF. "Booth Sales" are defined as having a booth or table set up for sales of tangible merchandise, and merchandise is given immediately in exchange

for funds. Examples of booth sales include concessions, book fairs, and school stores.

- f. Erasures and/or white-outs are not permitted on the form. All corrections and/or deletions (including date changes) shall be made by lining through the incorrect information, rewriting, and initialing the change. The incorrect information should still be legible.
- g. If information must be deleted, a short explanation as to why (such as student didn't bring money, name written twice, etc.) shall be noted on the MCF.
- h. If it is necessary to void a Monies Collected Form for any reason, the voided form shall be turned in with the properly completed form that replaces it. The reason for the void shall be written on the face of the voided form. If there is to be no replacement MCF, the voided form must still be turned in with an explanation noted. The bookkeeper will file the voided form with the monthly receipts.
- i. All money is to be deposited as it is received. For example, do not cash a check or take the cash from a deposit and replace it with a personal check. If a parent writes a check for too much money, do not give change; a Check Requisition/Transfer Form must be completed and a refund made by school check.
- j. A bookkeeper may only take funds that have an accompanying MCF.
- k. Funds must be turned in to the bookkeeper when \$10.00 or more is collected and on the last day of the week, the last day of the month, and the day before a holiday. If collections are made outside of school, the funds must be turned in no later than the next business day.
- l. If tickets are being sold, see Chapter 7, "Tickets," for further information.
- m. For information about submitting funds, see Section G.

Chapter 5 – RECEIPT OF FUNDS**HOW TO COMPLETE A MONIES COLLECTED RECEIPT FORM****Note: MCF must be completed in INK.**

- 1) **Account/Department To Be Credited** – Write the name of the account to be credited.

- 2) **Source** – Write the reason the money was collected, such as shirt sales, tickets, concessions, etc.

- 3) **Date** – Write the date money collection is begun.

- 4) **Received From** – Write the name of the individual from whom the money was received. This is done in the presence of the individual for both cash and checks.

- 5) **Check #** - Write the check number. If cash is given, leave this area blank.

- 6) **Amount** – Write the amount of money collected.

- 7) **Total Cash & Change** – Write the total amount of cash and change collected.

- 8) **Total Checks** – Write the total checks collected.

- 9) **Total Monies Collected** – Write the total collected.

- 10) **Date** – Write the date that money is turned in to the bookkeeper or placed in the drop safe.

- 11) **Teacher/Sponsor/Treasurer** – Sign the form. (In the case of “Booth Sales,” the money collector and a witness must both sign the form in this block.)

SCHOOL DISTRICT OF OKALOOSA COUNTY			
Finance Department			MIS 4002 REV 3/05
MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED	SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED	
(1)	(2)	(3)	
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. (4)		(5)	(6)
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
TOTAL CASH & CHANGE			(7)
TOTAL CHECKS			(8)
TOTAL MONIES COLLECTED			(9)
TRANSMITS MONIES OBTAINED FROM SOURCES AS LISTED ABOVE FOR DEPOSIT.			
DATE	TEACHER/SPONSOR/TREASURER		
(10)	(11)		
I CERTIFY THAT THE ABOVE FUNDS HAVE BEEN RECEIVED FOR DEPOSIT.			
DATE	BOOKKEEPER/PRINCIPAL	WITNESS	

EXAMPLES OF MONIES COLLECTED FORMS ARE ON THE FOLLOWING PAGES.

Chapter 5 – RECEIPT OF FUNDS

MCF EXAMPLES:

Normal Collections

Each individual is listed, whether he/she gave cash or checks. Note that the “Check #” column is left blank when cash is given.

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MIS 4002 REV 3/05			
COMPLETE IN INK MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED
Band		Uniform Fees	8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. Jane Doe			35 00
2. Michael Brown		1234	35 00
3. Sally Smith			35 00
4.			

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MIS 4002 REV 3/05			
COMPLETE IN INK MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED
Media Book Fair		Book Fair Sales	8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. Cash Sales			45 35
2. Jane Doe		1234	15 45
3. Sally Brown		3482	24 78
4.			

“Booth Sales”

(Examples: Concessions, Book Fair, School Store)

If checks are received, they are listed individually. Cash is listed as one lump sum.

Ticket Sales

Ticket Seller's Report must be completed and attached. See Chapter 7, “Tickets,” Sections C through G.

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MIS 4002 REV 3/05			
COMPLETE IN INK MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED
Football		Ticket Sales	8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. Vs Anytown – Gate #1			330 00
2.			
3.			

Chapter 5 – RECEIPT OF FUNDS

MCF EXAMPLES (Continued):

There are two options for completing MCFs when collecting money from a student for a fundraiser. The principal at each school will determine which option to use.

Fundraiser Option #1:

List the total cash received from the student on one line.

List each check received from the student separately on the MCF under the student's name.

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MIS 4002 REV 3/05			
COMPLETE IN INK MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED
Chorus		Donut Sales	8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. Lucy Thomas – Cash Sales			121 00
2. Bob Jones		906	40 00
3. Larry Lewis		3458	62 50
4. Joanne Peabody		8437	35 00
5. Sally Brown – Cash Sales			78 00
6. Michael White		8981	15 00
7. Lois Adams		902	37 50
8.			

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MIS 4002 REV 3/05			
COMPLETE IN INK MONIES COLLECTED RECEIPT			
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.
			XXXX-XXXX
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)	DATE FUNDS COLLECTED
Chorus		Donut Sales	8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT
1. Lucy Thomas – Cash			121 00
2. Lucy Thomas – Checks			137 50
3. Sally Brown – Cash			78 00
4. Sally Brown – Checks			52 50
5.			

Fundraiser Option #2:

List the total cash being turned in by the student as one line item and the total amount of the checks received from the student as a second line item.

The name of the organization, class, club, etc., should be noted in the memo area of the check. Rubber stamps for this purpose may be purchased using General funds.

Chapter 5 – RECEIPT OF FUNDS

MCF EXAMPLES (Continued):

Each MCF should list only one account and one source of funds. In certain instances, this can be difficult, such as when a parent writes a check for multiple items. The following examples illustrate how to handle these situations.

Situation:

One Account, Two Sources

If a check is received for two different sources, the money collector must clearly note the total funds to be credited to each source.

Example: The Spanish Club receives checks in the amount of \$15 each for dues (\$5) and a shirt sale (\$10). The account would be Spanish Club. The sources are Dues and Shirt Sales.

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MONIES COLLECTED RECEIPT				MIS 4002 REV 3/05
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.	
			XXXX-XXXX	
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)		DATE FUNDS COLLECTED
Spanish Club		Dues/Shirt Sales		8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT	
1. Laura Jones		1245	15 00	
2. Casey Smith		5431	15 00	
3.				
4. Breakdown:				
5. Dues \$10.00				
6. Shirt Sales \$20.00				
7.				

SCHOOL DISTRICT OF OKALOOSA COUNTY Finance Department MONIES COLLECTED RECEIPT				MIS 4002 REV 3/05
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.	
			XXXX-XXXX	
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)		DATE FUNDS COLLECTED
Band/Band-Fld Trip		Instr Fee/Field Trip		8-10-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT	
1. Casey Jones		1234	45 00	
2. Laura Smith		5432	45 00	
3.				
4. Breakdown:				
5. Band – Instrument Fees \$60.00				
6. Band – Field Trip \$30.00				
7.				

Situation:

Two Related Accounts, Two Sources

If a check is received for two related accounts (for example, a main account and its sub-account), the money collector must clearly note the total funds to be credited to each account/sub-account and each source.

Example: Band receives \$45 checks for instrument fees (\$30) and a field trip (\$15). The accounts/sub-accounts would be Band and Band Field Trip. The sources are Instrument Fees and Field Trips.

Chapter 5 – RECEIPT OF FUNDS**MCF EXAMPLES (Continued):****Special Situation: Collecting Multiple Items at Once, Such as Orientation**

For an activity such as orientation, a spreadsheet may be used to track the payments received. The spreadsheet must be completed in the presence of the individuals making the payments and include the date, name of activity, students' names what is being purchased, amount paid, amount of cash, amount of check, and check number. Spreadsheet Example:

School:	Any School					
Date:	8/9/xx					
Event:	Orientation					
	\$ 2.00	\$ 5.00	\$ 3.00			
Student Name	Locker	Shirt	Agenda Book	Amount Paid in Cash	Amount Paid by Check	Check No.
Boyer, Tommy	X	X	X	10.00		
Cooley, Salley	X	X	X		10.00	1234
Donovan, Pete	X	X			7.00	2578
Granger, Linda	X		X	5.00		
Mooney, Jessica	X	X	X		10.00	5874
Patterson, Laura	X			2.00		
Williams, Todd	X		X	5.00		
Totals	\$ 14.00	\$ 20.00	\$ 15.00	\$ 22.00	\$ 27.00	
Total Cash & Checks						\$ 49.00
Date	Teacher/Sponsor/Treasurer					

The spreadsheet may be pre-printed with students' names, or names may be entered by the money collector. The money collector must sign and date the spreadsheet and attach it to one MCF. The MCF would be completed as shown in the example below:

<div style="border: 1px dashed black; padding: 2px; display: inline-block;"> COMPLETE IN INK </div>		SCHOOL DISTRICT OF OKALOOSA COUNTY		MIS 4002
		Finance Department		REV 3/05
MONIES COLLECTED RECEIPT				
RECEIPT NO.	ACCOUNT NO.	TRANS. CODE	REFERENCE NO.	
			XXXX-XXXX	
ACCOUNT/DEPARTMENT TO BE CREDITED		SOURCE (Fees, Sales, Donations, etc.)		DATE FUNDS COLLECTED
Various-See Below		Various-See Below		8-9-xx
RECEIVED FROM: (List Students' Names Separately)		CHECK #	AMOUNT	
1. See Attached List				
2. Breakdown:				
3. Lockers - Fees			14	00
4. Shirts - Sales			20	00
5. Agenda Books - Sales			15	00
6.				
7.				
TOTAL CASH & CHANGE			22	00
TOTAL CHECKS			27	00
TOTAL MONIES COLLECTED			49	00
TRANSMITS MONIES OBTAINED FROM SOURCES AS LISTED ABOVE FOR DEPOSIT.				
DATE	TEACHER/SPONSOR/TREASURER			
8/9/xx	<i>Jma Teacher</i>			

G. Submitting Funds

1. All collections which exceed \$10 in the aggregate shall be turned in to the bookkeeper daily. All funds, regardless of the amount, shall be turned in on the last day of the week, the last day of the month, and the day before a holiday. If collections are made outside of school, the funds shall be turned in no later than the next business day.
2. The money collector shall total the cash amounts and check amounts on the MCF. These totals should be checked against the total of cash and checks collected. A grand total shall be entered on the form, and the form shall be signed and dated by the money collector.
3. There are two options for submitting funds to the bookkeeper: drop-safe and directly. Under no circumstances may money be sent to the office with a student, nor is it permissible to leave money on the bookkeeper's desk.
 - a. Drop-Safe – The money collector shall remove the pink copy of the MCF for his/her records, place the MCF and funds in an envelope or bank bag, and place the envelope or bank bag in the drop-safe. The money collector should make sure the bag actually drops into the safe.
 - b. Directly – The money collector shall give the MCF and funds to the bookkeeper and wait while the bookkeeper verifies the funds. The bookkeeper shall sign and date the form, and the money collector shall sign the form as a witness. If any corrections are necessary, both the bookkeeper and money collector shall initial. The bookkeeper shall give the pink copy of the MCF to the money collector.
4. Once the deposit is entered into the computer system, the money collector shall receive the yellow copy of the MCF with the official receipt number entered in the designated space at the top. The money collector shall match the yellow copy to the pink copy and retain these documents for three years. The school may choose to retain these records in a central location, as long as custody is with someone independent of the bookkeeper.
5. Each month, the bookkeeper shall provide each sponsor with an account report. The sponsors should compare their MCFs to the monthly account report to ensure that the funds were posted to the correct account.

H. Checking the Drop Safe

1. The drop-safe shall be in a location which is accessible to money collectors.
2. At least once a day, the drop-safe shall be opened by two employees.
3. Opening the drop-safe requires both a combination and a key. It is recommended that the principal and principal's designee have the combination and the bookkeeper and his/her backup have a key. Under no circumstances may one person have a key and know the combination.
4. Once the drop-safe is opened, any funds shall be verified immediately by the bookkeeper and a witness.

I. Verifying Funds

1. MCFs and funds must be verified with a witness.
 - a. If the money is in the drop safe, a witness shall remain with the bookkeeper while he/she verifies the funds.
 - b. If the money is given directly to the bookkeeper by the money collector, the money collector is the witness and shall remain with the bookkeeper while he/she verifies the funds.
2. Verification Procedures for Each MCF:
 - a. Verify 'Account to be Credited'
 - b. Verify 'Source of Funds' – This information is helpful when determining whether or not funds should be in a sub-account.
 - c. Verify 'Date Funds Collected' – If the collection date is not completed, the bookkeeper may not fill in the date. The bookkeeper must remind the money collector to complete this date in the future.
 - d. Verify the money collector has signed and dated the form.
 - e. Compare the 'Date Funds Collected' with the 'Date Submitted.' If there is a concern, bring it to the attention of the money collector and the Principal.
 - f. Verify that cash items listed equal the 'Total Cash' amount at bottom of the form.
 - g. Count the cash to verify the amount.
 - h. Verify that check items listed equal the 'Total Checks' amount at bottom of form.
 - i. Add checks to verify the amount.
 - j. Verify that 'Total Cash' plus 'Total Checks' equal 'Total Monies Collected.'
 - k. Any corrections must be lined through, rewritten, and initialed by the bookkeeper and the witness.
 - l. Sign and date the form at the bottom in the "bookkeeper/principal" area.
 - m. Ask the witness to sign in the box designated. If the sponsor is the witness, he/she will be signing the form twice – once as sponsor and once as witness.
 - n. Immediately stamp checks with the endorsement stamp.
3. The money (verified funds) and monies collected forms shall be locked in a place that may only be accessed by the bookkeeper. These funds should not be placed in the drop-safe as they must be available for deposit. An extra key to the verified funds may be given to the principal and/or kept in the drop-safe for emergencies.
4. If at the end of the day the verified funds are less than \$500 and a deposit is not being made, the verified funds shall either be kept in a locked location accessible only by the bookkeeper or be placed in the drop safe overnight in an envelope labeled "Verified

Funds.” The funds should be removed from the drop safe the next morning to be available to the bookkeeper to deposit when required.

J. Making a Deposit

1. All deposits shall be made intact. No one may use the funds to make change or cash checks.
2. Deposits shall be made once verified funds of \$500 or more are on-hand, but may be made daily if desired.
3. Deposits shall also be made on the last day of the week, the last day of the month, and the day before a holiday regardless of the amount.
4. Deposit Procedure:
 - a. Use an adding machine to total the monies collected forms. Paperclip the forms together with the adding machine tape on top. This amount is the ‘Total Monies Collected.’
 - b. List checks on the deposit slip (last name & amount). If there are several checks, an adding machine tape of the checks may be run in lieu of listing each individual check. Enter the total amount of the checks on the deposit slip in the space marked “total from attached list.” Paperclip the tape on top of the checks and make a copy of the tape. Attach the copy of the tape to the MCFs.
 - c. Count currency and enter the amount on the adding machine, subtotal. Count coins and enter the amount on the adding machine, subtotal. Enter checks (individual or total from list - whichever applicable) on the adding machine and obtain a grand total (‘Deposit Total’).
 - d. Compare the ‘Deposit Total’ to the ‘Total Monies Collected.’ If the numbers are the same, move to the next step. If not, recount. If the problem continues, determine if the error is in the cash or checks. Find the error and correct.
 - e. Prepare the deposit slip in duplicate. Enter the currency amount on the deposit slip, coin amount, total cash, and grand total at the bottom. Also enter the grand total on side, if applicable. Be sure to date the deposit slip at the top.
 - f. Place both copies of the deposit slip in the bank bag along with the adding machine tape, cash, and checks.
 - g. Take the bag to the bank. The bank will return the yellow copy of the deposit slip; make sure it is stamped by the bank for the correct amount.
 - h. Clip the yellow copy of deposit slip to the front of the monies collected forms.
5. Night Depository
 - a. The night depository shall be used for funds collected at football games.
 - b. The Principal may choose to use the night depository for other events as needed.
 - c. The school shall use locking bank bags or sealing, tamper-proof plastic deposit bags for the night depository.

- d. The individual making the night deposit shall not have a key to the locking bank bag but will require a key to the night depository box.
- e. The school has the option of having the bank hold the bag or work the bag.
- f. The next working day, the bookkeeper or designee shall go to the bank to retrieve the bag containing either the deposit (held bag) or validated deposit slip (worked bag). If the bag was simply held, the bookkeeper shall verify the funds with a witness.

K. Entering MCF Receipts into the Accounting System

1. Once the cash and/or checks have been deposited, the receipts shall be entered into the internal funds accounting system.
2. The 'Deposit Packet' shall consist of the Deposit Analysis/Report, validated duplicate deposit slip, adding machine tape, and white copies of MCFs (in receipt number order, most recent on top). The deposit packet shall be filed in the monthly folder with the most recent on the top. In addition, a Receipt Register for each day's deposits shall be printed.
3. The yellow copies of the MCF shall be returned to the money collectors. Each teacher/money collector should match the yellow copy to the pink copy and retain these documents for three years. The school may choose to retain these records in a central location, as long as custody is with someone independent of the bookkeeper.
4. Each month, the bookkeeper shall provide each sponsor with an account report. The sponsors should compare their MCFs to the monthly account report to be sure that the funds were posted to the correct account.

L. NSF/Worthless Checks

1. Florida public school systems are required to follow Florida statutes regarding the collection of worthless checks. The Financial and Program Cost Account and Reporting for Florida Schools Manual (Red Book), Chapter 8, Section III, Paragraph 1.6 states:
 - a. The principal is responsible for seeking reimbursement for any unpaid check returned by the bank.
 - b. A check may be declared uncollectible and written off the books only by action of the School Board or designated officer. 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 payment if it is deemed necessary.
2. The District has contracted with a collection agency. This collection agency is responsible for collecting unpaid checks (NSF) on behalf of the District and all schools. The collection agency will not collect checks on which there is no signature or payee, including electronic checks; therefore, money collectors should not accept incomplete checks.

3. If a check is returned due to non-sufficient funds, the school's bank will notify the collection agency. The collection agency then e-mails the bookkeeper, providing the name of the individual who wrote the check and the amount of the check.
4. The bookkeeper must enter the NSF check into the accounting system module by selecting JE's and Returned Check. See Chapter 13, "Journal Entries – Transfers & Adjustments," for example.
5. When the bookkeeper receives an e-mail from the collection agency stating the funds have been deposited into the school's account, the bookkeeper must update the returned check module in the accounting system. See Chapter 13, "Journal Entries – Transfers & Adjustments," for example.
6. If payment has not been received within three weeks, the bookkeeper must contact the collection agency to obtain payment.

M. Losses of School Funds

1. All losses of school funds must be reported to the Chief Financial Officer by letter indicating the cause of loss, such as break-ins, vandalism, theft, malicious mischief, and other losses.
2. If the loss is due to criminal actions, a copy of the police report must accompany the letter.
3. Losses occurring due to gross negligence, improper accounting, or violation of any of the policies contained herein, must be reported to the Superintendent who will act through the School Board to fix responsibility.

N. Receipt Books

1. Should a school choose to issue individual receipts in addition to using the Monies Collected Receipt Form, it must use Official Receipt Form FA-3-P. These receipts are bound in books and available from the Budgeting & Financial Services Department.
2. An inventory log of receipt books must be maintained.
3. All used receipt books must be returned to the bookkeeper and maintained for three years.
4. Receipt books ordering procedure:
 - a. The bookkeeper will send an e-mail to the Budgeting & Financial Services Department requesting the number of receipt books to be purchased.
 - b. Budgeting & Financial Services will send a Transfer of Expenditure (MIS 3365) to the bookkeeper via e-mail.
 - c. The bookkeeper will complete the Transfer of Expenditure and e-mail a PDF of the signed document to Budgeting & Financial Services.
 - d. The receipt books will be placed in the courier.

See Chapter 5, “Receipt of Funds,” for additional information.**A. Donations**

1. The School Board prohibits acknowledgments or advertisements which promote gambling or the use of drugs, alcohol, or tobacco products.
2. Cash donations of less than \$500.00 may be accepted by the Principal and expended in accordance with written policies.
3. Cash donations of \$500 or more are subject to School Board approval. Funds shall be deposited immediately but not expended until School Board approval is received. See “Procedure for School Board Approval” below.
4. All property or equipment with a value of \$500.00 or more which will become the responsibility of the School Board and require maintenance and upkeep, or require legal documents to show transfer of ownership, shall be approved by the School Board. Property donations with a value of \$5,000.00 or more shall be added to the school inventory. (See Chapter 15, “Property Procedures.”)
5. Where major alteration of school property is involved, or where substantial increase of utilities will result because of the addition of the gift to the school facilities, School Board approval shall be required regardless of the value of the gift.
6. In cases where a donation stipulates the purchase of a specific item, such funds shall be credited to a trust account designated to serve that purpose. (See Chapter 2, “Account Basics.”)
7. If a donation is offered for the use of a specific student in a non-school related/sponsored activity, the school should not accept the donation. This would involve the school in an activity which gives tax deductibility for an otherwise non-qualifying donation. Please ask the donors to make their checks directly to the organization or individual.
8. Procedure for School Board Approval:
 - a. The Principal shall write a letter on school letterhead to the School Board requesting permission to accept the donation. The letter shall include the following information: donor’s name, amount of donation, and purpose of donation.
 - b. If the donor wishes to remain anonymous, this fact shall be stated in the letter in lieu of using the donor’s name. A *second letter* shall be written specifying the anonymous donor’s name.
 - c. The Principal or designee shall e-mail a PDF of the letter(s) to the Chief Financial Officer’s Administrative Assistant, requesting that the donation be placed on the School Board agenda.
 - d. The Chief Financial Officer shall place the donation on the School Board Agenda for approval at the next regularly scheduled School Board meeting.
 - e. The school shall monitor the School Board meeting agenda for approval. Once approved, the school may expend the funds as indicated by the donor.

B. Donations to Help Defray Class Expenses

1. Donations may be accepted but not required for classes that are a part of the regular school day.
2. Any donations received shall be deposited into the appropriate account(s) and used solely for the purpose for which they were collected.

C. Lost/Damaged Textbooks and Lost/Damaged Library Books

1. Trust accounts ('6') shall be established for Lost/Damaged Textbooks and Lost/Damaged Library Books. All funds received for lost or damaged textbooks or library books, regardless of the original source of funding, shall be deposited in these accounts.
2. At the end of the fiscal year, the bookkeeper shall compare the expenditures in Project 3105 – Instructional Materials – Textbooks to the amount collected in the Lost/Damaged Textbooks trust account.
 - a. If Project 3105 expenditures exceed the amount collected for lost/damaged textbooks, the bookkeeper shall send the internal funds to the Accounting & Financial Reporting Department.
 - b. If Project 3105 expenditures are less than the amount collected for lost/damaged textbooks, the bookkeeper shall send the internal funds to the Accounting & Financial Reporting Department in an amount not to exceed the amount expended in Project 3105. Any funds remaining in the Lost/Damaged Textbooks trust account shall be sent to the District the following year.
 - c. Accounting & Financial Reporting shall process a negative expenditure to the school's Project 3105, making the funds available for future purchases.
3. At the end of the fiscal year, the bookkeeper shall compare the expenditures in Project 3106 – Instructional Materials – Media to the amount collected in the Lost/Damaged Library Books trust account.
 - a. If Project 3106 expenditures exceed the amount collected for lost/damaged library books, the bookkeeper shall send the internal funds to the Accounting & Financial Reporting Department.
 - b. If Project 3106 expenditures are less than the amount collected for lost/damaged library books, the bookkeeper shall send the internal funds to the Accounting & Financial Reporting Department in an amount not to exceed the amount expended in Project 3106. Any funds remaining in Lost/Damaged Textbooks shall be sent to the District the following year.
 - c. Accounting & Financial Reporting shall process a negative expenditure to the school's Project 3106, making the funds available for future purchases.
4. If the textbook or library book is found at a later date and a refund is required, the refund shall be made from the appropriate trust account. It is permissible for refunds to cause a deficit in the Lost/Damaged Textbooks and Lost/Damaged Library Books trust accounts.

D. Flowers and Gifts Collections

1. Special collections made by a teacher or principal from other faculty members for flowers or gifts which are to be paid for from the amount collected are not part of the Internal Accounts, if collected and expended by the teacher appointed for this purpose.
2. If the teachers have an established Faculty Fund in the Internal Accounts and each member is assessed a fixed amount to be held in reserve to meet such needs as flowers and gifts for faculty members or pupils, money so collected shall be deposited in and disbursed from the school internal accounts.
3. Student organizations may make a donation to or purchase flowers from their funds to a family or student as a result of a death, casualty, or hospital confinement.

E. Course, Supply, and Parking Fees; Property Deposits

1. Fees shall be deposited in an appropriate trust account and used solely for the purpose for which they were collected.
 - a. Depending on the nature of the fee, the trust account may be a sub-account of an organization or a Trust – Miscellaneous ‘6’ account. For example, band instrument fees would be placed in a sub-account of Band; parking fees would be placed in a ‘6’ account.
2. Property deposits shall be placed in a Trust – Miscellaneous ‘6’ accounts and used solely for the purpose for which they were collected.
3. For further information regarding fees and property deposits, see Chapter 4, “Funding Sources,” Sections B.5. and B.8.

F. School Facility Use

1. An organization, group, or club that wishes to use a school facility for other than school business shall submit an Application for the Use of School Building Facilities (MIS 4052) to the principal before use of the facility is permitted. The form is required regardless of whether or not a facility usage fee is charged.
2. If the principal approves the application, a School Facility Use Contract (MIS 4053) shall be prepared and signed by representatives of both the school and organization. The organization shall provide proof of insurance. The contract and proof of insurance shall be faxed or e-mailed to the Risk Management Department for approval.
3. Payments for the use of school facilities shall be by check or money order made payable to the Okaloosa County School District. The check shall be sent to the Accounting & Financial Reporting Department accompanied by a Cash Refund/Transmittal Form (MIS 3218) coded for deposit to 1010.9890.0987.Center. The Budgeting & Financial Services Department shall appropriate a percentage of the funds to the school’s reserve account. If the check is made payable to the school, it may still be sent to Accounting & Financial Reporting following the instructions above.
4. Special Events Rates Schedules are included in the School Facility Use Contract. These rates do not include charges for custodians. Charges for custodians are determined by the hourly rate of the personnel needed and must include overtime pay, if necessary.

The rate schedule is to be used when groups or organizations, other than District sponsored activities, are requesting use of a school's facilities.

G. Student Insurance/School Pictures

1. Premiums for student insurance will not be collected directly from students by school employees; however, students may be provided with special envelopes prepared by the student insurance carrier. After sealing by the students/parents, these sealed envelopes containing premiums must be delivered to the insurance carrier or its designated bank.
2. School picture orders may be collected by the school in envelopes that have been sealed by the students/parents. The orders must then be picked up by the school picture company. These funds will not be deposited into internal accounts.

H. Online Credit/Debit Card Payments

1. Online credit/debit card payments may be collected using the District provided service. This service is provided at no cost to the school. The instructions that follow pertain to the District provided service. A vendor may collect credit/debit card payments on behalf of the school only if the School Board rules are followed as outlined in Chapter 4, "Funding Sources," Section A.18.a.
2. Sponsors wishing to collect credit/debit card payments online must complete an On-Line Product/Activity Set-Up Form and submit it to the bookkeeper. (See Example: On-Line Product/Activity Set-Up Form)
3. Sponsors will receive an e-mail each time the activity is purchased. These e-mails take the place of a MCF and are for the sponsors' records only.
4. At least once a month, the bookkeeper will post deposits to the internal funds bookkeeping software.
5. Once a month, the Budgeting & Financial Services Department will use the credit card/debit card company's website to provide the following reports to the bookkeeper:
 - a. Deposits by Date
 - b. Deposits by Account & Date
 - c. Deposits by Account & Student
6. Bookkeepers must provide sponsors with a copy of the reports listed in item 5 above. This may be done by simply forwarding the e-mail to the sponsors. Sponsors should compare this report to their monthly account report to ensure that the funds were posted to the correct account.
7. Detailed instructions for entering products onto the online site for collecting credit/debit card payments may be found on the Finance website – Budgeting Additional Information.

Chapter 6 – RECEIPT OF FUNDS – SPECIAL SITUATIONS

Example: On-Line Activity Set-Up Form

School District of Okaloosa County Finance Department On-Line Product/Activity Set-Up Form – My School Bucks		MIS 6106 8/2020
Product/Activity Name:	<input style="width: 90%;" type="text"/>	
Product/Activity Description that you would like to appear on web: <small>(Type exactly as you would like it to appear. Information examples include Date of Activity, Course or Class, instructions for form, etc.)</small>	<input style="width: 90%;" type="text"/>	
Who will be able to purchase this product/activity?	<input type="checkbox"/> School Only <input type="checkbox"/> Public/District-Wide	
Will you require a student name?	<input type="checkbox"/> Yes <input type="checkbox"/> No (You will normally want to require a Student Name so that you will know for whom the payment was made. You have the option to not require a Student Name for products/activities available to the public such as donations.)	
Which Grade Levels may purchase?	<input type="checkbox"/> All <input type="checkbox"/> N/A <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th	
Price:	\$ <input style="width: 80%;" type="text"/>	
Do you have multiple options, such as sizes and/or colors? If so, please specify. If there will be difference prices, specify the prices beside the options.	<input type="checkbox"/> Yes <input type="checkbox"/> No Options to include: <input style="width: 100%;" type="text"/>	
Will you have a different price for Free and/or Reduced? If yes, specify amount(s).	<input type="checkbox"/> Yes <input type="checkbox"/> No Free \$ <input style="width: 40%;" type="text"/> Reduced \$ <input style="width: 40%;" type="text"/>	
Do you want to allow the purchaser to enter an amount rather than having a set price?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you want to allow multiple payments, such as large field trips? If yes, specify the amount of the payment and how often it must be made.	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount of Payment: <input style="width: 100%;" type="text"/> Payment Every: <input type="checkbox"/> Week <input type="checkbox"/> Two Weeks <input type="checkbox"/> Month	
Do you want to enter an inventory for the system to track?	<input type="checkbox"/> Yes <input type="checkbox"/> No Inventory (if inventory is per size and/or color, please specify): <input style="width: 100%;" type="text"/>	
Sponsor/Teacher Name:	<input style="width: 90%;" type="text"/>	
Sponsor/Teacher E-mail Address:	<input style="width: 90%;" type="text"/> @okaloosaschools.com	
Additional E-Mail Addresses to Receive Purchase Notifications:	<input style="width: 90%;" type="text"/>	
Date to Go Online for Sale:	<input style="width: 90%;" type="text"/>	
Date to Go Offline for Sale:	<input style="width: 90%;" type="text"/>	
Account Name:	<input style="width: 90%;" type="text"/>	
Sub-Account, if applicable:	<input style="width: 90%;" type="text"/>	

Date Submitted:	<input style="width: 90%;" type="text"/>
Signature of Sponsor/Teacher:	<input style="width: 90%;" type="text"/>

BOOKKEEPER USE ONLY:	
Date Entered On-Line:	<input style="width: 90%;" type="text"/>
G/L Account Number:	<input style="width: 90%;" type="text"/>

I. Grants

- Grant applications with a potential revenue value of \$10,000.00 or more which have a direct impact on the delivery of classroom instruction or which will be otherwise implemented through a school's curriculum program must be submitted for School Board approval.

Chapter 7 – TICKETS

A. General Provisions

1. Pre-numbered admission tickets and/or electronic tickets shall be used as a means of cash control for all events to which admission is charged.
2. Electronic tickets may only be sold through the District-approved vendor. See Section J. for information concerning electronic tickets.
3. Stocks of unused tickets shall be stored in a secure location.
4. Complimentary tickets shall be issued only with written approval of the principal.

B. Ticket Control

1. Tickets shall be ordered by the bookkeeper, and the bookkeeper shall keep the tickets in a secure location.
2. All tickets shall be pre-numbered and list the name of the school.
 1. If a school is selling tickets for extremely small amounts, such as \$0.25 for a carnival, the school may purchase pre-numbered generic tickets. These tickets should be purchased in a color not easily accessible at local stores.
3. Season tickets shall be pre-numbered and include seat location, if applicable, and a number or date for each game.
4. Perpetual inventories shall be maintained. Inventories shall show the beginning and ending numbers of all tickets acquired and issued. This shall be accomplished by completing the following steps each time new tickets are received:
 - a. The ticket information, including first and last ticket numbers, shall be entered on the Ticket Roll Perpetual Inventory form (MIS 5422) by the bookkeeper and verified by a witness.

Example: Ticket Roll Perpetual Inventory Form

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET ROLL PERPETUAL INVENTORY							
MIS 5422 10/2016							
SCHOOL: _____ Any School							
TICKET COLOR	ROLL NUMBER AND/OR TICKET DESCRIPTION	FIRST TICKET # ON ROLL	LAST TICKET # ON ROLL	DATE RECEIVED	BOOKKEEPER SIGNATURE	WITNESS SIGNATURE	DATE ROLL COMPLETED *
Blue	#4 - Football	003001	004000	7/1/xx	<i>Ima Bookkeeper</i>	<i>Ima Witness</i>	
Red	#5 - Football	002001	003000	7/1/xx	<i>Ima Bookkeeper</i>	<i>Ima Witness</i>	

- b. The Ticket Roll Perpetual Inventory form shall be kept in the front of the Ticket Log Book. This form is a permanent record and as such will never be filed with any fiscal year.

Chapter 7 – TICKETS

5. A Ticket Inventory Ledger (MIS 3400) shall be prepared to record the new tickets.
 - a. The school name and current fiscal year shall be entered on the Ticket Inventory Ledger. The same ledger shall be used until all tickets are sold, even if the tickets are utilized for more than one fiscal year. The additional fiscal years will be entered as required.
 - b. A ticket roll number shall be assigned and entered in the space provided. The first and last ticket numbers on the roll shall be entered along with the ticket color and a description of the activity, such as football, baseball, softball, or miscellaneous. Miscellaneous would be used for activities such as dances.

Example: Ticket Inventory Ledger – New Tickets

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET INVENTORY LEDGER						MIS 3400 REV 10/16			
SCHOOL: <u>Any School</u>						FISCAL YEAR(S): <u>XX-XX</u>			
TICKET ROLL #: <u>5</u>						FIRST TICKET # ON ROLL: <u>002001</u>			
COLOR/DESCRIPTION: <u>Red (Football)</u>						LAST TICKET # ON ROLL: <u>003000</u>			
DATE ISSUED	ACTIVITY	1ST TICKET # ON ROLL WHEN ISSUED	1ST TICKET # ON ROLL WHEN RETURNED	NUMBER OF TICKETS USED	PRICE PER TICKET	AMOUNT DUE	AMOUNT COLLECTED	RECEIPT NUMBER	RECEIPT DATE
						-			
						-			
						-			
						-			
						-			

- c. The Ticket Inventory Ledger shall be filed in the Ticket Log Book. Once all tickets are sold, the date of the last sale shall be entered on the Ticket Roll Perpetual Inventory form. The Ticket Inventory Ledger may then be moved to an inactive Ticket Log Book or a folder.
 - d. The Ticket Inventory Ledger shall be used each time tickets are issued and returned. See Sections C and H for additional information concerning the Ticket Inventory Ledger.
6. If a ticket roll may no longer be used (such as outdated) or is too small to use, the bookkeeper or designee shall destroy the tickets with a witness. The numbers of the destroyed tickets shall be noted on the Ticket Inventory Ledger, and the bookkeeper or designee and a witness shall sign and note that the tickets have been destroyed. The date shall then be entered on the Ticket Roll Perpetual Inventory to denote that all tickets have been utilized and/or destroyed.
7. The Ticket Roll Perpetual Inventory, Ticket Inventory Ledgers, copies of Ticket Seller's Reports, and unsold tickets shall be available for audit.

C. Issuing Tickets

1. If tickets will be sold at different prices, such as 'adult and student' or 'advance and at the door,' there shall be a roll of tickets for each price category. These ticket rolls should be different colors for easy identification.
2. Prior to the event, the bookkeeper shall prepare a box for each seller containing:

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- a. An appropriate amount of change (dependent on expected gate)
 - b. Pre-numbered tickets
 - c. Two locking bank bags with keys or sealing, tamper-proof plastic bags, depending on the bank's requirements
 - d. Activity Event Ticket Sellers Report (MIS 4004)
 - e. Monies Collected Form(s) (MIS 4002) – Signed out by the bookkeeper on the MCF Log
 - f. Instructions for Ticket Sellers
 - g. Receipt of Locked Bag Form (MIS 3398)
 - h. Report of Tickets Transferred (MIS 3396)
 - i. Change fund envelope
 - j. Optional Item: Deposit Slip – Used when the funds are to be taken to the bank as a night deposit and worked by the bank.
3. The bookkeeper shall record the issuance of tickets on the appropriate Ticket Inventory Ledger(s). Information to be recorded includes "Date Issued," "Activity," "First Ticket Number on Roll When Issued," and "Price Per Ticket."

Example: Ticket Inventory Ledger – Adult Tickets

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET INVENTORY LEDGER							MIS 3400 REV 10/16		
SCHOOL: <u>Any School</u>				FISCAL YEAR(S): <u>XX-XX</u>					
TICKET ROLL #: <u>5</u>				FIRST TICKET # ON ROLL: <u>002001</u>					
COLOR/DESCRIPTION: <u>Red (Football)</u>				LAST TICKET # ON ROLL: <u>003000</u>					
DATE ISSUED	ACTIVITY	1ST TICKET # ON ROLL WHEN ISSUED	1ST TICKET # ON ROLL WHEN RETURNED	NUMBER OF TICKETS USED	PRICE PER TICKET	AMOUNT DUE	AMOUNT COLLECTED	RECEIPT NUMBER	RECEIPT DATE
9/18/xx	Football vs Tigers - Adult	002001			5.00	-			
						-			
						-			
						-			

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Example: Ticket Inventory Ledger – Student Tickets

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET INVENTORY LEDGER								MIS 3400 REV 10/16	
SCHOOL: <u>Any School</u>				FISCAL YEAR(S): <u>XX-XX</u>					
TICKET ROLL #: <u>4</u>				FIRST TICKET # ON ROLL: <u>003001</u>					
COLOR/DESCRIPTION: <u>Blue (Football)</u>				LAST TICKET # ON ROLL: <u>004000</u>					
DATE ISSUED	ACTIVITY	1ST TICKET # ON ROLL WHEN ISSUED	1ST TICKET # ON ROLL WHEN RETURNED	NUMBER OF TICKETS USED	PRICE PER TICKET	AMOUNT DUE	AMOUNT COLLECTED	RECEIPT NUMBER	RECEIPT DATE
9/18/xx	Football vs Tigers - Student	003001			3.00	-			
						-			
						-			
						-			

4. The bookkeeper shall complete the top of the Ticket Seller's Report and the following sections:
- Type of Ticket
 - Color (and any other identifying information)
 - Price Per Ticket
 - First and Last Number on Roll Before Sale
 - Change Fund Amount

Example: Ticket Seller's Report

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA FINANCE DEPARTMENT ACTIVITY EVENT TICKET SELLER'S REPORT								MIS 4004 Rev. 01/17	
Any School SCHOOL		Gate #1 TICKET STATION		Football vs Tigers EVENT		9/18/xx DATE			
Type of Ticket	Color and/or Description	Price Per Ticket [A]	First Number on Roll Before Sale [B]	Last Number on Roll Before Sale [C]	Tickets Rec'd By	First Number On Roll After Sale [D]	Quantity Sold * [E]	Value of Tickets Sold [A] x [E]	Bookkeeper Initials Indicating Verification
Adult	Red #5	\$5.00	002001	003000	jnh				
Student	Blue #4	\$3.00	003001	004000	jnh				
Change Fund Amount: <u>300</u>		Rec'd By: <u>jnh</u>		Totals					
I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE IN EVERY DETAIL.						Cash from Sales			
Explanation of difference, if applicable: _____						Difference (Over/Under)			
TICKET SELLER _____						TICKET TAKER _____			

How to Calculate Quantity Sold
 * If tickets remain, [E] = [D] - [B].
 * If all tickets are used, [E] = [C] - [B] + 1

5. The ticket seller shall initial or sign the Ticket Sellers Report acknowledging receipt of the change fund and tickets. (See highlighted sections in previous example.)
 - a. The ticket seller shall verify the total amount of change and beginning ticket numbers prior to acknowledging receipt.
 - b. If an intermediary picks up the ticket boxes from the bookkeeper and delivers them to the ticket sellers, the intermediary shall initial acknowledging receipt from the bookkeeper and then the ticket seller shall initial acknowledging receipt from the intermediary.

D. Selling and Taking Tickets

1. At all events, ticket sellers shall be accompanied, at minimum, by one ticket taker per ticket seller.
2. The ticket seller and ticket taker shall not be related parties.
3. Ticket Seller
 - a. During the event, the ticket seller shall ensure that unsold tickets and the change fund are inaccessible to the public.
 - b. At high school football games, all tickets shall be sold from permanent booths with locking doors and a secure window.
 - c. The ticket seller shall take money and immediately give the ticket(s) to the patron.
 - d. All tickets transferred between ticket sellers at an event shall be evidenced by the signatures on the Report of Tickets Transferred (MIS 3396). This may be minimized by issuing sufficient tickets to each seller to satisfy possible demand.
4. Ticket Taker
 - a. The ticket taker shall stand at the admission gates and tear tickets in half; one half shall be given to the patron, and one half shall be retained by the ticket taker.
 - b. If season tickets are used, the number or date of the game shall be punched or stamped so that the ticket may not be used again for that game.
 - c. Ticket stubs and/or season tickets shall not be used to allow patrons to leave and re-enter. A hand stamp or a written pass may be used for re-entry purposes.

E. Completing the Ticket Seller's Report

1. Immediately after ticket sales cease, the ticket seller shall secure the ticket window (if in a booth), or remove the ticket box with the cash and unused tickets to a private room.
2. The ticket taker shall remain with the ticket seller until the cash and unused tickets have been verified and turned into the appropriate authority.
3. The ticket seller and ticket taker shall complete the Ticket Seller's Report as follows. An example is shown after Section E.7.

Chapter 7 – TICKETS

- a. The first ticket number of each series shall be recorded in the column labeled “First Number On Roll After Sale.”
 - b. The “Quantity Sold” shall be calculated by subtracting the “First Number On Roll Before Sale” from the “First Number On Roll After Sale.” If all of the tickets were used, 1 must be added.)
 - c. The “Value of Tickets Sold” shall be calculated by multiplying the “Price Per Ticket” by the “Quantity Sold.”
 - d. The “Totals” for “Quantity Sold” and “Value of Tickets Sold” shall then be calculated.
4. The ticket seller and ticket taker shall separate the change fund from the remaining cash.
 - a. If the change fund is to be re-deposited, the ticket seller shall enter the amount on a Monies Collected Form.
 - b. If the change is being kept for the season, the ticket seller shall place the money in the provided Change Fund Envelope and seal it. “Do Not Deposit” must be written on the Change Fund Envelope.
5. The ticket seller and ticket taker shall count the remaining funds (“Cash from Sales”) and compare the amount of cash from sales to the value of tickets sold.
 - a. If the amounts are not equal, the ticket seller and ticket taker shall recount the cash and re-verify all amounts.
 - b. The “Cash from Sales” shall be recorded on the Ticket Seller’s Report, the Monies Collected Form, and the Deposit Slip, if applicable.
6. The ticket seller and ticket taker shall complete the Ticket Sellers Report as follows:
 - a. The “Difference” between the “Value of Tickets Sold” and “Cash from Sales” shall be calculated.
 - b. An explanation for any differences shall be written, if applicable.
 - c. The Ticket Seller’s Report shall be signed and dated by both parties.
7. Any pattern of cash outages (i.e., consistently short small amounts) or any large cash outage (more than \$50) should be immediately investigated by the principal or his/her designee.

Chapter 7 – TICKETS

Example: Ticket Seller's Report – Completed by Ticket Seller/Ticket Taker

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA FINANCE DEPARTMENT								MIS 4004 Rev. 01/17	
ACTIVITY EVENT TICKET SELLER'S REPORT									
Any School			Gate #1		Football vs Tigers			9/18/xx	
SCHOOL			TICKET STATION		EVENT			DATE	
Type of Ticket	Color and/or Description	Price Per Ticket [A]	First Number on Roll Before Sale [B]	Last Number on Roll Before Sale [C]	Tickets Rec'd By	First Number On Roll After Sale [D]	Quantity Sold * [E]	Value of Tickets Sold [A] x [E]	Bookkeeper Initials Indicating Verification
Adult	Red #5	\$5.00	002001	003000	jnh	#002358	357	\$1,785.00	
Student	Blue #4	\$3.00	003001	004000	jnh	#003417	416	\$1,248.00	
Change Fund Amount: 300			Rec'd By: jnh		Totals		773	\$3,033.00	
I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE IN EVERY DETAIL.							Cash from Sales		\$3,033.00
Explanation of difference, if applicable:							Difference (Over/Under)		
How to Calculate Quantity Sold * If tickets remain, [E] = [D] - [B]. * If all tickets are used, [E] = [C] - [B] + 1									
Janice Hawthorne TICKET SELLER			Michael Jones TICKET TAKER						

F. Disposition – Football Games

- After a football game, the money shall be taken to the bank. The school may have the bank simply hold the bag for pickup the next school day or have the bank work the bag as a night deposit.
- The ticket seller shall place the following items in the first locking bank bag or sealing, tamper-proof plastic bag:
 - Deposit Slip (if the bank is working the bag as a night deposit)
 - Money to be deposited
 - Monies Collected Form (MCF) for sales (white and yellow copies only)
 - MCF for change fund, if depositing (alternately the change fund may be listed on the first MCF as long as it is labeled clearly)
 - Change fund in sealed envelope if not depositing
- The ticket seller shall place the following items in the second locking bank bag or sealing, tamper-proof plastic bag:
 - Ticket Seller's Report
 - Report of Tickets Transferred, if applicable
 - Unused tickets

4. The ticket seller and ticket taker shall lock or seal the bags and deliver the first locked or sealed bag to the administrator on duty.
 - a. The administrator on duty shall verify that the bag is locked or sealed and sign a Receipt of Locked Bag form (MIS 3398) acknowledging receipt of the bag.
 - b. The ticket seller shall then deliver the second locked or sealed bag, Receipt of Locked Bag form, and the key (if locked bag is used) to the designated party.
5. The administrator on duty shall immediately deliver the first bag to the night depository at the bank. The same person may never have the locked bag and the key.

G. Disposition – All Other Events

1. At all other events, the money shall be placed in the drop safe. If the gate is expected to be large, the principal may decide to follow the same procedure used for football games.
2. The ticket seller shall place the following items in the first locking bang bag or sealing, tamper-proof plastic bag:
 - a. Money to be deposited
 - b. Monies Collected Form (MCF) for sales (white and yellow copies only)
 - c. MCF for change fund OR change fund in sealed envelope if not depositing
3. The ticket seller shall place the following items in the second locking bang bag or sealing, tamper-proof plastic bag:
 - a. Ticket Seller's Report
 - b. Report of Tickets Transferred, if applicable
 - c. Unused tickets
4. The ticket seller and ticket taker shall lock or seal the bags and place the bags in the drop safe.
5. Alternately, the principal may choose to have the ticket seller and ticket taker deliver the bags to the administrator on duty and designated party.
 - a. The ticket seller and ticket taker shall deliver the first locked or sealed bag to the administrator on duty. The administrator on duty shall verify that the bag is locked or sealed, sign a Receipt of Locked Bag form (MIS 3398) acknowledging receipt of the bag, and immediately place the bag in the drop safe.
 - b. The ticket seller shall then deliver the second locked or sealed bag, Receipt of Locked Bag form, if applicable, and the key to the designated party. The same person may never have the locked bag and the key.

Chapter 7 – TICKETS**H. Completing the Process**

1. If the bag was taken to the bank, the bookkeeper or principal's designee shall retrieve the bag from the bank the next school morning and return it to the school.
 - a. If the bank only held the bag, the bookkeeper and a witness shall verify the cash.
 - b. If the bank made the deposit, the bookkeeper shall verify that the deposit slip amount agrees with the Monies Collected Form.
2. The bookkeeper shall verify the figures on the Ticket Seller's Report and complete the "For Office Use Only" section as follows:
 - a. The "Change Fund Returned" shall be completed with the amount, receipt number(s), and date. If the change was not re-deposited, there will be no receipt number.
 - b. The "Ticket Sales Received" shall be completed with the amount, receipt number(s), and date.
 - c. The bookkeeper shall sign and date in the "Verified by" section.

Example: Ticket Seller's Report – Completed by Bookkeeper

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA FINANCE DEPARTMENT								MIS 4004 Rev. 01/17	
ACTIVITY EVENT TICKET SELLER'S REPORT									
Any School SCHOOL			Gate #1 TICKET STATION		Football vs Tigers EVENT		9/18/xx DATE		
Type of Ticket	Color and/or Description	Price Per Ticket [A]	First Number on Roll Before Sale [B]	Last Number on Roll Before Sale [C]	Tickets Rec'd By	First Number On Roll After Sale [D]	Quantity Sold *	Value of Tickets Sold [A] x [E]	Bookkeeper Initials Indicating Verification
Adult	Red #5	\$5.00	002001	003000	<i>jnh</i>	#002358	357	\$1,785.00	<i>isb</i>
Student	Blue #4	\$3.00	003001	004000	<i>jnh</i>	#003417	416	\$1,248.00	<i>isb</i>
Change Fund Amount:		300	Rec'd By: <i>jnh</i>		Totals	773	\$3,033.00	<i>isb</i>	
I CERTIFY THAT THIS REPORT IS TRUE AND ACCURATE IN EVERY DETAIL.						Cash from Sales	\$3,033.00	<i>isb</i>	
Explanation of difference, if applicable: _____						Difference (Over/Under)			
<div style="display: flex; justify-content: space-between;"> <div><i>Janice Hawthorne</i> TICKET SELLER</div> <div><i>Michael Jones</i> TICKET TAKER</div> </div>						<div style="border: 1px solid black; padding: 5px;"> How to Calculate Quantity Sold * If tickets remain, [E] = [D] - [B]. * If all tickets are used, [E] = [C] - [B] + 1 </div>			

FOR OFFICE USE ONLY:				DISPOSITION OF FORM:			
	Amount	Receipt Number(s)	Date				
Change Fund Returned	\$300.00	5042	9/18/xxxx	1.	Prepare form for each ticket seller, for all selling locations.		
Ticket Sales Received	\$3,033.00	5043	9/18/xxxx	2.	Original to be attached to Monies Collected Form (MIS 4002).		
Verified by:	<i>Ima School Bookkeeper</i>		9/21/xxxx	3.	Copy to be given to activity or event sponsor.		
	Bookkeeper or Designee			4.	Copy to be filed in Ticket Log.		

Chapter 7 – TICKETS

3. The bookkeeper shall complete the Tickets Inventory Ledger(s) as follows:
 - a. The “First Ticket Number on Roll When Returned” shall be entered.
 - b. The “Number of Tickets Used” shall be calculated by subtracting the “First Ticket Number On Roll When Issued” from the “First Ticket Number On Roll When Returned.” If all of the tickets were used, 1 must be added.
 - c. The “Amount Due” shall be calculated by multiplying the “Number of Tickets Used” by the “Price Per Ticket.”
 - d. The “Amount Collected” shall be entered using the amount on the Monies Collected Form(s).
 - e. The “Receipt Number” generated by the internal funds accounting software shall be entered.
 - f. The date the funds were collected shall be entered in the “Receipt Date” section.

Example: Ticket Inventory Ledger – Adult Tickets After Sales

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET INVENTORY LEDGER								MIS 3400 REV 10/16	
SCHOOL: <u>Any School</u>						FISCAL YEAR(S): <u>XX-XX</u>			
TICKET ROLL #: <u>5</u>						FIRST TICKET # ON ROLL: <u>002001</u>			
COLOR/DESCRIPTION: <u>Red (Football)</u>						LAST TICKET # ON ROLL: <u>003000</u>			
DATE ISSUED	ACTIVITY	1ST TICKET # ON ROLL WHEN ISSUED	1ST TICKET # ON ROLL WHEN RETURNED	NUMBER OF TICKETS USED	PRICE PER TICKET	AMOUNT DUE	AMOUNT COLLECTED	RECEIPT NUMBER	RECEIPT DATE
9/18/xx	Football vs Tigers - Adult	002001	002358	357	5.00	1,785.00	1,785.00	5042	9/18/xx
						-			
						-			
						-			

Example: Ticket Inventory Ledger – Student Tickets After Sales

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT TICKET INVENTORY LEDGER								MIS 3400 REV 10/16	
SCHOOL: <u>Any School</u>						FISCAL YEAR(S): <u>XX-XX</u>			
TICKET ROLL #: <u>4</u>						FIRST TICKET # ON ROLL: <u>003001</u>			
COLOR/DESCRIPTION: <u>Blue (Football)</u>						LAST TICKET # ON ROLL: <u>004000</u>			
DATE ISSUED	ACTIVITY	1ST TICKET # ON ROLL WHEN ISSUED	1ST TICKET # ON ROLL WHEN RETURNED	NUMBER OF TICKETS USED	PRICE PER TICKET	AMOUNT DUE	AMOUNT COLLECTED	RECEIPT NUMBER	RECEIPT DATE
9/18/xx	Football vs Tigers - Student	003001	003417	416	3.00	1,248.00	1,248.00	5042	9/18/xx
						-			
						-			
						-			

4. If there are several receipts, such as is the case with advance ticket sales, ‘see attached’ may be noted and a General Ledger with highlighted receipt numbers may be attached.
5. The yellow copy of the MCF shall be given to the ticket seller. The ticket seller shall match the yellow copy of the MCF with the pink copy MCF and retain these documents

for three years. The school may choose to retain these records in a central location, as long as custody is with someone independent of the bookkeeper.

6. The bookkeeper shall provide a copy of the Ticket Seller's Report to the event/activity sponsor. Another copy of the report shall be kept in a separate location, preferably with the Ticket Log, and made available for audit purposes.

I. Advance Ticket Sales and Season Tickets

1. The sales of advance tickets and season tickets shall follow the same rules as regular ticket sales.
2. The ticket seller shall use a Monies Collected Form (MCF) to turn in funds daily, using either the drop safe or delivering the funds directly to the bookkeeper.
3. The seller shall keep the pink copies of the MCFs with the Ticket Seller's Report. Once sales are complete, the seller shall balance the ticket sales report to collections evidenced by the MCFs.
4. Season tickets shall be pre-numbered and include a seating location, if applicable, and a number or date for each game.
5. Only one person should be designated to sell season tickets. If this is impossible, the school may assign no more than two persons to sell season tickets.

ABC SCHOOL						
Football Season Ticket						
FY 20xx-20xx						
Seat G14						
1 2 3 4 5						

J. Electronic Tickets

1. If a school wishes to sell electronic tickets for an event, these tickets may only be sold through the District-approved vendor.
2. When purchasing an electronic ticket, the purchaser will pay a convenience fee to the vendor; therefore, it is recommended that a cash option be provided for those who do not wish to pay a convenience fee.
3. The Ticket Taker must verify the tickets on the individual's smart phone and ensure that the tickets are validated (marked as used) upon entrance to the event.
4. Bookkeepers will receive a detailed report the following business day listing ticket sales by type. This report takes the place of the Ticket Ledger, and a copy must be provided to the sponsor.
5. Schools are authorized to receive ACH deposits for these transactions.

K. Cost of Athletic Event Tickets for Senior High Schools

1. The principal of each senior high school in Okaloosa County shall have the authority to recommend the cost of athletic event tickets at each individual school and shall consider input from the school advisory council regarding the schedule of charges.
2. Should there be a recommendation to increase the cost of any ticket, the principal shall follow the procedures listed below:
 - a. The principal shall submit his recommendation for athletic event ticket prices for the coming school year to the school advisory council for review on or before April 1 of each year.
 - b. The principal shall submit his recommendation in writing to the Superintendent or his/her designee on or before May 1 of each year.
 - c. If the Superintendent approves the increase, he/she shall recommend any increase in ticket prices over the previous athletic season to the School Board.
 - d. The Principal or designee shall monitor the Board Agenda to obtain the disposition of the recommendation.

L. Ticket Seller's Instructions

1. Ticket Seller's instructions shall be provided with the ticket box. Examples of ticket seller instruction forms may be found on the next two pages, one for football ticket sales and one for regular ticket sales.

INSTRUCTIONS TO TICKET SELLERS - FOOTBALL

The Principal or Assistant Principal will give you the following items:

- | | |
|---|---|
| ◆ Money Box | ◆ Deposit Slip (optional) |
| ◆ Change Fund with Envelope | ◆ Receipt of Locked Bag Form |
| ◆ Tickets | ◆ Report of Tickets Transferred |
| ◆ Activity Event Ticket Seller's Report | ◆ Two Locking Bank Bags with Key Or Tamper-Proof Bags |
| ◆ Monies Collected Form | |

When ticket sales are complete, the Ticket Seller and Ticket Taker will:

- ◆ Put the Change Fund back in the Change Fund Envelope – it should consist of 10 (ten) \$5 bills and the balance in \$1 bills, if possible.
- ◆ Gate 1 will have \$300 change; Gates 2 & 3 will have \$200 change each.
- ◆ Count the remaining money and enter the amount on the *Monies Collected Form*.
- ◆ Sign the form at the bottom and keep the Pink Copy for your records.
- ◆ Complete the *Deposit Slip*. (see example)
- ◆ Complete the *Ticket Seller's Report* (highlighted items) -
 - Enter the "First Number on Roll After Sale" (3)
 - Enter "Quantity Sold" (See instructions on form as to how to calculate) (4)
 - Multiply the "Quantity Sold" by the Price per Ticket and enter the amount in "Total Sales" (5)
 - Total the Sales, Enter actual "Cash from Sales," and calculate the difference. (6)
 - If there is a difference, re-verify. If the difference persists, account for any discrepancies. (7)
 - Ticket Seller & Witness sign on line indicating "I certify that this report is true . . ." (8)

Place the following items in the First Locking Bag or Tamper-Proof Plastic Bag:

- ◆ Completed *Deposit Slip* (both copies)
- ◆ Money to be Deposited (Ticket Sales)
- ◆ *Monies Collected Form* for sales (yellow & white copies only - keep the pink)
- ◆ *MCF* for change fund or change fund in sealed envelope if not depositing

Place the following items in the SEALING, TAMPER-PROOF BAG:

- ◆ *Ticket Seller's Report*
- ◆ *Report of Tickets Transferred, if applicable*
- ◆ *Unused Tickets*

With the Principal or Assistant Principal present:

- ◆ Verify that the first and last tickets on the roll are correctly listed on the *Ticket Seller's Report* & initial the space labeled "Tickets Rec'd By" (1)
- ◆ Verify the amount of the change fund and initial beside "Change Fund Amount" "Rec'd By" (2)

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA
FINANCE DEPARTMENT

ACTIVITY EVENT TICKET SELLER'S REPORT

SCHOOL _____

TICKET STATION _____

EVENT _____

DATE _____

TICKET SELLER _____

TICKET TAKER _____

Type of Ticket	Color and/or Description	Price Per Ticket	First Number on Roll Before Sale [B]	Last Number on Roll Before Sale [C]	Tickets Rec'd By	First Number On Roll After Sale [D]	Quantity Sold * [E]	Value of Tickets Sold [A X E]	Bookkeeper Initials Indicating Verification
		[A]			1	3	4	5	
						Totals			
						Change Fund Amount: _____			
						Rec'd By: _____		6	
						Cash from Sales			
						Difference (Over/Under)			

8

TICKET SELLER _____

7

TICKET TAKER _____

2

Totals

1

Tickets Rec'd By

3

First Number On Roll After Sale

4

Quantity Sold *

5

Value of Tickets Sold

6

Bookkeeper Initials Indicating Verification

7

Last Number on Roll Before Sale

8

First Number on Roll Before Sale

9

Price Per Ticket

10

Color and/or Description

11

Type of Ticket

Give this bag to the Administrator on Duty and ask him/her to sign the *RECEIPT OF LOCKED BAG* form (you keep the form).

Give this bag, the RECEIPT OF LOCKED BAG form, and the key to the locking bag to the designated party.

The Principal or Assistant Principal will give you the following items:

- | | |
|---|---|
| ◆ Money Box | ◆ Monies Collected Form |
| ◆ Change Fund with Envelope | ◆ Receipt of Locked Bag Form |
| ◆ Tickets | ◆ Report of Tickets Transferred |
| ◆ Activity Event Ticket Seller's Report | ◆ Two Locking Bank Bags with Key Or Tamper-Proof Bags |

When ticket sales are complete, the Ticket Seller and Ticket Taker will:

- ◆ Put the Change Fund back in the Change Fund Envelope – it should consist of 10 (ten) \$5 bills and the balance in \$1 bills, if possible.
- ◆ Gate 1 will have \$300 change; Gates 2 & 3 will have \$200 change each.
- ◆ Count the remaining money and enter the amount on the *Monies Collected Form*. Sign the form at the bottom and keep the Pink Copy for your records.
- ◆ Complete the *Ticket Seller's Report* (highlighted items) -
 - Enter the "First Number on Roll After Sale" (3)
 - Enter "Quantity Sold" (See instructions on form as to how to calculate) (4)
 - Multiply the "Quantity Sold" by the Price per Ticket and enter the amount in "Total Sales" (5)
 - Total the Sales, Enter actual "Cash from Sales," and calculate the difference. (6)
 - If there is a difference, re-verify. If the difference persists, account for any discrepancies. (7)
 - Ticket Seller & Witness sign on line indicating "I certify that this report is true . . ." (8)

Place the following items in the First Locking Bag or Tamper-Proof Plastic Bag:

- ◆ Money to be Deposited (Ticket Sales)
- ◆ *Monies Collected Form* for sales (yellow & white copies only - keep the pink)
- ◆ *MCF* for change fund or change fund in sealed envelope if not depositing

Place the following items in the SEALING, TAMPER-PROOF BAG:

- ◆ *Ticket Seller's Report*
- ◆ *Report of Tickets Transferred, if applicable*
- ◆ *Unused Tickets*

With the Principal or Assistant Principal present:

- ◆ Verify that the first and last tickets on the roll are correctly listed on the *Ticket Seller's Report* & initial the space labeled "Tickets Rec'd By" (1)
- ◆ Verify the amount of the change fund and initial beside "Change Fund Amount" "Rec'd By" (2)

[illegible]

Place this bag in the drop safe or give the bag to the Administrator on Duty. Ask the Administrator on Duty to sign the *RECEIPT OF LOCKED BAG* form (you keep the form).

Place this bag in the drop safe or give the bag to the designated party along with the RECEIPT OF LOCKED BAG form and key to the locking bag.

A. General Provisions

1. Purchases from internal funds shall 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. Use of student accounts for purchases by students or members of the school staff and faculty to take advantage of student body purchasing privileges is prohibited.
3. Purchases by any school, or organization within a school, shall not exceed the amount that may be reasonably expected to be available between July 1 and June 30 of each fiscal year. The only exception to this policy is the purchase of money-making project materials and school store supplies for resale.
4. Chapter 2, “Account Basics,” Section I should be reviewed as it contains information regarding the proper use of the General account.
5. See Section B for a list of prohibited expenditures.
6. All purchases shall be paid for with a School Internal Funds check or District check. Authorized methods of purchase include:
 - a. School Internal Funds Purchase Order (Paid with School Internal Funds check).
 - b. Internal Funds Purchasing Card (Paid with Internal Funds check).
 - c. School Internal Funds Check to Vendor.
 - d. District Purchase Order (Paid with District check).
7. Reimbursements should be kept to a minimum. Individuals and sponsors requesting reimbursement for a purchase which includes sales tax shall not be reimbursed sales tax if the purchase would have been tax exempt had it been made by the school. See Chapter 9, “Sales Tax,” for additional information concerning sales tax.
8. Purchases for which the cost is \$50,000 or greater shall be referred to the Purchasing Department to be evaluated for bidding prior to preparing a purchase order. Three written quotes shall be obtained for purchases between \$10,000 and \$49,999.
9. The following internal funds items are exempt from District purchasing requirements:
 - a. Funds handled in trust for individuals or school organizations;
 - b. Faculty funds for any purpose;
 - c. Concession activities for food, beverages, and supplies for concessions at school sponsored activities and vending machine contracts;
 - d. Special ventures for food and specialty items for resale under special projects sponsored by school organizations;
 - e. Purchase of food items used in cooking for parties and banquets for student organizations or school organizations or student activities;

Chapter 8 – PURCHASING PROCEDURES

- f. Purchase of meals from restaurants and hotels for parties, banquets and proms for student organizations, school organizations or student activities;
 - g. “Admissions” to any place of amusement, sport or recreation, or for the privilege of entering or staying in any place providing these services;
 - h. Funds held in trust that were donated by an organization for a specified brand/trade name purchase; and
 - i. Uniforms for which students raise funds or pay for themselves.
10. All equipment purchased with internal funds shall become the property of the School Board.
11. All property purchases of \$5,000.00 or more shall be placed on a District Purchase Order or Internal Purchase Order, regardless of the source of the funds. See Chapter 15, “Property Procedures,” for additional information.
12. All improvements to buildings, permanent items other than buildings, remodeling, or renovations shall be placed on a District purchase order, regardless of the source of the funds. See Chapter 15, “Property Procedures,” for additional information.

B. Prohibited Expenditures

1. The following expenditures are PROHIBITED:
- a. Equipment, supplies, forms, and postage for curricular or classroom use for which School Board funds are available. (Revenue derived from vocational education production shops may be used for these purposes.)
 - b. Curricular-related travel; professional, technical, or consultant services; or other items for which School Board funds are available. (Revenue derived from vocational education production shops may be used for these purposes.)
 - c. Articles for the personal use of any student, employee, or other person; except those items which are identifiable as being in recognition of service or promotion of school activities and those items identified under Rule 6A-1.043, FAC, Promotion and Public Relations Expenditures. This includes medicines. Specific authority is granted for First Aid supplies. See Chapter 12 – Section J for information concerning recognition or achievement awards.
 - d. Personal memberships or subscriptions. Student-service organizations may elect to make contributions, subject to the approval of the principal. Membership for the school in the local Chamber of Commerce is allowable.
 - e. Salaries or other compensation for duties or assignments which are the responsibility of the School District. This includes all positions and supplements allocated during the school year. Additional positions, supplements and/or summer extracurricular positions are not considered a School District responsibility.
 - f. Loans, credit, or accommodation purchases for anyone.
 - g. Repairs and maintenance of School Board equipment for which School Board funds are available. (Revenue derived from vocational education production shops may be used for these purposes.)

- h. Purchases from base exchanges, commissaries, or any purchase where military affiliation is required, unless the purchase is made by the school's Junior ROTC.

C. Internal Funds Purchase Orders

1. An Internal Funds Purchase Order (Purchase Permit) is used by a school to authorize teachers, sponsors, or parents to charge items to school accounts. Schools may generate purchase orders from the computerized accounting system or develop a form to use for this purpose.
2. A signed authorization from the Principal may take the place of a purchase order. Examples include:
 - a. The Principal authorizes each teacher to spend a certain amount of money for supplies.
 - (1) Teachers may use online cart systems set up by the Purchasing Department to purchase items up to their pre-authorized budget. The cart would be approved by the Bookkeeper.
 - (2) A teacher sends an e-mail to the bookkeeper requesting to purchase supplies in excess of the preauthorized amount. The bookkeeper would print the e-mail for the Principal's approval/signature.
 - b. The Principal may authorize sponsors to make purchases up to a certain dollar amount without prior approval.
 - c. The Principal may authorize the purchase by allowing the use of an Internal Funds Purchasing Card.

D. Internal Funds Purchasing Card

1. Internal Funds Purchasing Cards may be issued to the Principal, Bookkeeper, Daycare Coordinator, and Band Director.
 - a. New users shall attend a Purchasing Card training class administered by the Purchasing Department.
 - b. New cardholders shall also understand and sign a Cardholder Agreement form (MIS 2134).
2. Principals may also request site cards which may be issued temporarily to school employees for specific purposes.
 - a. Site cards shall be issued to the Principal and kept by the bookkeeper under lock and key.
 - b. Employees may request to use an Internal Funds Site Purchasing Card by completing a Request to Use Internal Funds Site Purchasing Card form (MIS 5430) and submitting the form to the Principal for approval.

- c. The bookkeeper shall issue each site card, ensuring that the appropriate information is entered on the Internal Funds Site Purchasing Card Log (MIS 5432). The log shall also be signed and dated when the card is returned to the school.
 - d. The Internal Funds Site Purchasing Card Log shall be kept by the bookkeeper under lock and key.
 - e. New users shall understand and sign a Cardholder Agreement – Internal Funds Site Purchasing Card form (MIS 5433).
3. The original itemized receipt and a Check Requisition/Transfer Form completed by the purchaser shall be turned in to the bookkeeper as soon as possible, preferably within five business days. The Check Requisition/Transfer Form shall be made payable to the Internal Funds P-Card Payable account.
 4. Please refer to the Purchasing Card Manual for complete rules regarding how the card may be used and other pertinent information.

E. Conflict of Interest

1. A request by an employee or school to purchase materials or services from a relative or business associate shall be submitted to the Purchasing Department prior to the purchase in order to determine if a conflict of interest exists.
2. Any gifts of materials or services made to an employee or school or to be made to an employee or school as an inducement to purchase, even if offered as a bonus or free gift, shall be disclosed in detail on the purchase request.
3. If the Superintendent determines such representation to be a Conflict of Interest, he/she shall request the employee terminate his/her contractual agreement.

F. Personal Service Agreements

1. Professional services with independent contractors require a service agreement if over \$1,000. Service agreements shall be executed by the school and approved by the Purchasing Department.
2. Service agreements greater than \$10,000 require School Board approval.
3. Once a personal service agreement has been approved, a District purchase order or internal purchase order shall be requested. After the purchase order is issued, services may be rendered.
4. For further information concerning payments to individuals for services, see Chapter 12, "Disbursements – Special Situations," Section I.

G. Vendor Fingerprint Requirements

1. If a vendor is paid strictly through internal funds, the applicable school is responsible for notifying the vendor of the fingerprint requirements.

2. Any questions concerning fingerprinting requirements should be directed to the Human Resources Department.
3. A system must be in place at the school level whereby vendors are checked for compliance. All personnel must be made aware of this requirement and be proactive in obtaining this information prior to contracting with the vendor. The appropriate school personnel must confirm that the individual(s) presenting themselves at the school to work have been cleared by the Human Resources Department.
4. Fingerprinting is not a finance issue and as such will not be a part of the internal audit.

H. Contracts

1. Within the scope of the School Board's authority and responsibility to write policies on Internal Accounts, authority shall be delegated to school principals to enter into contractual agreements as follows:
 - a. Athletic events regarding division of gate receipts with participating schools and bands;
 - b. School pictures;
 - c. Printing of newspapers and other publications;
 - d. School annuals or yearbooks;
 - e. Purchase of class jewelry;
 - f. Graduation invitations; and
 - g. Caps and gowns.
2. These contracts are generally related to revenue-producing events and in most cases provide a profit to the School Organization sponsoring the contracted activity.
3. The following types of contracts shall have prior School Board Approval and shall be submitted to the Purchasing Department for placement on the School Board agenda:
 - a. Contracts not related to extracurricular students activities,
 - b. Contracts to be entered into in the name of the School Board of Okaloosa County, and
 - c. Contracts involving purchases subject to bid requirements.
4. Any contracts of a proprietary nature with outside organizations involving the public on school grounds shall require evidence of appropriate insurance coverage in the amounts provided by State statutes. The school should contact the Risk Management Department for further information regarding insurance coverage.

I. District Purchase Orders

1. If a school's District budget is insufficient to make a purchase, the school may send qualifying internal funds to Accounting & Financial Reporting in advance. These funds will be appropriated to a project, and the school will use this project when making its purchase.
2. It is advisable to use a District Purchase Order when purchasing capitalized assets and mandatory to use a District Purchase Order when making improvements to the school facilities or grounds.
3. When a school uses a District Purchase Order, the school is assured that all purchasing guidelines will be followed, including bids, and that property and improvements will be properly recorded in the District's records.
4. See Chapter 12, "Disbursements – Special Situations," for instructions regarding reimbursing the school's District budget.

J. Cash or Check Advance

1. Certain expenditures may warrant the necessity to issue cash or check advances.
2. See Chapter 12, "Disbursements – Special Situations," for further information.

K. Purchases from Petty Cash Funds

1. The School Board authorizes the use of petty cash funds to make expenditures for operating central administrative offices and school centers.
2. See Chapter 10, "Petty Cash," for additional information.

A. General Provisions

1. Schools do not pay sales tax on the purchase of goods and services necessary for instructional and extracurricular activities, unless those items are purchased for resale. Section G outlines how to make a tax exempt purchase.
2. Sales tax shall be paid on all items purchased for resale unless specifically exempt. Section C lists tax exempt items purchased for resale.
 - a. A school should not use a tax exempt certificate when purchasing items for resale. Paying sales tax at the time of purchase fulfills the school's sales tax obligation. The State does not require schools to pay sales tax on profits.
 - b. If the vendor does not charge sales tax at the time of purchase, the school should request a new invoice that includes Florida sales tax.
 - c. If the vendor does not collect Florida sales tax, such as an out-of-State vendor, the school shall set the sales tax aside in a Sales Tax Payable account and remit the funds to the State of Florida. See Section H for information concerning the sales tax payable account and Section I for internal funds accounting examples.
3. Sales tax may be required to be paid on certain revenue received by the school such as lease/rental revenue, vending revenue, or admission revenue. See Section E for information concerning taxable revenue.
4. The State of Florida has extended the school's tax exemption to PTOs and Booster Clubs, meaning that those goods and services necessary to the PTOs and Booster Clubs are tax exempt.
 - a. This tax exemption only applies to PTOs and Booster Clubs that account for their funds within the internal accounts of the school.
 - b. PTOs and Booster Clubs that account for their funds outside the internal accounts may not use the school's tax-exempt certificate. These outside organizations must meet the conditions outlined in Chapter 2, "Account Basics," Section H.
5. Faculty funds are held by the school as an accommodation; therefore, it is permissible to reimburse sales tax when utilizing these funds.

B. Tax Exempt Purchases

1. Instructional supplies and services.
2. Extracurricular supplies and services.
3. Awards, gifts, and prizes.
4. Clothing and equipment with ownership and title remaining with the school.
5. Food or drinks purchased at a grocery store to be given to and consumed by students or faculty.
6. Prepared foods purchased to be given to and consumed by students or faculty.

C. Tax Exempt Items Purchased for Resale

1. Publications distributed by schools such as yearbooks, magazines, newspapers, directories, bulletins, and programs.
2. General grocery items that are purchased to sell as a fundraiser. Examples include bakery items (cheesecakes, cookie dough, cookies, etc.), fruit, meat, cheese, and frozen foods. Prepared meals are not considered general grocery items.
3. Admission to athletic or other events held or sponsored by schools, grades K-12, when only student or faculty talent is used. If talent is not limited to students or faculty, admission charges are exempt when:
 - a. The risk of success or failure for the event lies completely with the school sponsoring the event;
 - b. The funds at risk for the event must belong completely to the school sponsoring the event; and
 - c. The event is held in a convention hall, exhibition hall, auditorium, stadium, theater, arena, civic center, performing arts center, or publicly owned recreational facility.
4. Magazine subscription fundraiser where the magazines are being delivered by mail.
5. Candy, including loose, bulk and packaged candy, candy bar, and candy sold through coin operated vending machines is exempt when sold for 25 cents or less. When a single sale of several packages which individually are priced at 25 cents or less exceeds 25 cents then the entire sale is taxable.

D. Taxable Purchases

1. School materials and supplies purchased for resale to students and/or staff – sales tax is paid on the purchase price.
2. Extracurricular supplies purchased for resale – sales tax is paid on the purchase price.
3. Fundraiser merchandise purchased for resale – sales tax is paid on the purchase price.
4. Clothing or other items purchased for resale to students and/or staff – sales tax is paid on the purchase price.
5. Food, drinks, and products purchased for resale at a concession stand – see Section F.
6. Ingredients purchased to prepare meals for sale, such as spaghetti suppers – see Section F.

E. Taxable Revenue

1. Sales tax shall be paid on revenue received by the school for lease or license to use real property. See Section F.1. for additional information. Examples include:
 - a. The lease or rental of school materials, supplies, equipment, etc.,

- b. The lease or rental of school facilities to an outside organization that is not tax exempt, and
 - c. Commissions on full-service vending machines.
- 2. Sales tax shall be paid on sales of items that are donated to the school for the specific purpose of resale. See Section F.3. for additional information. Examples include:
 - a. Books donated for a Used Book Fair
 - b. Items donated for a ‘garage sale,’ and
 - c. Items donated for an auction.

F. Special Situations**1. Lease/Rental or License to Use Real Property**

- a. Lease or Rental of School Materials, Supplies, Equipment, etc.
 - (1) The lease or rental of school materials, supplies, equipment, etc., is subject to sales tax if these items were purchased tax exempt.
 - (2) The appropriate sales tax shall be set aside in the Sales Tax Payable account when funds are received.
- b. Vending Machines
 - (1) If a vending company places its vending machine at a school and pays the school a commission, this commission is subject to sales tax as it is considered a lease or license to use real property.
 - (2) Some vending companies, such as Coca-Cola and Pepsi, have a Direct Pay Permit, meaning they deduct the sales tax from the school’s commission prior to paying the school. In this instance, the school is not responsible for sending the sales tax to the State of Florida.
 - (3) When receiving funds for vending commissions from smaller companies that do not have a Direct Pay Permit, tax shall be set aside in the Sales Tax Payable account. This is accomplished at the time the commission is received by transferring the appropriate portion of the commissions to the Sales Tax Payable account. See the example in Section I.3.
 - (4) Sales tax does not apply to machines operated by Food Service in the dining area of the school.
- c. Booth Rentals
 - (1) Booth rentals for events such as craft fairs and flea markets are also subject to sales tax as a lease or license to use real property.
 - (2) The appropriate sales tax shall be set aside in the Sales Tax Payable account when funds are received.

d. Facility Usage

- (1) If school facilities are rented to an outside organization that is not tax exempt, the school shall collect sales tax based on the rental fee.
- (2) The school shall deposit the facility usage fee into a '6' trust account and the sales tax into the Sales Tax Payable account using two lines on the receipt entry. See the example in Section I.3.
- (3) The school shall write a check to the District for the remaining facility usage fee and send the check with a Cash Transmittal form to Accounting & Financial Reporting. Budgeting & Financial Services shall appropriate a percentage of the funds to the school's Discretionary reserve account.

2. Selling Taxable and Non-Taxable Items as a Package

- a. When a student pays one price for a 'package' of items, sales tax shall be paid on the purchase price of the items that are being kept by the student.
 - (1) Example: Cheerleading charges \$200 for uniform fees (use of school uniform, socks and shoes for student to keep). The socks and shoes are the only items being kept by the student and cost \$45. The school must pay sales tax on the purchase of the socks and shoes.

3. Selling Items That Were Donated for the Purpose of Resale

- a. When items are donated to a school organization for the purpose of resale, the school shall pay sales tax on the total amount of the sales.
- b. The selling price shall be listed as "sales tax included," and the amount of the tax shall be "backed out" of the total sales and transferred to the Sales Tax Payable account. See Section I.3 for an example.

4. Concession Sales/Dinner Sales

- a. If a school pays sales tax to the vendor when it purchases the items for the concession/dinner sales, no further sales tax is owed. When using this option, the vendor will only charge sales tax for the taxable food, drinks, and serving supplies. There will be some items that are not subject to sales tax.
- b. If items are purchased for concession/dinner sales using the tax exempt certificate, the school will owe sales tax on the entire purchase price of all food, drinks, and serving supplies.
- c. The school does not owe sales tax on the profit.

G. How to Make a Tax Exempt Purchase

1. There is one sales tax exemption certificate that is utilized by all schools of the District.
2. Each school shall copy the Purchaser's Exemption Certificate on its letterhead. This certificate shall be signed by the Principal and given to vendors as appropriate. (See Purchaser's Exemption Certificate example in this section.)

Chapter 9 – SALES TAX

3. Any purchase that is to be sales tax exempt shall be paid for with a School Internal Funds check or District check. Individuals may not purchase items with personal checks and/or cash and use the sales tax exempt certificate. Sales tax exempt purchases must be made in one of the following ways:
 - a. School Internal Funds Purchase Order (Paid with School Internal Funds check).
 - b. Internal Funds Purchasing Card (Paid with Internal Funds check).
 - c. School Internal Funds Check to Vendor.
 - d. District Purchase Order (Paid with District check).
4. Individuals and sponsors requesting reimbursement for a purchase which includes sales tax shall not be reimbursed sales tax if the purchase would have been tax exempt had it been made by the school. Examples include:
 - a. Supplies – Tax Exempt – No reimbursement of sales tax allowed
 - b. Awards/Incentives given away – Tax Exempt – No reimbursement of sales tax allowed
 - c. Concession stand items for resale – Tax Required – Sales tax reimbursement is allowed

Example: Purchaser's Exemption Certificate Example

PURCHASER'S EXEMPTION CERTIFICATE			
THE UNDERSIGNED HEREBY CERTIFIES THAT THE ITEMS LISTED ON THE ATTACHED ORDER ARE BEING PURCHASED FOR THE PURPOSE OF CUSTOMARY EDUCATIONAL ACTIVITIES AND USED BY THE ABOVE NAMED EDUCATIONAL UNIT, A UNIT OF THE SCHOOL BOARD OF OKALOOSA COUNTY, A POLITICAL UNIT OF OKALOOSA COUNTY, STATE OF FLORIDA, UNDER THE PROVISIONS OF RULE 12A-1001 (3).			
PLEASE NOTE: MERCHANDISE PURCHASED FOR RESALE TO THE STUDENTS OR GENERAL PUBLIC IS NOT WITHIN THE CERTIFICATE OF EXEMPTION.			
THIS CERTIFICATE IS TO CONTINUE IN FORCE UNTIL REVOKED BY WRITTEN NOTICE.			
AUTHORIZED SIGNATURE: _____			
DATE: _____			
CERTIFICATE NUMBER 85-01262245C-5 ** EXPIRATION DATE 12/31/2011			
EXAMPLE			
Consumer's Certificate of Exemption			
Issued Pursuant to Chapter 212, Florida Statutes			
85-01262245C-5	12/11/2006	12/31/2011	COUNTY GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category
This certifies that			
OKALOOSA COUNTY SCHOOL BOARD 120 LOWERY PL SE FORT WALTON BEACH FL 32548-5547			
is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.			

H. Sales Tax Payable Account

1. If a school is responsible for paying sales tax, such as items purchased for resale, and the vendor does not collect the tax, the school shall transfer the appropriate funds into a '6' Sales Tax Payable account.
2. Funds may be placed in the Sales Tax Payable account using either of the following methods:
 - a. Sales tax may be set-aside in the Sales Tax Payable account when writing the check to the vendor.
 - b. Sales tax may be transferred to the Sales Tax Payable account with a journal entry/transfer.
3. All sales tax owed and payments made to the State shall be entered into this trust account.

I. Sales Tax Accounting Software Examples

1. Sales Tax Paid to Vendor When Item Purchased
 - a. When paying sales tax directly to the vendor, the sales tax may either be listed as a separate line item or be included in the description. Listing the sales tax as a separate line item provides easy verification that your school is in compliance with State sales tax laws.
 - b. Example: Vendor invoices school for shirts (\$100.00) and sales tax (\$6.00) – total due \$106.00

PLEASE NOTE YOU WILL BE SIGNED OUT IN 19 MINUTES IF THERE IS NO ACTIVITY.

OCS D TEST SCHOOL

Pay to the order of:

VENDOR: AAA T-Shirts
 ADDRESS: 123 Main Street
 CITY: Niceville
 STATE, ZIP: FL 32578

DATE: 1/22/2016
 CHECK NUMBER:
 PRINT

CASH/CHECKING BALANCE: \$15,267.56
 CHECK AMOUNT: \$106.00

Exactly One Hundred Six Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
T-Shirts for Resale			00124		3.301.010 1st Grade T-Sh	\$100.00	\$100.00
Sales Tax - T-Shirts			00124		3.301.010 1st Grade T-Sh	\$100.00	\$6.00

SAVE DELETE Account Balances Print Proof Listing Close Proof Listing

- c. The above entry shows two line items in the 1st Grade T-Shirt Sales account – one to show the cost of the shirts and one to show the tax paid. It is also permissible to make only one line entry for \$106.00 and change the description to “Shirts-Resale + Tax.”

2. Sales Tax Set Aside in Payable Account When Items Are Purchased

- a. When setting aside sales tax, the sales tax may either be a separate line item or be included in the description. Listing the sales tax as a separate line item provides easy verification that your school is in compliance with State sales tax laws.
- b. Example: Vendor invoices school for shirts (\$100.00) – total due \$100.00

PLEASE NOTE YOU WILL BE SIGNED OUT IN 17 MINUTES IF THERE IS NO ACTIVITY.

OCSD TEST SCHOOL

Pay to the order of: VENDOR: AAA T-Shirts (denotes a district wide vendor)

ADDRESS: 123 Main Street

CITY: Niceville

STATE, ZIP: FL 32578

DATE: 1/22/2016

CHECK NUMBER: [blank]

CASH/CHECKING BALANCE: \$15,267.56

CHECK AMOUNT: \$100.00

Exactly One Hundred Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
T-Shirts for Resale			00124		3.301.010 1st Grade T-Sh	\$100.00	\$100.00
Sales Tax - T-Shirts			00124		3.301.010 1st Grade T-Sh	\$100.00	\$6.00
1st Grade T-Shirts			00124		6.699.000 Sales Tax Pay	\$248.79	-\$6.00

SAVE DELETE Account Balances Print Proof Listing Close Proof Listing

- c. The above entry shows two line items in the Drama account – one to show the cost of the shirts and one to show the tax paid. It is also permissible to make only one line entry for \$106.00 and change the description to “Shirts-Resale + Tax.”
- d. The entry also includes a third line to ‘move’ the sales tax to the Sales Tax Payable account. The check is for the correct amount (\$100.00), the Drama Department has been charged appropriately (\$106.00), and the Sales Tax Payable account shows the tax owed for the transaction (\$6.00).
- e. When paying tax, a general ledger for the Sales Tax Payable account shall be used as backup. The check numbers are noted on the general ledger, making it unnecessary to keep extra copies of the invoices in a Sales Tax Payable file.

3. Sales Tax Set Aside in Payable Account for Revenue Received

- a. When taxable revenue is received, a two-line receipt entry should be used to deposit the funds into the appropriate accounts. Taxable revenue includes facility usage from an outside organization that is not tax exempt, booth rentals, selling items that have been donated, and commissions received from vending companies without a Direct Pay Permit.
- b. Example: Outside Organization (not tax exempt) pays \$100.00 for facility use plus \$6.00 sales tax – Total received \$106.00

PLEASE NOTE YOU WILL BE SIGNED OUT IN 17 MINUTES IF THERE IS NO ACTIVITY.

Official Receipt

Received From: RECEIPTEE Jane Doe
 ADDRESS 123 Blvd
 CITY FWB
 STATE, ZIP FL 32548

ADD NEW RECEIPTEE

DATE 1/22/2016
 RECEIPT NUMBER 520
 CASH/CHECK BAL: \$15,267.56
 Calculator

TOTAL CASH \$0.00
 TOTAL CHECKS \$0.00
 AMOUNT OF RECEIPT \$106.00

DESCRIPTION	BEG RECEIPT #	END RECEIPT #	TAXABLE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Facility Usage - Joe's Giants	001234	001234	<input type="checkbox"/>		6.660.000 Facility Usage - Taxable	\$100.00	\$100.00
Sales Tax - Facility - Joe's Giant	001234	001234	<input type="checkbox"/>		6.699.000 Sales Tax Payable	\$254.79	\$6.00

- c. The above entry shows two line items. The first is an entry into the '6' Facility Usage – Taxable account, and the second is an entry into the '6' Sales Tax Payable account. The school must then write a check to the District for \$100.00 from the '6' Facility Usage – Taxable account.

J. How to File and Pay Florida State Sales Tax

1. All Florida sales tax returns shall be filed online.
2. To determine how often a Sales Tax Return must be filed, it is necessary to check the "Collection Period" on the "Sales and Use Tax Return." This may be done by logging onto the website and viewing the form on-line.
3. If the collection period is one month, such as "September 20xx," the return will be due no later than the 20th of October. If the period is for one quarter, such as "January 20xx – March 20xx," the return will be due no later than the 20th of April.

4. A Sales Tax Return shall be filed when due, even if the amount is zero. If the return is not filed, the State will charge a penalty fee.
 - a. All sales tax collected shall be transferred to the Sales Tax Payable account. This may be accomplished when writing the check to pay for the taxable items and when receiving income subject to sales tax. See Section I for examples.
 - b. After closing the last month in the collection period, a Sales Tax Payable General Ledger shall be printed. The balance in the Sales Tax Payable account will be the “Total Tax Collected.”
 - c. The online sales tax return shall be filed using the User ID and Password issued by the State of Florida. The following information is typically on the form:
 - (1) Contact Information
 - (2) Gross Sales = “Total Tax Collected” (Balance on general ledger) Divided By Current Sales Tax Rate (Example: 0.06)
 - (3) Exempt Sales = 0
 - (4) Taxable Sales/Purchases = Gross Sales
 - (5) Discretionary Sales Surtax Information = 0
 - (6) Total Tax Collected = “Total Tax Collected” (Balance on general ledger)
 - (7) Less Lawful Deductions = 0
 - (8) Less DOR Credit Memo = 0
 - (9) Total Tax Due = (Automatically filled in)
 - (10) Less Collection Allowance = “Total Tax Collected” Multiplied by Collection Allowance Rate (Example: 0.025)
 - (11) Amount Due with Return = (Automatically filled in)
 - (12) The return must be submitted and the payment information printed.
 - d. When the return is submitted, the “Amount Due with Return” will be automatically withdrawn from the school’s checking account. A copy of the sales tax payment shall be printed and placed in a folder for bank reconciliation.
 - e. Once the bank statement has been received and the payment is verified, the bookkeeper shall enter the following into the internal funds accounting software using the appropriate bank date:
 - (1) A journal entry/adjustment reflecting the payment of the sales tax shall be entered decreasing the checking account and decreasing the ‘6’ Sales Tax Payable account by the amount that was actually paid to the State.
 - (2) If the return was filed by the 20th, a collection allowance should be deducted from the sales tax owed. A Check Requisition/Transfer Form shall be required to enter a journal entry/transfer decreasing the ‘6’ Sales Tax Payable account and increasing the ‘9’ General account.

Chapter 9 – SALES TAX

- (3) The Sales and Use Tax Return and the Sales Tax Payable General Ledger will serve as backup to the above entries.
- (4) See Chapter 13, “Journal Entries,” for examples.
- f. A copy of the Sales Tax Return, General Ledger, Adjustment (payment), and Transfer (collection allowance) shall be filed in the Sales Tax folder.

A. General Provisions

1. The School Board authorizes the use of petty cash funds and petty cash imprest funds to make expenditures for operating central administrative offices and school centers. These funds shall be accounted for separately from other funds.
2. The principal may establish a Petty Cash Fund for the purpose of making small expenditures to operate the school. A Petty Cash Fund consists of *budgeted funds* kept in the internal funds checking account. Schools are limited to the following petty cash funds:
 - a. Petty Cash – Budget Funds: This fund may not exceed \$1,000 and is deposited in internal accounts in a ‘6’ miscellaneous trust fund account.
 - b. Petty Cash – Child Care Programs: This fund may not exceed \$1,000 and is deposited in internal accounts in a ‘6’ miscellaneous trust fund account.
3. The principal may also establish a Petty Cash Imprest Fund for the purpose of small change funds and/or making change. These funds are *school internal funds* and are kept in a locked box in a secure location. Petty Cash Imprest Funds are subject to the following limitations:
 - a. Elementary Schools – One hundred dollars (\$100.00)
 - b. Middle Schools – Three hundred dollars (\$300.00)
 - c. High Schools – Five hundred dollars (\$500.00)
4. An itemized receipt shall be kept for each petty cash expenditure, and all expenditures shall be recorded in the school year in which they were incurred. This is accomplished by fully replenishing the Petty Cash Fund as of June 30.

B. Establishing a Petty Cash Fund

1. The initial establishment of the Petty Cash fund shall be accomplished by the completion of a purchase order made payable to the school for the approved amount.
2. Accounts Payable shall issue the check and send it to the school. The check shall then be receipted on a Monies Collected Form, deposited in the bank, and credited to an internal account titled, “Petty Cash – Budget.”
3. The same procedure shall be followed to establish a separate account for “Petty Cash – Child Care.”

C. Expending a Petty Cash Fund

1. The Petty Cash Fund may be used for the purpose of small expenditures to operate the school. “Small expenditures” include but are not limited to the following: postage, small repairs, shipping, etc.
2. Expenditures that are deemed inappropriate and cannot be purchased from a Petty Cash Fund include compensation to employees, equipment, travel, registration, furniture, etc.

3. No purchase of a single item costing \$500.00 or more shall be made from a Petty Cash Fund.
4. Petty Cash Funds are expended by issuing checks from the internal funds checking account.
 - a. The Check Requisition/Transfer Form (MIS 4003) shall list Petty Cash as the department, and the Principal or his/her designee shall be the sponsor.
 - b. Once the check is written, a copy of the Check Requisition/Transfer Form and the original invoice shall be placed in a Petty Cash folder. These items shall be used when replenishing the fund.
 - c. A copy of the invoice shall be placed with the original Check Requisition/Transfer Form.

D. Replenishing a Petty Cash Fund

1. When a Petty Cash Fund is reduced to the point that sufficient cash is not on hand to make necessary expenditures, replenishment of the funds may be requested.
2. A Petty Cash Fund may be replenished as often as necessary to maintain an adequate balance; however, each individual request for replenishment may not exceed the approved amount of that Petty Cash Fund.
3. Replenishment is accomplished by completing a purchase order made payable to the school in the amount required to replenish the Petty Cash Fund.
 - a. A Petty Cash Invoice Transmittal Form (MIS 2122) and supporting invoices for the total amount expended shall be sent to the Purchasing Department.
 - b. All invoices shall be original and itemized and shall include a copy of the applicable Check Requisition/Transfer Form.
 - c. Accounts Payable shall issue a check made payable to the school, and the funds shall be deposited back into the petty cash account.
4. Petty Cash Funds shall be fully replenished as of June 30 of each year.

E. Establishing a Petty Cash Imprest Fund

1. The initial establishment of the Petty Cash Imprest Fund shall be accomplished by creating a new cash account titled "Imprest Fund."
2. A Check Requisition/Transfer Form shall be completed and made payable to the school principal or designated employee for the approved amount of the Petty Cash Imprest Fund.
3. The invoice shall be entered on the check screen in the internal funds accounting software using the 0-Imprest Fund account in the lower section of the invoice screen. (See Example: Petty Cash Imprest Fund Check – Initial Establishment)

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- The check shall be cashed and funds placed in a secure location only accessible by the responsible party, usually the bookkeeper.

Example: Petty Cash Imprest Fund Check – Initial Establishment

The screenshot shows the 'Create Check' form in the SchoolFunds Online by TRA application. The user is logged in as 'per9105'. The form is for 'OCSD Test School' and is titled 'New Check'. The vendor is 'Ima Bookkeeper - Imprest'. The check amount is \$500.00. The cash/checking balance is \$15,267.56. The form includes fields for vendor name, address, city, state, zip, date, and check number. A table at the bottom shows the line item 'Establish Imprest Fund' with a purchase order of 0.070.000 and an amount of \$500.00. The form also includes a 'PLEASE NOTE YOU WILL BE SIGNED OUT IN 20 MINUTES IF THERE IS NO ACTIVITY.' warning and a 'Check to be Printed' status.

SCHOOLFUNDS Online by TRA

OCSD Test School

Build 11.1.2013.4.5/12/2015

Logged in as per9105

LOGOUT

Home > Checks > New Check

ADMIN DATA FILES CHECKS RECEIPTS JE'S PO'S REGISTERS REPORTS BANK RECON ADMIN FUNCTIONS HELP

PLEASE NOTE YOU WILL BE SIGNED OUT IN 20 MINUTES IF THERE IS NO ACTIVITY.

OCSD TEST SCHOOL

Pay to the order of:

VENDOR Ima Bookkeeper - Imprest
* denotes a district wide vendor

ADDRESS

CITY

STATE, ZIP

DATE 1/22/2016

CHECK NUMBER

PRINT

CASH/CHECKING BALANCE: \$15,267.56

CHECK AMOUNT: \$500.00

Exactly Five Hundred Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Establish Imprest Fund			New Imprest		0.070.000 Imprest Fund	\$500.00	\$500.00

SAVE DELETE Account Balances Print Proof Listing Close Proof Listing

F. Using a Petty Cash Imprest Fund

- The Petty Cash Imprest Fund may be used to make small change funds and to make change. The fund shall not be used to cash checks or make loans.
- Small Change Funds
 - Small change funds may be issued from the Petty Cash Imprest Fund. A Receipt of Change Funds form (MIS 3397) shall be completed and placed in the fund box when change is issued. See Chapter 12, "Disbursements – Special Situations," for additional information.
- At all times the cash and Receipt of Change Funds shall equal the total amount established for the Petty Cash Imprest Fund.

A. General Provisions

1. School internal accounts shall not be used for any purpose which represents an accommodation, loan, or credit to School Board employees or other persons, including students.
2. School Board Employees or others shall not make purchases for non-school related purposes from school internal accounts.
3. No form of compensation may be paid directly to employees, including pay for additional services, such as game personnel to work at athletic events. All compensation to District employees shall be paid through the District Payroll Department. Internal Funds may reimburse the other compensation expenditures if allowable.
4. All disbursements shall be made by check from the School Internal checking account. Note: Purchases made using the Internal Funds Purchasing Card are allowable as they are ultimately paid using an Internal Funds check.
5. Disbursements shall be approved by the appropriate organization officer (when the organization has officers), the sponsor, and the principal.
6. No check shall be made payable to 'cash.'
7. Under no circumstances shall *automatic* electronic withdrawals be made from the checking account. See Section I for information concerning checks processed electronically.
8. All disbursements shall be accompanied by a completed Check Requisition/Transfer Form and an original, itemized invoice or receipt.
9. The school should strive to pay bills in a timely manner and take advantage of all available purchase discounts.
10. The payee and amount on the check and Check Requisition/Transfer Form should equal that noted on the vendor invoice. In the event that a different amount is to be paid, adequate documentation on the invoice or the Check Requisition/Transfer Form must be present in regard to why and how the amount being requested was determined.
11. The appropriate purchasing procedures must be followed for all disbursements as noted in Chapter 8, "Purchasing Procedures."
12. Refer to Chapter 8 – Purchasing Procedures Item B. for prohibited expenditures.
13. Before writing a check, the bookkeeper shall check the balance of the checking account in the internal funds accounting software to ensure that the checking account will not be overdrawn.
14. The principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate action to effect correction.

B. Checks

1. All checks shall be pre-numbered and perpetual inventories shall be maintained.
 - a. Check information shall be recorded on the Checks Inventory Master (MIS 6116), which shall be kept in a permanent location.
 - b. The inventory shall show the beginning and ending numbers of all checks acquired.
 - c. When new check stock is ordered, the numbers shall be verified by the bookkeeper and a witness.
 - d. Any check stock that will not be used shall be destroyed by the bookkeeper or designee and a witness. The destruction information shall be noted on the log and signed by the bookkeeper or designee and a witness.

Example: Checks Inventory Master

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT CHECKS INVENTORY MASTER				
SCHOOL:		<u>Any School</u>		
FIRST NUMBER	LAST NUMBER	DATE RECEIVED	BOOKKEEPER SIGNATURE	WITNESS SIGNATURE
005001	006000	12/3/2014	<i>Ima Bookkeeper</i>	<i>Ima Witness</i>
006001	007000	10/15/2015	<i>Ima Bookkeeper</i>	<i>Ima Witness</i>

2. Stocks of blank checks shall be stored in a secure location.
3. Insofar as practicable, all checks should be printed using the internal funds accounting system. See Section H for information concerning manual checks.

C. Check Requisition/Transfer Form

1. The Check Requisition/Transfer Form (MIS 4003) is provided for use at the school level in controlling all expenditures from Internal Accounts.
2. This form shall be completed and signed by the appropriate sponsor before any expenditure or transfer may be made. The principal is the sponsor of the General account and the Principal's Discretionary account. If funds are held in a trust account for a school support organization, the designated officer is considered the sponsor for the purpose of requesting checks and/or transfers.
3. The payee and amount on the check and Check Requisition/Transfer Form should equal that noted on the vendor invoice. In the event that a different amount is to be paid, adequate documentation on the invoice or the Check Requisition/Transfer Form must be present in regard to why and how the amount being requested was determined.

Chapter 11 – DISBURSEMENTS/EXPENDITURES

4. The completed white and yellow copies of the Check Requisition/Transfer Form, along with appropriate documentation, shall be given to the bookkeeper. The requestor shall keep the pink copy for his/her records.
5. In order to pay invoices in a timely manner, sponsors should complete Check Requisition/Transfer Forms as needed before going on summer break or vacation. An approximate dollar amount will be entered on the form. Once the invoice is received, the bookkeeper will enter the actual amount, initial the change, and pay the invoice.
6. Should an emergency arise and the sponsor is not available, payment may be made and the sponsor may sign the Check Requisition/Transfer Form upon returning to work. The emergency situation shall be noted on the Check Requisition/Transfer Form.

Example: Check Requisition/Transfer Form

SCHOOL DISTRICT OF OKALOOSA COUNTY		MIS 4003 REV 12/15
CHECK REQUISITION/TRANSFER FORM		
ORIGINAL, ITEMIZED INVOICES AND/OR RECEIPTS MUST ACCOMPANY CHECK REQUEST.		
ACCOUNT:	Football	DATE: 9/10/20xx
PAYABLE TO:	Sports-R-Us	
ADDRESS:		
AMOUNT:	\$350.00	
DESCRIPTION:	10 Helmets	FOR RESALE? YES ___ NO <u>X</u>
APPROVAL SIGNATURES		
SPONSOR:	Head Football Coach	TREASURER:
BOOKKEEPER:		PRINCIPAL:
SPONSOR RETAINS PINK COPY AT TIME OF CHECK REQUEST SUBMISSION. YELLOW COPY WILL BE RETURNED TO SPONSOR AFTER CHECK IS ISSUED.		
FOR SCHOOL BOOKKEEPER USE ONLY		
ACCOUNT		AMOUNT
CHECK NO.:	TRANSFER NO.:	DATE ISSUED:

- ‘Account’ – Account from which money is being paid
- ‘Date’ – Date of request
- ‘Payable To’ – Self-explanatory
- ‘Address’ – Not necessary if the address is on the attached invoice/receipt
- ‘Amount’ – Self-explanatory
- ‘Description’ – Self-explanatory
- ‘For Resale’ – Self-explanatory
- ‘Sponsor’ – Individual in charge of funds for the account
- ‘Treasurer’ – Organization officer, if applicable

Note: If a Transfer is being made, ‘Payable To’ will be the account receiving the funds. See Chapter 13, “Journal Entries – Transfers & Adjustments,” for information concerning transfers.

D. Invoices/Receipts

1. All disbursements shall require an original, itemized invoice or original, itemized receipt. Itemization is defined as having full details of the purchase, including the vendor's name and address and a description and price for each item purchased.
 - a. If the invoice is from an individual, the invoice must be signed by the individual (vendor).
 - b. No disbursement shall be made using only a vendor's statement.
 - c. No reimbursement shall be made using an individual's charge card statement.
 - d. The payee on the invoice/receipt must be the same as the payee on the Check Requisition/Transfer Form, unless the payment is a reimbursement.
2. The payee and amount on the check and Check Requisition/Transfer Form should equal that noted on the vendor invoice. In the event that a different amount is to be paid, adequate documentation on the invoice or the Check Requisition/Transfer Form must be present in regard to why and how the amount being requested was determined.
3. The invoice or receipt shall be attached to the Check Requisition/Transfer Form prior to writing the check, unless an advanced check is being issued. In the case of an advanced check, the itemized invoice or receipt shall be returned to the bookkeeper within one week of the activity/purchase.
4. See Chapter 12, "Disbursements – Special Situations," for further information on check advances and other special situations.

E. Vendors

1. Before writing a check, the vendor shall be entered into the internal funds accounting system.
2. It is recommended that a vendor be required to complete Vendor Application & Substitute Form W-9 (MIS 2079). This form will provide the information a school needs for its records. This is especially important for those vendors requiring a Form 1099.
3. The Tax ID Number or Social Security Number must be entered without dashes and/or punctuation of any type in order for the software to properly consolidate Forms 1099.
4. Form 1099 Requirements:
 - a. Schools are required to send a Form 1099 to all individuals, partnerships, and unincorporated businesses that have provided a service to the school.
 - b. Schools do not send a 1099 to vendors receiving reimbursements or refunds. This includes teachers receiving Florida Teachers Classroom Supply Assistance Program funds. These funds are simply an advance reimbursement.

F. Writing a Check

1. Insofar as practicable, all checks should be printed using the internal funds accounting system. A manual check may be required when the software or computer is not working or the bookkeeper is out. See Section H for information concerning manual checks.
2. The bookkeeper shall use the completed Check Requisition/Transfer Form and supporting documentation to write each check.
3. The bookkeeper shall determine whether or not sales tax is due by reviewing the invoice and the sponsor's response on the Check Requisition/Transfer Form. See Chapter 9, "Sales Tax," for further information concerning sales tax.
4. If an error in account is discovered after the check has printed, the type of correction required is based on the type of error:
 - a. Bookkeeper Keying Error – This may be corrected with a Journal Entry/Adjustment – Check to Wrong Account.
 - b. Sponsor Error on Original Check Requisition/Transfer Form – This may be corrected with a Journal Entry/Fund Transfer and must be accompanied by a new Check Requisition/Transfer Form completed by the sponsor.
5. Chapter 13, "Journal Entries – Adjustments & Transfers," contains information concerning journal entries, both transfers and adjustments.
6. All other errors shall require voiding the check and reissuing. See Section J for information concerning voiding a check.

G. Completing the Disbursement Process

1. The bookkeeper shall sign the Check Requisition/Transfer Form and enter the following information on the Check Requisition/Transfer Form under "For School Bookkeeper Use Only":
 - a. Account number,
 - b. Amount of check,
 - c. Check number, and
 - d. Check date.

(See Example: Completed Check Requisition/Transfer Form)
2. The following shall be submitted to the Principal for approval:
 - a. Check,
 - b. Check Requisition/Transfer Form, and
 - c. Documentation (itemized invoice or receipt, information for check advance, etc.).

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3. The Check Requisition/Transfer Form shall be signed by the Principal indicating his/her approval. If the Principal does not approve the expenditure, the check shall be voided.
4. The check shall be signed by two authorized individuals. See Chapter 3, “Banking Information,” Section A for information concerning who is authorized.
5. The bookkeeper shall stamp the invoice ‘paid,’ remove the yellow copy of the Check Requisition/Transfer Form, and remove the stub of the check.
6. The original check shall be given to the sponsor or mailed to the vendor.
7. The yellow copy of the Check Requisition/Transfer Form shall be returned to the sponsor.
8. The Check Requisition Packets consist of the white copy of the Check Requisition/Transfer Form, Check Stub, and *Original Invoice/Documentation* stamped paid.
 - a. If the check was written using the Petty Cash Fund, the original invoice/documentation shall be sent to the District office when requesting reimbursement. Likewise, if the check has been written to reimburse an expenditure inadvertently charged on the District Purchasing Card, this invoice/documentation shall also be sent to the District office when the purchase order is submitted. In these instances, a *copy* of the invoice/documentation shall be in the Check Requisition Packets.
9. The Check Requisition Packets shall be filed by check number, most recent on top.

Example: Completed Check Requisition/Transfer Form

SCHOOL DISTRICT OF OKALOOSA COUNTY CHECK REQUISITION/TRANSFER FORM		MIS 4003 REV 12/15
ORIGINAL, ITEMIZED INVOICES AND/OR RECEIPTS MUST ACCOMPANY CHECK REQUEST.		
ACCOUNT:	Football	DATE: 9/10/20xx
PAYABLE TO:	Sports-R-Us	
ADDRESS:		
AMOUNT:	\$350.00	
DESCRIPTION:	10 Helmets	FOR RESALE? YES___ NO <u>X</u>
APPROVAL SIGNATURES		
SPONSOR:	Head Football Coach	TREASURER:
BOOKKEEPER:	Ima Bookkeeper	PRINCIPAL: Principal
SPONSOR RETAINS PINK COPY AT TIME OF CHECK REQUEST SUBMISSION. YELLOW COPY WILL BE RETURNED TO SPONSOR AFTER CHECK IS ISSUED.		
FOR SCHOOL BOOKKEEPER USE ONLY		
ACCOUNT		AMOUNT
1-010.00		\$350.00
CHECK NO.: 1234	TRANSFER NO.:	DATE ISSUED: 9/12/20xx

H. Manual Check

1. Insofar as practicable, all checks should be printed using the internal funds accounting system. A manual check may be required when the software or computer is not working or the bookkeeper is out.
2. The Check Requisition/Transfer Form and appropriate supporting documentation are required before a manual check may be written. Completing a manual check involves:
 - a. Typing the check (or printing neatly),
 - b. Removing the check stub, and
 - c. Making a copy of the check for the bookkeeper.
3. The check shall be given to the sponsor or mailed to the vendor.
4. The Check Requisition/Transfer Form, supporting documentation, check stub, and copy of the check will be given to the bookkeeper for entry into the internal funds accounting system.

I. Checks Processed Electronically

1. As stated in Section A, “under no circumstances shall *automatic* electronic withdrawals be made from the checking account.”
2. Paying sales tax to the State of Florida electronically is permissible as it is required by the State and it is not an automatic electronic withdrawal; authorization is required for each payment. See Chapter 9, “Sales Tax,” for additional information.
3. In addition, some vendors are processing checks electronically. This is not considered automatic as there must be an appropriately signed check authorizing the expenditure.
4. Should a vendor process a check electronically, the check shall be returned to the bookkeeper.
 - a. The bookkeeper shall note on the check “Cashed Electronically” and the date.
 - b. The check shall be filed in the monthly folder with the bank statement as the bank statement will not include a copy of the check.
 - c. The signature lines shall not be removed as it is necessary to see that the expenditure was authorized.
5. Electronic checks shall not be processed for more than the face value of the check.

J. Voiding a Check

1. Should it be necessary to void a check, the following steps shall be taken:
 - a. “VOID” shall be written across the face of the check.
 - b. The signature block shall be removed.

- c. The voided check shall be filed in the monthly folder with the completed check requisitions in numerical order.
- d. The check shall be voided in the internal funds accounting system.

K. Stale-Dated Checks

1. Stale-dated checks are outstanding checks that are more than one year old as of December 31. At that point, the checks have reached the dormancy period required by State Statute and are considered unclaimed property. It is advised to have “not valid after 60 days from date” printed on the school’s checks.
2. State Required Procedures
 - a. For each unclaimed check, an effort shall be made to notify the person to whom the check is made payable (payee).
 - (1) The notification shall be accomplished by sending a letter on school letterhead to the payee at his/her last known address, return receipt requested.
 - (2) This letter is to inform the payee that if a response is not received, the check will be voided and the amount of the check will be turned over to the State of Florida as unclaimed property.
 - (3) *The letters shall be mailed between January 1 and February 28, return receipt requested.* For example, all checks dated before December 31, 2021, must have a letter mailed between January 1, 2023, and February 28, 2023, to the last known address. (See Example: Stale-Dated Check Letter)
 - b. On March 15, each stale-dated check shall be handled in one of three ways.
 - (1) The signed letter is returned from the payee stating that he/she wishes the check to be a donation to the school. A verbal request may not be accepted. The individual must sign the notification letter.
 - (a) The check shall be voided in the internal funds accounting system with the reason “Donation.”
 - (b) The signed and dated letter shall be kept with the financial records for the month in which the check is voided.
 - (2) The signed letter is returned from the payee stating that he/she wishes to have the check reissued. A verbal request may not be accepted. The individual must sign the notification letter.
 - (a) A new Check Requisition/Transfer Form shall be written with the principal as sponsor.
 - (b) A new check shall be written.
 - (c) The copy of the letter shall be attached to the Check Requisition/Transfer Form as backup.

- (d) The check shall be voided in the internal funds accounting system with the reason “Check Lost-See #12345 (new check number).”
 - (e) The notification letter sent to the payee includes the phrase “Should I find the original check, I will return it to the school.” The principal shall decide whether or not to stop payment on old the check. The amount of the check and the costs involved in stopping payment should be taken into consideration.
- (3) The letter is returned as undeliverable, or no response is received from the payee.
- (a) The check shall be voided in the internal funds accounting system with the reason “Check Lost-No Response.”
 - (b) A new Check Requisition/Transfer Form shall be written made payable to the District with the principal as sponsor.
 - (c) The check shall be printed and sent to the Accounting & Financial Reporting Department along with the following information: Person’s name, last known address, social security number (if known), date of check, and check number.
 - (d) This check must be received by the Accounting & Financial Reporting Department no later than April 8 to be included on the School District list that will be sent to the State of Florida.
 - (e) The returned letter (undeliverable) or a copy of the letter (no response received) shall be attached to the Check Requisition/Transfer Form.
 - (f) The notification letter sent to the payee includes the phrase “Should I find the original check, I will return it to the school.” The principal shall decide whether or not to stop payment on old the check. The amount of the check and the costs involved in stopping payment should be taken into consideration.
3. If a school has no stale-dated checks to submit, the school shall send an e-mail to the Accounting & Financial Reporting Department stating this fact.
4. On April 15, the Accounting & Financial Reporting Department shall send a list of all stale-dated checks to the State of Florida along with a check for the total amount.
5. If a payee responds to the stale-dated check letter after April 15, the school shall refer him/her to the State of Florida, Unclaimed Property Section. The Accounting & Financial Reporting Department can provide the address.
6. It is not necessary to wait for the stale-date to contact an individual about an outstanding check. An Outstanding Check Letter may be sent at any time. The sooner an individual is contacted, the more likely an outstanding check will be cleared. (See Example: Outstanding Check Letter)

Chapter 11 – DISBURSEMENTS/EXPENDITURES

Example: Stale-Dated Check Letter

Dear _____ :

In reviewing our bank records, we find that the following check issued to you has not been cashed:

CHECK NUMBER	CHECK DATE	CHECK AMOUNT
--------------	------------	--------------

You will not be able to cash the check because of the stale date. Please mark one of the choices below, sign, and return this letter in the enclosed self-addressed, stamped envelope.

- ☐ I would like to have my check reissued. Should I find the original check, I will return it to the school.
- ☐ I would like to make a donation to the school in the amount of the above referenced check.

Signature

Date

Address: _____

If you fail to contact us by March 15, _____, regarding the reissue or donation of this check, Florida Statutes require the school district to turn your money over to the state as abandoned property.

Should you have any questions, please contact our bookkeeper, _____, at _____. We would appreciate your help in clearing up this matter.

Sincerely,

Principal

Example: Outstanding Check Letter

<p>Dear _____ :</p> <p>In reviewing our bank records, we find that the following check issued to you has not been cashed:</p> <table><thead><tr><th>CHECK NUMBER</th><th>CHECK DATE</th><th>CHECK AMOUNT</th></tr></thead></table> <p><u>Please cash this check as soon as possible as the “stale-date” is fast approaching.</u></p> <p>If you cannot find the check, please mark one of the choices below, sign, and return this letter in the enclosed self-addressed, stamped envelope.</p> <p><input type="checkbox"/> I would like to have my check reissued. Should I find the original check, I will return it to the school.</p> <p><input type="checkbox"/> I would like to make a donation to the school in the amount of the above referenced check.</p> <table><tr><td>Signature _____</td><td>Date _____</td></tr><tr><td colspan="2">Address: _____</td></tr></table> <p>Should you have any questions, please contact our bookkeeper, _____, at _____. We would appreciate your help in clearing up this matter.</p> <p>Sincerely,</p> <p>Principal</p>			CHECK NUMBER	CHECK DATE	CHECK AMOUNT	Signature _____	Date _____	Address: _____	
CHECK NUMBER	CHECK DATE	CHECK AMOUNT							
Signature _____	Date _____								
Address: _____									

See Chapter 11 – DISBURSEMENTS/EXPENDITURES for additional information.

A. Change Funds by Check Requisition

1. When requesting a change fund for an event, such as athletics, dances, and book fairs, the sponsor of the event shall complete a Check Requisition/Transfer Form made payable to the party responsible for the change fund. Alternatively, the principal may allow the check to be made payable to the bookkeeper.
 - a. If the check is made payable to the responsible individual, that person shall receive a check and shall be responsible for cashing the check at the bank.
 - b. If the check is made payable to the bookkeeper, the bookkeeper shall cash the check at the bank. The responsible individual shall receive cash. The “vendor” name for this change fund check should be “Bookkeeper’s Name – Change Fund.”
2. The bookkeeper shall write the check using the 0-Change Account in lieu of a fund account. The description should indicate the use of the change fund. (See example below.)

Example: Check Screen for Change Fund

SchoolFunds Online by TRA

OCSD Test School

Build 11.1 2013.4 5/12/2015

Logged in as pear9105

[Logout](#)

[Home](#) > [Checks](#) > [New Check](#)

ADMIN DATA FILES CHECKS RECEIPTS JE's PO's REGISTERS REPORTS BANK RECON ADMIN FUNCTIONS HELP

PLEASE NOTE YOU WILL BE SIGNED OUT IN 19 MINUTES IF THERE IS NO ACTIVITY.

OCSD TEST SCHOOL

Pay to the order of:

VENDOR John Doe
* denotes a district wide vendor

ADDRESS 123 Blvd

CITY FWB

STATE, ZIP FL 32548

DATE 1/22/2016

CHECK NUMBER

[PRINT](#)
Check to be Printed

☐ FAVORITE VENDOR
[Full Vendor Setup](#)

1099 AMOUNT

CASH/CHECKING BALANCE: \$15,267.56

CHECK AMOUNT: \$500.00

Exactly Five Hundred Dollars and Zero Cents

DESCRIPTION	PURCHASE ORDER	PO LIQ. AMT	INVOICE	EVENT CODE	ACCOUNT	BALANCE	AMOUNT
Football Change Fund			FB-Change		0.050.000 Change Funds	(\$700.00)	\$500.00

[SAVE](#) [DELETE](#) [Account Balances](#) [Print Proof Listing](#) [Close Proof Listing](#)

3. When the check or cash is given to the responsible individual, a “Receipt of Change Funds” (MIS 3397) shall be completed and signed.
 - a. Change funds shall be issued for the event or season.

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- b. Change funds shall not be kept for the entire school year.
 - c. If the change fund is for the season, it shall be kept in a secure location. In this case, the responsible individual may place the change fund in a labeled envelope in the drop safe.
 - d. The “Receipt of Change Funds” shall be kept either in a pending folder or attached to the Check Requisition/Transfer form and flagged for follow-up.
4. The responsible individual shall return the change funds to the bookkeeper after the event or season is complete.
 - a. The funds shall be accompanied by a Monies Collected Form (MCF). If other funds such as ticket sales are included on the MCF, the amount of the change fund must be a separate line item.
 - b. After verification, the bookkeeper shall sign the Receipt of Change Funds (MIS 3397) form. If the Receipt of Change Funds form was kept in a pending file, it shall be attached to the original Check Requisition/Transfer Form.

MIS 3397
Rev. 12/12

SCHOOL DISTRICT OF OKALOOSA COUNTY

Finance Department

RECEIPT OF CHANGE FUND FOR CONCESSIONS/TICKET SALES

SCHOOL NAME: Any School

ORGANIZATION: Football

RELATED EVENT: Ticket Sales for Games

CHANGE FUND REQUESTED FOR:

EVENT _____

SEASON X

AMOUNT OF CHANGE FUND RECEIVED: \$800.00

DATE RECEIVED: 8/2/xx

Signature of Person Receiving Change

AMOUNT OF CHANGE FUND RETURNED: _____

DATE RETURNED: _____

Signature of Person Receiving Return of Change

RECEIPT NO.: _____ RECEIPT DATE: _____

B. Change Funds By Petty Cash Imprest Fund

1. If a school has an established Petty Cash Imprest Fund, this fund may be used for small change funds rather than writing a check to the responsible individual or the bookkeeper.
2. The Receipt of Change Funds (MIS 3397) shall be completed and placed in the Petty Cash Imprest Fund box.
3. The Petty Cash Imprest Fund shall not be used for *season* change funds.
4. After the event, the money collector shall verify the change fund and place it in a labeled envelope to be turned in to the bookkeeper or placed in the drop safe. A Monies Collected Form will not be used as the funds will not be deposited in the bank.
5. Once the bookkeeper and a witness verify the funds, the funds shall be placed in the Petty Cash Imprest Fund and the bookkeeper shall sign the Receipt of Change Funds form. These forms may be kept in an annual file or in the monthly bookkeeping folder.
6. See Chapter 10, “Petty Cash,” for additional information regarding a Petty Cash Imprest Fund.

C. Cash or Check Advance

1. Certain expenditures may warrant the necessity to issue a cash or check advance.
 - a. A cash advance is made payable to an individual.
 - b. A check advance is made payable to a vendor. If possible, the requestor should obtain a detailed quote before the check is written.
2. The need for an advance may arise when an Internal Funds Purchasing Card may not be used or when a purchase order is not practical, permitted, or the exact purchase price cannot be determined.
3. A cash or check advance may only be used for the specific purpose listed on the Check Requisition/Transfer Form. Cash or check advances may not be used as a form of petty cash.
4. Cash or check advances may be permitted for:
 - a. Meal allowances and travel expenses for student activities;
 - b. Deposits and Registration for student travel;
 - c. Admissions to certain tourist attractions;
 - d. Purchases from the U.S. Government Surplus Sales;
 - e. Purchases from U.S. Postal Service;
 - f. Vendor minimum dollar amount orders; and
 - g. Vendors who do not honor purchase orders or purchasing cards.

5. Sponsors should request an amount as close as possible to what they intend to spend.
6. Check advances shall not be processed for more than the face value of the check.
7. All vouchers for cash or check advances shall be either held in a pending folder or flagged in the monthly folder until all receipts and change, if applicable, have been received.
 - a. The sponsor shall return the original receipt(s) to the bookkeeper within one week of the activity/purchase. The bookkeeper shall attach the original receipt(s) to the Check Requisition/Transfer Form.
 - (1) Meal Allowances (Student Field Trips Only)
If a portion of the advance will be utilized for meal allowances, the sponsor must provide a form signed by the students and chaperones stating that meal allowances were received.
 - (2) Gasoline or Mileage Reimbursement (Student Field Trips Only)
If a portion of the advance will be utilized for gasoline or mileage reimbursement, the appropriate in-county or out-of-county travel reimbursement form must be completed by the sponsor, noting the mileage reimbursement claimed. This amount may be less than or equal to the amount calculated by the travel reimbursement form. It is not necessary to provide gasoline receipts.
 - b. If change is received, the sponsor shall complete a Monies Collected Form, noting “Change from Check #xxx to (Vendor).” The bookkeeper shall note the receipt number and the amount of change received on the original Check Requisition/Transfer Form.

D. Refunds

1. All refunds shall be made by school internal funds check made payable to a parent or guardian.
2. A Check Requisition/Transfer Form shall be completed by the sponsor in charge of said funds. Backup must include evidence of the original payment.

E. Donations Made by Schools to Charitable Organizations

1. Schools may submit fundraiser requests to collect donations for a charitable organization. If approved, the funds shall be placed in a ‘6’ Trust account.
2. When the check is written to the charitable organization, the school must obtain a letter or a receipt from the charitable organization acknowledging the donation. This acknowledgement must be attached to the Check Requisition/Transfer Form.

F. Purchasing Positions and/or Paying Other Compensation

1. Salaries or other compensation for duties or assignments which are *not* the responsibility of the School District (example: extra supplements, summer football coach, summer band director, ticket seller, ticket taker) may be paid from internal funds with monies collected to serve that purpose. Examples include:

- a. Revenue raised through football games and/or fundraisers is to be used to support the football program; therefore, these funds may be used to purchase additional supplements.
 - b. Revenue raised through basketball games and/or fundraisers is to be used to support the basketball program; therefore, these funds may be used to pay for summer coaching.
2. Purchasing Additional Supplements
 - a. The additional supplement shall be purchased through OASIS. The funding shall be Project 2051 – Purchased – Other Positions.
 - b. After July 1, the school shall send an internal funds check and Cash Refund/Transmittal Form (MIS 3218) to the Accounting & Financial Reporting Department.
 - c. The bookkeeper shall attach a copy of the Cash Refund/Transmittal Form and a copy of the OASIS request to the Check Requisition/Transfer Form as backup.
 - d. The funds shall be budgeted to Project 2051 – Purchased – Other Positions.
3. Paying Other Compensation with Internal Funds
 - a. An Other Compensation Form (MIS 3180) shall be submitted with the monthly payroll, paying the individual from Project 2051 – Purchased – Other Positions. (See Example: Other Compensation Form)
 - b. An internal funds check and Cash Refund/Transmittal Form shall be sent to the Accounting & Financial Reporting Department. (See Example: Cash Refund/Transmittal Form)
 - c. The Check Requisition/Transfer Form backup shall be a copy of the Cash Refund/Transmittal Form and a copy of the Other Compensation Form.
 - d. The District's portion of Retirement (0210) and FICA/Medicare (0220) shall be included when paying other compensation.
4. The current Retirement and FICA/Medicare rates may be found on the Payroll webpage, along with contracted hourly rates for teachers.
5. Funds to pay for summer personnel or any positions for the new fiscal year may not be sent to Accounting & Financial Reporting until after July 1.

Chapter 12 – DISBURSEMENTS – SPECIAL SITUATIONS

Other Compensation Example:

Volleyball is paying a teacher, John Doe, \$30 to serve as a volleyball referee.

- Other Compensation (Object 0102) would be \$30 (1010.5100.0102.Center.2051)
- The check would be written for \$34.65 and attached to a Cash Refund/Transmittal Form with the following account strips:

1010.5100.0102.Center.2051	\$30.00	(Actual Pay)
1010.5100.0210.Center.2051	2.96	(Retirement at 9.85%)
1010.5100.0220.Center.2051	2.30	(FICA/Medicare at 7.65%)

Note: The Retirement and FICA/Medicare rates above are the school's/employer's portion. The individual will still be responsible for his/her personal taxes, including FICA/Medicare and income tax. These rates are simply an example. *Consult the website for current rates.*

Example: MIS 3180 – Other Compensation Form

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT OTHER COMPENSATION REPORT					MIS 3180 Rev. 06/13																																													
Activity Date:	8/25/xx		Description:	Volleyball Referee																																														
Funding:																																																		
1010	7300	0102	0000	2051																																														
Fund	Function	Object	Center	Project																																														
INSTRUCTIONS:																																																		
♦ List only <i>one</i> entry per employee per activity.																																																		
♦ Attach a <u>signed</u> Other Compensation Report Time Sheet (MIS 3475) for <i>each</i> employee listed.																																																		
♦ Do not report substitutes on this form – all subs must be reported by school on a Substitute Time Report.																																																		
<table><thead><tr><th>EMPLOYEE NAME</th><th>EMPLOYEE ID</th><th>JOB ID</th><th>TIME (HRS)</th><th>TOTAL \$</th></tr></thead><tbody><tr><td>John Doe</td><td>123456</td><td>01</td><td></td><td>30.00</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>						EMPLOYEE NAME	EMPLOYEE ID	JOB ID	TIME (HRS)	TOTAL \$	John Doe	123456	01		30.00																																			
EMPLOYEE NAME	EMPLOYEE ID	JOB ID	TIME (HRS)	TOTAL \$																																														
John Doe	123456	01		30.00																																														

Chapter 12 – DISBURSEMENTS – SPECIAL SITUATIONS

Example: MIS 3218 – Cash/Refund Transmittal Form

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT CASH/REFUND TRANSMITTAL FORM		MIS 3218 Rev. 7/06
TO:	Finance Department	DATE: 8/15/xx
FROM:	Any School (Name of School/Department)	
SUBJECT:	Monies Transmitted to Finance	

THIS COMPLETED FORM MUST ACCOMPANY ALL FUNDS SENT TO THE FINANCE OFFICE.

Total Amount of Check(s)	\$	34.65
Total Amount of Cash		0.00
Grand Total	\$	34.65

Check No.	Amount	Fund	Function	Object	Center No.	Project
1234	30.00	1010	5100	0102	0000	2051
1234	2.35	1010	5100	0210	0000	2051
1234	2.30	1010	5100	0220	0000	2051

Please check the appropriate box and fill in the requested information:

☐ **Funds From Sources Other Than Internal Funds** (Facility Usage, etc.)
Purpose of Funds: _____

☒ **Internal Funds Check**
Purpose of Funds: Other Comp _____

If funds are for Payroll purposes, complete the following information:

Date(s)	Description of Activity	Name of Payee	Type*	Name of District Employee Requiring Substitute (Complete for Type "S")
8/25/xx	Volleyball Referee	John Doe	OC	

* S = Substitute, OC = Other Compensation, P = Position (Lunchroom Monitor or Summer Athletics/Band)

(Signature of Principal/Department Head)

G. Sending Funds in Advance to Utilize a District Purchase Order

1. If a school needs to utilize a District Purchase Order to make a purchase that will ultimately be funded by internal funds, the school may send the funds to the District in advance.
2. The internal account's sponsor shall complete a Check Requisition/Transfer Form made payable to the Okaloosa County School District (OCSD).
3. The bookkeeper shall send the funds and a Cash Transmittal Form to the Accounting & Financial Reporting Department. A copy of the Cash Transmittal Form shall be kept with the Check Requisition/Transfer Form.

4. The Budgeting & Financial Services Department shall appropriate the funds to Project 8001 – Purchased – Schools – Other.
5. The school may then issue a District Purchase Order funded by Project 8001.
6. Once the purchase is made, the bookkeeper shall attach a copy of the District Purchase Order to the Check Requisition/Transfer Form.

H. Reimbursing the School's District Budget

1. It is permissible to make internal purchases using a District Purchase Order and then reimburse the school's District budget as long as those purchases follow District guidelines.
2. The internal account's sponsor shall complete a Check Requisition/Transfer Form made payable to the Okaloosa County School District (OCSD).
3. The bookkeeper shall attach a copy of the District Purchase Order as backup documentation.
4. The internal funds check and a Cash Refund/Transmittal Form (MIS 3218) shall be submitted to the Accounting & Financial Reporting Department. A copy of the Cash Refund/Transmittal Form shall be kept with the completed Check Requisition/Transfer Form.
5. The Budgeting & Financial Services Department shall appropriate the funds to Project 8001 – Purchased – Schools – Other.
6. The bookkeeper shall submit a Transfer of Expenditure to Accounting & Financial Reporting, charging Project 8001 and crediting the original funding source.

I. Payments to Individuals for Services (Services Rendered)

1. Payments to individuals, who are not employees of the District, for services such as story tellers, officials, etc. may be paid through internal accounts. Please note that substitutes are considered employees of the District.
2. Professional services with independent contractors require a service agreement if over \$1,000. Service agreements shall be executed by the school and approved by the Purchasing Department. Service agreements greater than \$10,000 require School Board approval.
3. The Human Resources Department shall be consulted in regard to fingerprinting requirements.
4. Once the Service Agreement, if applicable, is approved and an internal purchase order is issued, the service may commence.
5. The vendor shall show proof of fingerprinting compliance, if applicable, when presenting himself/herself at the school to perform the services.
6. Payment may not be made until after services are completed.

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7. When adding the vendor in the internal funds accounting software, the bookkeeper must enter the Federal Tax Identification Number and mark the field required for a 1099. An individual's Federal Tax Identification Number is his/her Social Security Number.
8. The bookkeeper shall attach an Invoice for Services Rendered Form (MIS 3307) to the check. This form shall be completed and signed by the vendor. In addition, a school official shall sign the form verifying that services have been completed. Once all signatures have been obtained, the check may be disbursed.
9. If the vendor provides a signed invoice which contains the information requested on the Invoice for Services Rendered Form, the vendor's invoice may take the place of the Invoice for Services Rendered Form.
10. All policies concerning insurance requirements and bid requirements apply to these payments.

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Example: Invoice for Services Rendered

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT VENDOR'S INVOICE FOR SERVICES RENDERED TO THE DISTRICT		MIS 3307 Rev. 09/17
VENDOR INFORMATION: (Please print or type)		
Name (as shown on your income tax return) Ken Smith		
Business name, if different from above Ken's DJ Service		
Check appropriate box: <input checked="" type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company – Enter the tax classification: (D=disregarded entity, C=corporation, P=partnership)		
Address (number, street, and apt. or suite no.) 123 Main Street		
City, State, and Zip Code Any Town, FL 32511		
Telephone # 850-555-1212		E-Mail kendj@mail.com
Social Security Number: 123-45-6789		OR Federal Employer Identification Number:
SERVICES RENDERED:		
Services Provided To: Perkins Middle School		
Details of Service Provided: Disc Jockey for school dance		
Date(s) of Service Provided xx		Total Invoiced \$75.00
Vendor's Signature _____		Date _____
<small>Note: Per F.S.S. 119.071(5)(a), your social security number is being collected for financial business. The above information is necessary to comply with the Internal Revenue Service Code of the United States. Form #1099 will be filed with the IRS and a copy mailed to the address above as required by law.</small>		
APPROVAL BY DISTRICT DESIGNEE:		
Designee's Printed Name: Suzy Jones		Designee's Title: Teacher – 6 th Grade Sponsor
I verify that the above services were performed to the satisfaction of the School District.		
Designee's Signature <i>Suzy Jones</i>		Date 10/6/xx
<small>Bookkeeper Instructions: If payment is made to a person or association of persons for personal service rendered, it is necessary that this completed form or similar form be received from the provider. A copy must be filed within a calendar year (January 1 – December 31) file. Retain the file for possible audit by the IRS or Auditor.</small>		

J. Recognition or Achievement Awards

1. Internal funds may be expended to provide:
 - a. Recognition of service or contributions by persons or businesses; or
 - b. Recognition of achievement by students, teachers or other employees.

2. The following guidelines apply:
 - a. All achievement awards to be given by student or school support organizations must have prior approval of the general membership of the organization or as set forth in the by-laws of the organization. Examples of support organizations are booster clubs and PTOs.
 - b. No other school internal funds may be used to purchase any award, gift, or amenity except to recognize the following:
 - (1) Instructional or Educational Support employee of the year
 - (2) Retiring employees
 - (3) Faculty and staff at the beginning of the school year (refreshments for a 'welcome back' breakfast or lunch, not gifts)
 - (4) Student academic achievement
 - (5) Student athletic achievement
 - (6) Volunteers and business or community organizations performing a service to the school
 - c. Awards are limited to plaques, certificates, gift cards, or other items with monetary value of one hundred dollars (\$100.00) or less. Awards may be given to persons or businesses in recognition of service; and awards may be given to students, teachers, or other employees in recognition of achievement.
 - d. No cash awards or payments may be made to or on behalf of any student or employee of the District.
 - e. These provisions do not apply to student scholarship awards by student or school organizations.
 - f. This section shall apply to all school support organizations.

K. Notary Public Commissions

1. Where it is deemed necessary to have a notary public in the school offices, the cost of such commission may be paid from budgeted funds or from the school's Internal Funds "General" account.

L. Public Relation Activities

1. The Superintendent may authorize expenditures for purposes of promotion, public relations activities, and hospitality, as set forth herein.
2. Such expenditures are restricted as to the source of funds, amount of annual expenditures, and conditions for expenditure, as set forth herein.
3. Expenditures may include, but not be limited to, activities involving or in connection with recruitment of potential employees, hospitality of business guests, graduation,

visiting committees, orientation and work conferences, official meetings and receptions, guest speakers, accreditation studies and other developmental activities, and awards or other types of recognition of meritorious performance.

- a. Expenditures shall be made from undesignated gifts or donations to the District or profits from enterprise type activities of the District, which include, but are not limited to, vending machines and supply stores.
4. Expenditures for hospitality shall be limited to a maximum of fifty thousand dollars (\$50,000.00) per fiscal year for the entire school district. The Superintendent shall develop procedures to ensure that the maximum amount is not exceeded. The procedures shall include provisions that each school shall not expend more than its proportionate share.
5. Trust funds of school support organizations and employee social funds which are accounted for in the internal accounts of the school are exempt from the limitation above.

M. Welfare and Family Relief Expenditures

1. 'Student Welfare' – Welfare expenditures from school internal funds may be made only for those items which directly help members of the student body carry on their work in school.
2. 'Family Relief' – Student activity funds or donations collected may be expended for family relief when voted by the membership of the organization, or as set forth in the by-laws of the organization, from whose funds such relief or donations will be paid.
3. When student welfare and/or family relief funds are donated by individuals, businesses, or charity organizations, these funds shall be credited to a '6' student welfare and/or family relief trust account. Funds are to be expended as designated by the donor.
4. Special fundraisers may be held to raise funds for a student welfare and/or family relief account. Clubs and/or organizations, such as PTO, may choose to make donations. The principal may also make a donation to these accounts from Principal's Discretionary.

N. Travel Expenditures

1. The guidelines in the *Travel Procedures Manual* apply to all travel, even travel that is funded by internal funds. The *Travel Procedures Manual* is available on the Finance website.
2. A school organization may choose to reimburse gas receipts rather than pay mileage if it will save the organization money and the individual agrees. The individual to be reimbursed must complete the appropriate travel reimbursement form and then note that he/she is requesting \$xxx. As long as the amount requested is less than the amount calculated, no other documentation is needed. This form must be attached to the Check Requisition/Transfer Form.
3. Individual Travel

- a. When reimbursing travel for an individual, the TDE (District personnel only) and travel reimbursement form shall be completed and kept at the school level rather than being submitted to Accounting & Financial Reporting.
 - b. No expense money may be given to an employee in advance for an individual TDE trip. The traveler may only be reimbursed after completing the trip and the proper paperwork.
 - c. The travel reimbursement form shall be used as backup for the reimbursement check.
4. Student Travel
- a. When internal funds are used for student travel (example: hotels, transportation, entertainment, and meals) the expenses shall be paid by one of the following methods:
 - (1) Internal funds check using the check advance method,
 - (2) Internal Funds Purchasing Card,
 - (3) District purchase order, or
 - (4) District Car Rental Card.
 - b. Required chaperone expenditures are considered a part of student travel.
 - c. If it is not possible to determine the expenses in advance, such as when paying for most meals, the sponsor may receive a cash advance. In some cases, an Internal Funds Site Purchasing Card may be issued.
 - d. When a school travels to out-of-state locations, hotel sales tax must be paid. The school has the option of applying to the State for a “Non-Profit Exemption Certificate” prior to travel. The “Non-Profit Exemption Certificate” may not be issued to our District. It may only be issued to the specific school that is renting the out-of-state hotel room(s). The application process takes approximately six weeks; therefore, schools wishing to use this option will need to apply for the certificate at least two months prior to the planned trip. The application must be filled out completely and a letter (on letterhead) from the principal of the school must be attached explaining the reason for the request.
 - e. The following are some examples of proper student travel documentation:
 - (1) Meal Allowances for Student Travel – Students may be given meal allowances. The District maximum meal allowance should be used as a guideline; however, the actual places visited may impact this amount. A form may be prepared containing the information about the trip. The students’ signatures would be included to show they were on the field trip. The chaperone would then mark each column as funds are distributed and sign the form at the bottom. This would serve as the receipt for meal allowances. (See Example: Meal Allowances for Students)
 - (2) Meals Paid for by the Sponsor – The sponsor may pay for the students’ meals directly using a cash advance or may request permission to utilize an Internal

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Funds Site Purchasing Card. The school is required to pay sales tax for meals when traveling. The sponsor would turn the receipts in to the bookkeeper.

- (3) Hotel Expenses for Student Travel – The rooms may be *guaranteed (not paid)* with the bookkeeper's Internal Funds Purchasing Card or the sponsor's personal credit card. The sponsor would then contact the hotel and ask for a detailed quote to be faxed or e-mailed to the school. This quote would be attached to a Check Requisition/Transfer Form, and the check would be written. The sponsor may be issued an Internal Funds Site Purchasing Card in lieu of a check at the principal's discretion. The sponsor would obtain an itemized paid receipt from the hotel showing a breakdown of all charges and submit it to the bookkeeper upon return from the trip.
- (4) Admission to Tourist Attractions – The sponsor would contact the attraction and ask for a detailed quote to be faxed or e-mailed to the school. This quote would be attached to a Check Requisition/Transfer Form, and the check would be written. The sponsor may be issued an Internal Funds Site Purchasing Card in lieu of a check at the principal's discretion. The sponsor would obtain an itemized paid receipt from the hotel showing a breakdown of all charges and submit it to the bookkeeper upon return from the trip.

Example: Meal Allowances for Students

ANY SCHOOL - DRAMA FIELD TRIP NOVEMBER 7, 20xx				
Meal allowances were distributed to the following students:				
Student's Name	Student's Signature	Breakfast - \$6.00	Lunch - \$11.00	Dinner - \$19.00
Brown, Sally	<i>Sally Brown</i>	<i>X</i>	<i>X</i>	<i>X</i>
Doe, Jane	<i>Jane Doe</i>	<i>X</i>	<i>X</i>	<i>X</i>
Smith, John	<i>John Smith</i>	<i>X</i>	<i>X</i>	<i>X</i>
<i>Ima Chaperone</i>		<i>11/7/xx</i>		
Chaperone		Date		

O. Fundraising Winner Procedures

1. Please see Chapter 4, "Funding Sources," Section E for information concerning how to pay fundraising winners.

P. Offering Rewards

1. Should an occasion arise where it is necessary to offer a reward, the reward may be paid from Principal's Discretionary, Vending, PTO, or Faculty Funds. Childcare funds may also be used, but the preferred source would be internal funds.

Q. Paying the Internal Funds Purchasing Card Statement

1. All purchasers must submit the original itemized receipt and a Check Requisition/Transfer Form to the bookkeeper as soon as possible, preferably within two business days. The Check Requisition/Transfer Form must be made payable to the Internal Funds P-Card Payable account. In any event, the Check Requisition/Transfer Form and itemized receipt must be received by the bookkeeper prior to paying the monthly purchasing card statement.
2. The bookkeeper shall process each Check Requisition/Transfer Form and place the documentation (original Check Requisition/Transfer Form and original itemized invoice) in an Internal Funds Purchasing Card Pending Payment file or folder.
3. Once a month, the bookkeeper shall print the Internal Funds Purchasing Card Statement using the bank's online software.
4. Using the statement, the bookkeeper shall match all corresponding original Check Requisition/Transfer Forms and original itemized receipts from the Pending Payment folder.
5. The statement, original Check Requisition/Transfer Forms with original itemized receipts, and the Internal Funds Purchasing Card – Monthly Statement Review Form (MIS 5431) shall be given to an employee designated by the principal for review.
6. The reviewer shall check items as noted on the Internal Funds Purchasing Card – Monthly Statement Review (MIS 5431) and sign the form.
7. The reviewer shall complete a Check Requisition/Transfer Form made payable to the bank for the amount of the statement and then submit the packet to the principal for approval.
8. The bookkeeper shall pay the statement electronically and then send an e-mail to the designated contact in the Budgeting & Financial Services Department indicating the date of the payment and amount.
9. The Budgeting & Financial Services Department shall pro-rate the annual rebate based on each school's net purchases.

R. Self-Help Capital Projects

1. Before a school may fund a self-help capital project, the project shall be reviewed and approved by the Facilities & Planning Department.
2. The Facilities & Planning Department shall submit an agenda item for School Board approval. If approved, fundraising may begin.
3. Funds must be kept in a '6' Trust account. Once all funds are raised, the funds must be sent to Accounting & Financial Reporting. Budgeting & Financial Services will appropriate the funds to a project.

A. Transfers – General Provisions

1. Funds may be transferred from one account to another, with the principal's approval, only under one of the following conditions:
 - a. The account is inactive. Accounts with no activity for one (1) year shall be considered inactive. The class or activity shall have an opportunity to determine the disposition of the balance within that year. If no recommendation is made, the funds shall revert to the general fund.
 - b. The account is an enterprise account, such as school store, and the profits are transferred to the school's general fund or to a student organization designated to benefit from the enterprise operation.
 - c. From the school's general fund to any other school account where the funds are needed to complete a project which will benefit the major part of the student body.
 - d. As a loan to another account if approved by the organization or sponsor loaning the funds. All loans must be repaid by June 1. (See Section D for additional information.)
 - e. At the request of the organization or sponsor to whose account the funds were originally deposited.
2. When the principal or organization approves the transfer of funds from one account to another, a Check Requisition/Transfer Form (MIS 4003) shall be prepared.
 - a. Signatures of the account sponsor, bookkeeper, principal, and organization officer, if applicable, are required.
 - b. Backup documentation is required.
3. After entering the transfer into the internal funds accounting software, the bookkeeper shall print a Journal Entry Proof Sheet. The Journal Entry Proof sheet shall be signed by the bookkeeper and submitted with the Check Requisition/Transfer Form and backup documentation to the principal for approval and signature.
4. Once approved by the principal, the Check Requisition/Transfer Form, Journal Entry Proof Sheet, and backup documentation will be stapled together. All Journal Entries (Adjustments and Transfers) are to be filed together numerically, most recent on top.
5. Error Corrections:
 - a. If an error is made on a Transfer, another Transfer must be used to correct it.
 - b. If a sponsor makes an error on a receipt or disbursement, a Transfer is required to make the correction. Example:
 - (1) Sponsor Error – A sponsor completes a Check Requisition/Transfer Form listing the account as Band Instruments, and the bookkeeper writes the check from Band Instruments. The sponsor then states that the account should have been Band Uniforms. This is considered a sponsor error, not a bookkeeper keying error since the bookkeeper's entry matches the Check Requisition/Transfer Form. The sponsor must complete a Check Requisition/Transfer Form to

transfer funds from Band Uniforms to Band Instruments to reimburse the expenditure.

- c. If a bookkeeper keying error is made on a receipt or disbursement, an Adjustment is used.

B. Adjustments – General Provisions

1. Adjustment Journal Entries affect Cash Receipts and Cash Disbursements and shall be used in two situations:
 - a. To record transactions in which no deposit was made and/or no check was written. Examples include receiving interest, paying sales tax, recording NSF checks, and adjusting electronic checks.
 - b. To correct *bookkeeper keying errors*, such as entering a receipt for the wrong amount, receipting funds into the wrong account, or writing a check from the wrong account. Note: Sponsor errors are corrected through Transfer Journal Entries. Examples:
 - (2) Bookkeeper Keying Error – A sponsor completes a Check Requisition/Transfer Form listing the account as Band Instruments, but the bookkeeper writes the check from Band Uniforms. An Adjustment is required to correct the bookkeeper keying error.
 - (3) Sponsor Error – A sponsor completes a Check Requisition/Transfer Form listing the account as Band Instruments, and the bookkeeper writes the check from Band Instruments. The sponsor then states that the account should have been Band Uniforms. This is considered a sponsor error, not a bookkeeper keying error since the bookkeeper's entry matches the Check Requisition/Transfer Form. The sponsor must complete a Check Requisition/Transfer Form to transfer funds from Band Uniforms to Band Instruments to reimburse the expenditure.
2. A Check Requisition/Transfer Form is not used for adjustments; however, there must be appropriate backup documentation attached to the adjustment.
3. After entering the appropriate adjustment into the internal funds accounting software, the bookkeeper shall print a Journal Entry Proof Sheet. The Journal Entry Proof Sheet shall be signed by the bookkeeper and submitted with backup documentation to the principal for approval and signature.
4. If the adjustment was to correct a bookkeeper keying error, a copy of the Journal Entry Proof Sheet should be given to the sponsor of the account.
5. Once approved by the principal, the Journal Entry Proof Sheet and backup documentation will be stapled together. All Journal Entries (Adjustments and Transfers) are filed together numerically, most recent on top.

C. Transfers & Adjustments – Examples

1. Fundraiser Profit/Loss to Main Account (Fund Transfer)

- Backup Required: Fundraiser general ledger and copy of approved fundraiser request
- Signatures Required: Sponsor must initiate and sign (Unless funds are being transferred from a sub-account of an organization to its main account, and the Fundraiser Request clearly states how the funds are to be used.)

The screenshot shows the 'Fund Transfer' form in the SchoolFunds Online by TRA web application. The form is titled 'Fund Transfer' and includes the following fields and options:

- TRANSACTION DATE:** 1/26/2016
- TRANSFER AMOUNT:** \$425.00
- TAKE-FROM ACCOUNT:** 3.308.050 8th Grade Di
- ACCOUNT BALANCE:** \$425.00
- ADD-TO ACCOUNT:** 3.308.000 8th Grade
- ACCOUNT BALANCE:** (\$165.00)
- REFERENCE:** Dance Profit
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)
- Preview** button

The application interface includes a navigation menu with options like ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The user is logged in as 'per9105' and the application version is 11.1.2013.4.5/12/2015.

2. Field Trip – Small Leftover Funds Rolled to Next Grade Level (Fund Transfer)

- Backup Required: Field trip general ledger
- Signatures Required: Sponsor is not required
- Note: Amounts will be rolled to the next grade level's field trip account; 5th, 8th, and 12th Grade are rolled to General

3. Reimburse Expenditure – One Account to Another (Fund Transfer)

- Backup Required: Copy of invoice being reimbursed
- Signatures Required: Sponsor must initiate and sign
- Example: Girls Track paid for supplies with Check #4321. Boys Track decides to pay a portion since they also use the supplies. Boys Track sponsor completes a Transfer Request to reimburse Girls Track for the expenditure.

4. Donation (Fund Transfer)

- Backup Required: Documentation indicating approval of expenditure
- Signatures Required: Sponsor is required to initiate and sign
- Example: PTO donates funds to 6th Grade to help pay for a field trip.

5. Purchase from One Account to Another (Fund Transfer)

- Backup Required: Itemized invoice or receipt
- Signatures Required: Sponsor is required to initiate and sign
- Example: Teacher uses supply money to purchase books from Book Fair.

6. Multi-Fund Transfer (Multi-Fund Transfer)
 - Backup Required: Documentation indicating approval of expenditure
 - Signatures Required: Sponsor is required to initiate and sign
 - Example: PTO donates funds to several teacher accounts.
7. Bank Interest/Other Credits (Adjustment)
 - Backup Required: Bank and/or Investment Statement in the monthly folder
 - Accounts Affected: Fund Account (such as Interest) increased and Cash Account (such as Checking) increased

The screenshot displays the 'Bank Interest/Other Credits' form within the SchoolFunds Online by TRA application. The browser address bar shows the URL: `http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/JEBankInterest.aspx`. The application header includes the 'SF SchoolFunds Online by TRA' logo, a dropdown menu for 'OCSD Test School', and a 'LOGOUT' button. A navigation bar contains links: ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The form itself is titled 'Bank Interest/Other Credits' and contains the following fields:

- TRANSACTION DATE:** 12/31/2015
- AMOUNT:** \$2.52
- POST TO ACCOUNT:** 9.901.010 Interest
- MULTIPLE POST TO ACCOUNTS?:** ☐
- BANK NAME:** Regions Bank
- BANK ACCOUNT:** 111-111-111
- OFFSET ACCOUNT:** 0.010.000 Cash Ac
- REFERENCE:** Dec Check Interst
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

8. Bank Charge/Other Debit (Adjustment)

- Backup Required: Bank Statement in the monthly folder
- Accounts Affected: Fund Account (such as General) decreased and Cash Account (such as Checking) decreased
- Examples: Service Charge, NSF Check Fee, Deposit Slips, etc.

The screenshot displays the 'Bank Charge/Other Debits' form within the SchoolFunds Online by TRA application. The form is titled 'Bank Charge/Other Debits' and is located under the 'Journal' menu. The form includes the following fields:

- TRANSACTION DATE:** 12/31/2015
- AMOUNT:** \$15.00
- POST TO ACCOUNT:** 9.901.000 General
- MULTIPLE POST TO ACCOUNTS?:** ☐
- BANK NAME:** Regions Bank
- BANK ACCOUNT:** 111-111-111
- OFFSET ACCOUNT:** 0.010.000 Cash Ac
- REFERENCE:** Deposit Slips
- ADDITIONAL COMMENT (SHEET ONLY):** (Empty text area)

The form is part of a web application with a navigation menu at the top including ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The application is running on a browser with the URL http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/JEBankCharge.aspx.

9. NSF Returned Check (Adjustment)

- Backup Required: Copy of Notice including Name, Check Number, and Amount (The original notice is filed in the NSF folder.)
- Accounts Affected: NSF Check Holding Account ('6' Trust) decreased and Checking Account decreased

The screenshot displays the 'Returned Check' form within the SchoolFunds Online by TRA web application. The browser address bar shows the URL: <http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/JEReturnedCheck.aspx>. The application header includes the 'SF SchoolFunds Online by TRA' logo, a dropdown menu for 'OCSD Test School', and a 'LOGOUT' button. A navigation menu at the top lists various functions: ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The main form area is titled 'Returned Check' and contains several input fields and dropdown menus. The 'TRANSACTION DATE' is set to 1/26/2016. The 'AMOUNT' is \$12.50. The 'POST TO ACCOUNT' is 6.694.000 NSF Check 1. The 'OFFSET ACCOUNT' is 0.010.000 Cash Accour. The 'EVENT CODE' is empty. The 'REFERENCE' is Doe, Jane Ck #12. The 'REPAYMENT' is Y / N. The 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)' field is empty. At the bottom of the form, there are two buttons: 'Preview' and 'Print Returned Checks NOT Repaid'.

10. NSF Repaid Check (Adjustment)

- Backup Required: Copy of Notice including Name, Check Number, and Amount (The original notice is filed in the NSF folder.)
- Accounts Affected: NSF Check Holding Account ('6' Trust) increased and Checking Account increased

The screenshot displays the 'Returned Check' entry form within the SchoolFunds Online by TRA web application. The browser address bar shows the URL: `http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/EReturnedCheck.aspx`. The application header includes the 'SF SchoolFunds Online by TRA' logo, a dropdown menu for 'OCSD Test School', and a 'LOGOUT' button. A navigation menu at the top lists various functions: ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The main form area is titled 'Returned Check' and contains the following fields and controls:

- TRANSACTION DATE:** A date picker set to 1/26/2016.
- AMOUNT:** A text input field containing \$12.50.
- POST TO ACCOUNT:** A dropdown menu showing '6.694.000 NSF Check 1'.
- OFFSET ACCOUNT:** A dropdown menu showing '0.010.000 Cash Accour'.
- EVENT CODE:** A dropdown menu.
- REFERENCE:** A text input field containing 'Doe, Jane Ck #12'.
- REPAYMENT:** A radio button group with 'Y' selected and 'N' as an option.
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** A large text area for additional information.
- RETURNED CHECKS:** A summary section showing '1/26/2016 \$12.50' and a 'NOT REPAID' status with a 'Remove' button.

At the bottom of the form, there are two buttons: 'Preview' and 'Print Returned Checks NOT Repaid'.

11. Sales Tax Payment (Bank Charge/Other Debit) (Adjustment)

- Backup Required: Copy of Sales Tax Return (Original Sales Tax Return is filed in Sales Tax folder)
- Accounts Affected: Sales Tax Payable Account ('6' Trust) decreased, Checking Account decreased

The screenshot displays the 'Bank Charge/Other Debits' form within the SchoolFunds Online by TRA application. The form is titled 'Bank Charge/Other Debits' and is located under the 'Journal' menu. The user is logged in as 'pen9105'. The form includes the following fields:

- TRANSACTION DATE:** 12/31/2015
- AMOUNT:** \$188.68
- POST TO ACCOUNT:** 6.699.000 Sales Ti
- BANK NAME:** Regions Bank
- BANK ACCOUNT:** 111-111-111
- MULTIPLE POST TO ACCOUNTS?:** ☐
- OFFSET ACCOUNT:** 0.010.000 Cash Ac
- REFERENCE:** Sales Tax Dec x
- ADDITIONAL COMMENT (SHEET ONLY):** (Empty text box)

The application interface includes a navigation bar with links to ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The breadcrumb trail shows 'Home > Journal > Bank Charge/Other Debits'.

12. Sales Tax Collection Allowance (Fund Transfer)

- Backup Required: Copy of Sales Tax Return (Original Sales Tax Return is filed in Sales Tax folder)
- Accounts Affected: Sales Tax Payable Account ('6' Trust) decreased, General Account increased

The screenshot displays the 'Fund Transfer' form within the SchoolFunds Online by TRA web application. The browser address bar shows the URL: `http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/JEFundTransfer.aspx`. The application header includes the 'SF SchoolFunds Online by TRA' logo, a school selection dropdown set to 'OCSD Test School', and a 'LOGOUT' button. A navigation menu at the top contains links for ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The 'ADMIN FUNCTIONS' dropdown is open, showing 'Consolidated Reporting' and 'Audit'. The main form area is titled 'Fund Transfer' and contains the following fields:

- TRANSACTION DATE:** 12/31/2015
- TRANSFER AMOUNT:** \$1.56
- TAKE-FROM ACCOUNT:** 6.699.000 Sales Tax Pz (ACCOUNT BALANCE: \$248.79)
- ADD-TO ACCOUNT:** 9.901.000 General (ACCOUNT BALANCE: \$1,600.44)
- REFERENCE:** Sales Tax Coll Allow Dec 2015
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

A 'Preview' button is located at the bottom of the form.

13. Asset Transfer (Transfer)

- Backup Required: Bank Statements
- Example: Bank transfers funds from the school's investment account to the school's checking account – Investment Account is decreased and Checking Account is increased

The screenshot shows a web browser window displaying the 'Asset Transfer' form in the SchoolFunds Online by TRA application. The browser's address bar shows the URL: `http://finance-srv1.ocsd.okaloosa.k12.fl.us/SFO/IEAssetTransfer.aspx`. The browser's address bar also shows the domain `boarddocs.com` and the IP address `okaloosa.k12.fl.us`. The browser's address bar also shows the page title `Asset Transfer`. The browser's address bar also shows the page's build date `Build 11.1.2013.4 5/12/2015`. The browser's address bar also shows the user's login status `Logged in as per9195`. The browser's address bar also shows a `Logout` button. The browser's address bar also shows a `Sign In` button. The browser's address bar also shows a `Search` button. The browser's address bar also shows a `Share` button. The browser's address bar also shows a `More` button. The browser's address bar also shows a `Google` button. The browser's address bar also shows a `FINANCE` button. The browser's address bar also shows a `SFO` button. The browser's address bar also shows a `OSP` button. The browser's address bar also shows a `DOE` button. The browser's address bar also shows a `FSA` button. The browser's address bar also shows a `CashPro` button. The browser's address bar also shows a `FSFOA` button. The browser's address bar also shows a `MyLearningPlan` button. The browser's address bar also shows a `Grammar` button. The browser's address bar also shows a `Quizzes` button. The browser's address bar also shows a `TRIM` button. The browser's address bar also shows a `FADSS` button. The browser's address bar also shows a `Page` button. The browser's address bar also shows a `Safety` button. The browser's address bar also shows a `Tgols` button. The browser's address bar also shows a `Help` button. The browser's address bar also shows a `Home` button. The browser's address bar also shows a `Journal` button. The browser's address bar also shows a `Asset Transfer` button. The browser's address bar also shows a `ADMIN` button. The browser's address bar also shows a `DATA FILES` button. The browser's address bar also shows a `CHECKS` button. The browser's address bar also shows a `RECEIPTS` button. The browser's address bar also shows a `JE's` button. The browser's address bar also shows a `PO's` button. The browser's address bar also shows a `REGISTERS` button. The browser's address bar also shows a `REPORTS` button. The browser's address bar also shows a `BANK RECON` button. The browser's address bar also shows a `ADMIN FUNCTIONS` button. The browser's address bar also shows a `HELP` button. The browser's address bar also shows a `Transaction Date` dropdown menu with the value `1/26/2016`. The browser's address bar also shows a `Transfer Amount` text box with the value `$5,000.00`. The browser's address bar also shows a `Take-From Account` dropdown menu with the value `0.020.000 Investment -`. The browser's address bar also shows a `Account Balance` text box with the value `($1,500.00)`. The browser's address bar also shows a `Add-To Account` dropdown menu with the value `0.010.000 Cash Accour`. The browser's address bar also shows a `Account Balance` text box with the value `$15,245.06`. The browser's address bar also shows a `Reference` text box with the value `Direct Deposit from CD by Bank`. The browser's address bar also shows a `Additional Comments (Proof Sheet Only)` text box. The browser's address bar also shows a `Preview` button.

SchoolFunds Online by TRA

OCSD Test School

Home > Journal > Asset Transfer

ADMIN DATA FILES CHECKS RECEIPTS JE's PO's REGISTERS REPORTS BANK RECON ADMIN FUNCTIONS HELP

Asset Transfer

TRANSACTION DATE: 1/26/2016

TRANSFER AMOUNT: \$5,000.00

TAKE-FROM ACCOUNT: 0.020.000 Investment - ACCOUNT BALANCE: (\$1,500.00)

ADD-TO ACCOUNT: 0.010.000 Cash Accour ACCOUNT BALANCE: \$15,245.06

REFERENCE: Direct Deposit from CD by Bank

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview

14. Check to Wrong Account (Edit) (Adjustment)

- Backup Required: Reference Original Check Number
- Example: Bookkeeper Keying Error (Sponsor Errors must be corrected through a Fund Transfer with a Check Requisition/Transfer Form)

The screenshot shows the 'Check to Wrong Account' adjustment screen in the SchoolFunds Online by TRA system. The user is logged in as 'per9105' and is viewing the 'Journal Entry- Check to Wro...' page. The interface includes a navigation bar with links like ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The main form area contains the following fields:

- TRANSACTION DATE:** 1/26/2016
- CHECK NUMBER:** 1889
- CHECK AMOUNT:** \$50.00
- TOTAL AMOUNT OF CHECK:** \$50.00
- WRONG ACCOUNT:** 3.301.000 1st Grade
- CORRECT ACCOUNT:** 3.301.010 1st Grade
- REFERENCE:** T-Shirts for Resale
- ADDITIONAL COMMENT (SHEET ONLY):** (Empty text area)

A 'Preview' button is located at the bottom of the form.

15. Check for Wrong Amount (Edit) (Adjustment)

- Backup Required: Bank Statement
- Examples: Bank Error; Electronic Check Cleared for Less Than Face Value

The screenshot shows the 'Check for Wrong Amount' adjustment screen in the SchoolFunds Online by TRA system. The user is logged in as 'per9105' and is viewing the 'Journal Entry- Check W...' page. The interface includes a navigation bar with links like ADMIN, DATA FILES, CHECKS, RECEIPTS, JE's, PO's, REGISTERS, REPORTS, BANK RECON, ADMIN FUNCTIONS, and HELP. The main form area contains the following fields:

- Total Amount Of Check:** \$35.53
- Check Number:** 1894
- Transaction Date:** 10/10/2017
- New Amount:** \$34.28
- Account:** 3.302.000 2nd Grade
- Reference:** Orig \$35.53; Cleared \$34.28
- Additional Comments (Proof Sheet Only):** (Empty text area)

A 'Preview' button is located at the bottom of the form. Below the form, a message states: 'The JE is Now Posted. Print'.

16. Receipt to Wrong Account (Edit) (Adjustment)

- Backup Required: Reference Original Receipt Number
- Example: Bookkeeper Keying Error (Sponsor Errors must be corrected through a Fund Transfer with a Check Requisition/Transfer Form)

The screenshot shows the 'Receipt to Wrong Account' form in the SchoolFunds Online by TRA system. The user is logged in as 'per9105' and is viewing the 'Journal Entry - Receipt to W...' page. The form displays the following information:

- TRANSACTION DATE:** 1/26/2016
- RECEIPT NUMBER:** 521
- AMOUNT:** \$75.00
- TOTAL AMOUNT OF RECEIPT:** \$75.00
- WRONG ACCOUNT:** 3.301.000 1st Grade
- CORRECT ACCOUNT:** 3.301.010 1st Grade
- REFERENCE:** T-Shirt Sales
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

A 'Preview' button is located at the bottom of the form.

17. Receipt for Wrong Amount (Edit) (Adjustment)

- Backup Required: Reference Original Receipt Number
- Examples: Bookkeeper Keying Error; Bank Error

The screenshot shows the 'Receipt for Wrong Amount' form in the SchoolFunds Online by TRA system. The user is logged in as 'per9105' and is viewing the 'Receipt Wrong Amount' page. The form displays the following information:

- Total Amount Of Receipt:** \$27.95
- Transaction Date:** 10/10/2017
- Receipt Number:** 523
- Account:** 3.302.050 2nd Grade
- New Amount:** \$27.75
- Reference:** Correct from \$27.95 to \$27.75
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

A 'Preview' button is located at the bottom of the form.

D. Loans from One Account to Another

1. It is never permissible to make personal loans from school funds.
2. One account may loan funds to another account if approved by the organization or sponsor loaning the funds.
3. All loans must be repaid by June 1.
4. Loans are entered as a transfer and tracked on the Account Loan Log (MIS 6119).
5. The following information shall be entered onto the log: Date of loan, transfer number for loan, account making loan, account receiving loan, amount of loan, date of repayment, transfer number for repayment.
6. A copy of the Account Loan Log shall be submitted to Finance at the end of the fiscal year.

Example: Account Loan Log

SCHOOL DISTRICT OF OKALOOSA COUNTY FINANCE DEPARTMENT ACCOUNT LOAN LOG						
SCHOOL: <u>Any School</u>					FY: <u>20xx-20xx</u>	
					REPAID	
DATE	TRANS #	FROM	TO	AMOUNT	DATE	TRANS #
7/5/xx	1234	Football	Boys' Soccer	\$ 1,000.00	8/7/xx	1258
8/4/xx	1254	Football	Baseball	\$ 500.00		

A. Types of Field Trips

1. There are two types of field trips defined per School Board Policy:
 - a. An educational field trip constitutes a school-sponsored, off campus learning experience which involves activities to supplement, extend, or assist a school in meeting its educational objective.
 - b. An extracurricular field trip is an off-campus experience which necessitates travel and is related to a school-sponsored activity, such as an athletic event. Such activity does not directly relate to the school's instructional program.

B. Approval of Field Trips

1. Student Trip Request (MIS 5327) must be completed and approved for each field trip. No money may be raised, plans for trips made, nor contracts signed until proper approval has been received.
2. All field trips shall be recorded on the school's calendar with the required documents on file at the site.
3. In-County Field Trips – All in-county field trips require the principal's approval; and if the trip involves an overnight stay, it shall also require the approval of the Superintendent or his/her designee.
4. Out-of-County Field Trips – Groups planning a trip that will take the group beyond the boundaries of Okaloosa County must obtain approval of the principal and the Superintendent or his/her designee.
5. Out-of-State Field Trips – Groups planning a trip that will take the group beyond the boundaries of Florida must obtain approval of the principal and the Superintendent or his/her designee.
6. Out-of-Country or Overseas Field Trips – Groups planning a trip to a foreign country or any overseas location must obtain prior approval of the principal, Superintendent or his/her designee, and the School Board. The following additional requirements pertain to these trips:
 - a. The principal will ensure that at the time the trip is planned there are no travel restrictions or concerns in the area to be visited.
 - b. At least thirty (30) days prior to seeking approval from the School Board, the principal must coordinate with the Risk Management Department to determine whether additional insurance coverage and/or additional security measures will be required for the field trip. Any such additional insurance coverage and/or security measures must be paid for by the school requesting the trip.
 - c. If the foreign area to be visited is beyond the coverage area of the District's insurance coverages, the travel planning must include a budget for a liability insurance policy providing international travel liability coverage.
 - d. Further, foreign travel activities must include trip cancellation/interruption insurance which will become effective should circumstances warrant School Board action to cancel or interrupt the trip due to activities in the area.

- e. No more than 24 hours prior to departure of the students, the principal will review the State Department website for the alerts on unsafe travel conditions and report such findings to the Risk Management Department for final departure approval.
- 7. Water Related Field Trips – The principal of a school shall be contacted before the teacher or sponsor begins planning any water related field trip. All water related field trips, local or otherwise, must be approved by the principal and the Superintendent or his/her designee and are limited to those programs, vendors, or destinations approved by the District.
 - a. All such approved water related field trips shall be in full compliance with the District's Water Related Activities Guidelines (the Guidelines) as may be revised from time to time.
 - b. Where water travel or water related activities are being considered for a field trip, the approval of the Risk Management Department must be obtained. Vessels must be inspected and approved by the Coast Guard or other responsible government agency for the type of water travel being considered subject to alternative inspection requirements as may be contained in the Guidelines.
 - c. The Risk Management Department shall maintain a list of all approved water related field trip programs, vendors, and destinations on the District's website. Schools having concerns regarding water related field trips or those involving water travel are expected to contact the Risk Management Department for direction.
 - d. The trip destination vendor or venue must have General Liability Insurance with bodily injury limits of not less than \$1,000,000 per occurrence. The School Board of Okaloosa County, Florida, shall be named as an additional insured.
 - e. For trips during which students will be in the water, the venue must have Red Cross certified Life Guards on duty for the entire duration of the activity. At least one (1.00) Life Guard per fifteen (15.00) students is required.

C. Safety and Security of Students for School Sponsored Field Trips

- 1. Supervision
 - a. All field trips shall be adequately supervised by a School Board employee of the school taking the trip with abilities and interest which are similar to the group's interest and objectives.
 - b. The School Board employee supervising the trip shall be responsible for the group. The trip supervisor may also be counted as a chaperone for the purposes of Section C.2.
 - c. A school administrator must attend all elementary field trips involving an overnight stay.
- 2. Chaperones
 - a. Chaperones are essential for proper supervision and are intended to address the health, safety, and security needs of the students. All individuals serving as a chaperone on any school-sponsored field trip must have cleared the appropriate background screening; therefore, they are expected to meet the security eligibility

background screening; therefore, they are expected to meet the security eligibility requirements in accordance with state laws, federal regulations, and District required security clearances. Prior to the field trip, chaperones shall be provided a copy of the trip itinerary, chaperone guidelines, and responsibilities, as well as administrative expectations.

- b. With the exception of extracurricular school-sponsored field trips related to athletics, band, choral music, or clubs which are regulated by Section C.2.c., the required number of chaperones for field trips is as follows:
 - (1) On any school sponsored in-county field trip, all K-12 students shall be accompanied by qualified chaperone(s). Chaperones for these trips must have cleared the District's background screening for school volunteers. The minimum number of chaperones shall be in accordance with the following formula:
 - (a) 1-10 students = 1 chaperone
 - (b) For every additional ten (10) students or portion thereof, another chaperone shall be added.
 - (2) On any school-sponsored overnight, out-of-county, or water related field trip, all K-12 students shall be accompanied by qualified chaperones. When the student group is co-educational, there shall be at least one (1) chaperone of each gender. Chaperones for these trips must have cleared the background screening for school volunteers. If the trip will be overnight, chaperones must have cleared the Level II fingerprint background screening. The minimum number of chaperones shall be in accordance with the following formula:
 - (a) 1-10 students = 2 chaperones
 - (b) For every additional ten (10) students or portion thereof, another chaperone shall be added.
 - (3) On any school-sponsored out-of-country or overseas field trip, all K-12 students shall be accompanied by qualified chaperones. When the student group is co-educational, there shall be at least one (1) chaperone of each gender. Chaperones for these trips must have cleared the Level II fingerprint background screening. The minimum number of chaperones shall be in accordance with the following formula:
 - (a) 1-10 students = 2 chaperones
 - (b) 11-15 students = 3 chaperones
 - (c) 16-20 students = 4 chaperones
 - (d) For every additional ten (10) students or portion thereof, another chaperone shall be added.
 - (4) Field trips which require approval beyond the principal shall have at least two (2) chaperones that are School Board employees. Schools must arrange for at least two (2) School Board employee chaperones for every fifty (50) students. One chaperone must be the employee in charge of the class or program. When two (2) or more schools are participating in the same field trip, chaperones from the attending schools may be combined to fulfill the chaperone requirement.

- c. On any school-sponsored extracurricular trip related to athletics, band, choral music, or clubs, there shall be at least one (1) chaperone for every thirty (30) student participants, except that any such trip that involves overnight travel shall be chaperoned in accordance with Section C.2.b.(2). The trip shall be supervised by a School Board employee who may be counted as a chaperone.
- d. On all overnight trips requiring lodging, single gender sleeping quarters must be instituted.
- e. Chaperones shall not be assigned the same sleeping quarters with students unless it is solely with their own child or in the case that the destination/organization calls for large group sleeping accommodations that are an integral aspect of the trip, such as military style barracks.

3. Chaperone Guidelines and Duties of Chaperones

- a. The field trip supervisor must be a School Board employee of the school taking the trip.
- b. All chaperones must be approved by the school principal or his/her designee and be a member of the school faculty/staff or a registered District school volunteer that, for elementary and middle school trips, is eighteen (18) years of age or older, and for high school trips is twenty-one (21) years of age or older.
- c. Chaperones must assume a 24-hour a day responsibility for students from the time they leave until the time they return.
- d. Drinking of alcoholic beverages by a chaperone at any time during a field trip is prohibited.
- e. Chaperones must actively supervise and keep an accurate check on the students assigned to them.
- f. On overnight trips, chaperones may not retire until all students are in their rooms, all visiting between rooms has stopped, and the students are secure.
- g. Gender of the group members shall be considered when assigning chaperones.
- h. Chaperones will not be permitted to bring siblings of participating students or other persons on a field trip.
- i. Parents or relatives of students who are not chaperones or student participants in a field trip will not be permitted to join a field trip at its destination unless they are approved school volunteers and are to be assigned a specific group of students in addition to their child/relative to supervise.
- j. Chaperones are required to immediately report suspected child abuse to the DCF hotline and suspected or known abuse by a School Board employee or other chaperone to law enforcement (Okaloosa County Sheriff's Office). Failure to immediately report may subject a chaperone to criminal prosecution. Reporting to the field trip sponsor or school administrator alone does not satisfy the requirements of the law.

4. Student Guidelines

- a. Students must wear appropriate clothing in compliance with School Board policy. Students may wear swimsuits while in the water on a trip. Students shall only engage in activities of a group nature.
- b. When a student is assigned to a group or chaperone, the student is to remain and return with the group unless other arrangements are made and approved by the principal or his/her designee.
- c. All School Board and school rules, regulations, and policies governing student behavior are in force during any school-sponsored trip.
- d. The trip supervisor shall set a curfew and notify all members of the group. This curfew shall allow a reasonable amount of time after the close of the last approved activity. Students are not allowed to have other students of the opposite sex or any guest who is not on the trip roster in their room at any time.

5. Travel List and Itinerary

- a. A travel list and trip itinerary shall be filed with the designated school administrator or school support employee prior to departure. The travel list shall include the names of each student and chaperone, their home phone numbers, and the name and phone number of an emergency contact person.
- b. A copy of the student list shall be provided to the field trip supervisor and each chaperone. The field trip supervisor shall be provided with the field trip permission slip for each student and a copy of said permission slips shall be maintained at the school.

D. ESE and 504 Accommodations

1. Principals shall make reasonable provisions for ESE students and students with a 504 Plan to participate in field trip activities. Federal and State law guarantees that each student with a disability must have an equal opportunity to participate in all extracurricular activities, including field trips, assuming the student is otherwise qualified to participate.
2. At least two weeks prior to the day of the trip and at the time the principal requests transportation services using the Requisition for Extracurricular or Educational Field Trips form (MIS 5060), the principal shall have determined if any of the students to be transported have special transportation needs or accommodations, as specified in their current individualized education program (IEP) or Section 504 Plan. As examples, students may need a specially adapted bus to safely transport a wheelchair, special restraint harness, preferential seating, or have diet restrictions.
3. The principal or his/her designee shall communicate any student's identified special transportation needs or accommodations to the District's Transportation Department and ensure that appropriate transportation will be available to serve each student scheduled to travel on the field trip.
4. Before the field trip commences, the bus driver(s) must receive a copy of any special service or accommodations the driver(s) is responsible for implementing. The school

must ensure the bus driver understands the special service or accommodations and is capable of implementing them.

E. Incident Reporting

1. Health, safety, or security problems which arise as a result of a field trip shall be reported immediately to the principal.
2. If there is an accident, the principal or his/her designee shall immediately complete a Student Incident/Accident Report (MIS 5063). This includes identifying any witnesses and identifying and preserving any other pertinent information and may include obtaining and/or taking photographs, if possible.
3. For any accidents where injury results in medical care at a hospital or by a physician, the principal or his/her designee shall promptly submit this report to the Risk Management Department.
4. The principal will report these incidents to the Superintendent or his/her designee.

F. Transportation

1. Students may be transported to and from field trips in a school bus, when practical, or other vehicles, such as private chartered buses, rental vehicles, and private vehicles in accordance with School Board Policy.
2. School Buses
 - a. School transportation vehicles may be made available for all trips sponsored in compliance with revisions of this Policy.
 - b. School buses may be used for school activity trips provided approval has been obtained from the principal.
 - c. The Transportation Department may grant the school principal's application for the use of school buses providing:
 - (1) Use of buses for the school activity field trips shall not interfere with regular bus schedules.
 - (2) Expenses for use of school buses for such activities or trips shall be paid by the sponsoring organizations with rates to be determined by the Program Director of Transportation.
 - (3) Sponsoring organizations under the direction of the school principal shall be responsible for the general conduct of students while riding on school buses or other vehicles.
 - (4) Application for use of school buses for the aforementioned purposes must be made to the Program Director of Transportation not later than two (2) weeks prior to the date of the anticipated trip. Forms for application are available in the Transportation Department.

3. Private Charter Buses

- a. Schools may use private charter bus companies to transport students to school sponsored functions based on the following criteria:
 - (1) Transportation is needed during hours School Board vehicles are not available or for trips that are outside of the county.
 - (2) Private charter bus companies must submit a response to Request for Proposal to the District Purchasing Department and meet all of the requirements.
 - (3) Private charter bus companies approved by the School Board must file an approved Certificate of Insurance with the School Board's Risk Management Department, naming the School Board as an additional insured in the amount of \$1,000,000.
 - (4) The District Purchasing Department shall maintain a list of all approved private charter bus companies on the District's website.

4. Rental Vehicles

- a. Rental vehicles used to transport students shall have insurance coverage with bodily injury limits of not less than \$100,000 per person/\$300,000 per accident, property damage limits of not less than \$200,000, and comprehensive and collision coverage with no deductible.

5. Private Vehicles

- a. Students may be transported to and from field trips in privately owned motor vehicles on a case by case basis. This method of transportation would be allowed if transportation is not available, as a practical matter, using a school bus or other School District vehicle.
 - b. Parents shall be notified in advance of and consent in writing to the intended use of a private vehicle.
 - c. Volunteer drivers must complete and execute the Agreement Governing the Use of Private Autos for School Business form (MIS 5186) and carry the required insurance as outlined in the form.
 - d. The motor vehicle must be designed to transport fewer than ten (10) persons and must meet all federal motor vehicle safety standards for passenger cars.
 - e. Students must be transported in designated seating positions and must use the occupant crash protection systems provided by the manufacturer unless the student's physical condition prohibits such use.
6. Notwithstanding the transportation provisions stated above in this section, in an emergency situation constituting an imminent threat to the student's health or safety, school personnel may take whatever steps are necessary under the circumstances to protect the student's health and safety.

G. Parent/Guardian Permission and Consent Forms

1. A student's parent or guardian shall be notified prior to any trip that the trip is contemplated. The notice shall give the place to be visited, the date, the time of departure, and the estimated time of return to the school. An On/Off Campus School Activity form (MIS 5185) must be signed by the parent/guardian of each student.
2. If in an unusual circumstance a parent/guardian requests to take the student to the location of a field trip or to return the student from a field trip, it is within the principal's discretion, based on safety and disruption factors and the location of the trip, whether to grant the parent/guardian's request. If permission is granted, the parent/guardian shall be considered as a chaperone and shall meet all requirements of the chaperone policy.

H. Non-School Sponsored Trips

1. Chaperones/organizers of trips by groups of students planning to travel under the auspices of an individual or non-school agency must advise parents/guardians in writing that the travel is neither authorized nor sponsored by the school.
2. Principals should not permit recruiting of student travelers or planning activities during regular school hours. School employees, acting as individuals, may be permitted to meet prospective student travelers during non-school hours on school premises by following the regular procedures for requesting use of facilities by outside entities.
3. Under no circumstances may Internal Funds be used as a depository/disbursement source for funds for non-school sponsored trips.

I. Financing Field Trips

1. All arrangements for payment of expenses incurred by individual students, student groups, and their chaperones on school related trips shall be the responsibility of the appropriate personnel in the involved school.
2. All such arrangements shall have prior approval of the school principal and others as may be required under appropriate School Board Policy.
3. Payments for field trips may include funds from fundraising.

J. Accounting Method for Field Trips

1. Field trips are not fundraisers . . . no profit is to be made.
2. When a class, organization, etc., collects funds from students for a field trip, a sub-account shall be created to track all receipts and disbursements, thereby verifying no profit is made.
3. Examples of Main Accounts and Sub-Accounts:
 - a. Band (Main Account) – Account #2.201.000
Band Field Trip (Sub-Account) – Account #2.201.010

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- b. 3rd Grade (Main Account) – Account #3.303.000
3rd Grade Field Trip (Sub-Account) – Account #3.303.010
4. All field trip funds collected from students shall be deposited into the field trip sub-account.
5. All disbursements related to the field trip shall be written from the field trip sub-account. Field trip expenses should not be paid from a main account, fundraiser sub-account, etc.
6. A field trip sub-account may be negative if the overall balance of the account and all sub-accounts is positive. See the examples below.

Overall Positive Balance

Account/Sub-Account Name	Account/Sub-Account No.	Balance
3 rd Grade	3.303.000	\$150.00
3 rd Grade Fundraiser	3.303.005	400.00
3 rd Grade Field Trip	3.303.010	(200.00)
Overall Balance		<u>\$350.00</u>

Overall Negative Balance

Account/Sub-Account Name	Account/Sub-Account No.	Balance
3 rd Grade	3.303.000	\$ 50.00
3 rd Grade Fundraiser	3.303.005	100.00
3 rd Grade Field Trip	3.303.010	(200.00)
Overall Balance		<u>\$(50.00)</u>

K. Field Trip Fundraisers

1. A school organization may request to hold a fundraiser to help defray the cost of a field trip. The organization should be sure to include a use for any remaining funds on the fundraiser request.
2. If the fundraiser is approved, the bookkeeper shall set up a sub-account for the fundraiser. This sub-account shall only be used for receipts and disbursements directly related to the fundraiser. No other expenses may be paid from this account, including those for the field trip itself.
3. Once the fundraiser is complete, funds required to pay for the field trip shall be transferred to the field trip account.
4. If any funds remain in the fundraiser account after the field trip has been fully funded, these funds may be transferred to the account noted on the fundraiser request.

L. Field Trip Donations

1. If an organization, such as PTO, makes a donation for a field trip, the donation shall be receipted into the field trip sub-account.
2. Once all receipts are posted and expenses are paid, any balance remaining in the field trip sub-account may be transferred back to the donating organization if requested. The transfer may not be more than the original donation.

M. Field Trip Overages

1. As it is very difficult to ascertain an exact cost for a field trip, overages may occur.
2. Large overages must be spent directly on the students or refunded by check to the parents.
3. Small overages may be spent directly on the students, refunded by check to the parents, or rolled to the next grade level's field trip sub-account. If the grade level is graduating from the school (5th, 8th, 12th), any overages shall be transferred to the General account.
4. Clubs/organizations may roll small overages to their main accounts.

A. Inventory and Property Records

1. The Superintendent shall maintain an adequate and accurate record of all tangible personal property of the District. The record shall indicate the date of acquisition, the fund from which purchased, identification number, and property record number and shall be consistent with all requirements of Florida Statutes and the Rules of the Auditor General.
2. All property that has a value or cost equal to or exceeding \$5,000 and a useful life of greater than one year, shall be listed on the District property control records. The value or cost includes shipping and installation.
3. Property includes those items coded to Object 0621 – Audio Visual Equipment (\$5,000 or more), Object 0641 – Equipment/Fixed Assets (\$5,000 or more), Object 0643 – Computer/Tech Infrastructure (\$5,000 or more), Object 0648 – Technology Equipment (\$5,000 or more), Object 0651 Buses, Object 0652 – Other Motor Vehicles, and Object 0691 – Computer Software (\$5,000 or more).
4. Property inventories shall be performed annually by a contracted inventory company.
 - a. The school will be advised by email of the scheduled date and time of its inventory.
 - b. Accounting & Financial Reporting shall report any missing property to the School Board with an explanation by the Principal for the loss. This explanation must be on school letterhead. A police report shall be filed by the school principal for any property for which theft is suspected.
5. An incoming Principal and either the Accounting & Financial Reporting property control staff or the contracted inventory company shall take an inventory of all school equipment listed on the property control records. This inventory shall be checked against the last inventory taken and a report shall be filed with Accounting & Financial Reporting. Any missing property shall be reported to the School Board as noted above.

B. Buildings and Other Permanent Improvements

1. All improvements to buildings, permanent items other than buildings, remodeling, or renovations shall be placed on a District purchase order. Examples include adding a flagpole, awning, new sidewalk concrete or playground equipment that is permanently attached by concrete.
2. Should a school wish to pay for these items with internal funds, it may send a check to the District to reimburse the expenditure. If funds are not available in the budget, internal funds may be sent to the District in advance. This method will ensure that District property records are complete.

C. Property Purchases Through District Purchase Orders

1. Property valued at \$5,000 or more that has been purchased with a District Purchase Order shall be placed on the school inventory by Accounting & Financial Reporting.

D. Property Purchases Through Internal Accounts

1. It is recommended that all property be purchased using a District purchase order. The expenditure may then be reimbursed from applicable internal funds. If funds are not available in the budget, internal funds may be sent to the District in advance to be budgeted in Project 8001 – Purchased Schools – Other. This method will ensure that bid procedures are followed and property records are correct.
2. If the principal chooses to purchase property ~~and/or upgrades~~ with an internal funds purchase order/check, it is the school's responsibility to follow bid procedures, if applicable, and report the property and/or upgrades to Accounting & Financial Reporting.
 - a. Property purchases valued at \$5,000 or more
 - (1) The school shall complete the Property Acquisition/Transfer Form (MIS 2088).
 - (2) The original Property Acquisition/Transfer Form, a copy of the invoice or receipt, and a copy of the Check Requisition/Transfer Form shall be submitted to Accounting & Financial Reporting.
 - (3) A copy of the Property Acquisition/Transfer Form shall be attached to the original Check Requisition/Transfer Form, and a copy of all documentation shall be maintained in a property file at the school.

E. Property Donations

1. When property valued at \$500.00 or more is donated to the school, the school Principal shall request permission to accept the donation. The procedure to be used may be found in Chapter 6 – Section A.
2. According to IRS regulations, the person donating the property assigns the value of the donation; therefore, the Principal or his/her designee shall request a letter from the person or organization donating the property stating the fair market value of the donation.
3. When property valued at \$5,000 or more is donated to the school, the Principal shall report the property to Accounting & Financial Reporting on the Property Acquisition/Transfer Form (MIS 2088).
 - a. The original Property Acquisition/Transfer Form, a copy of the letter from the person or organization making the donation, and a copy of the letter requesting permission to accept the donation shall be submitted to Accounting & Financial Reporting.
 - b. A copy of this documentation shall also be maintained in a property file at the school.

F. Property Moved Temporarily Off-Campus

1. Property shall not be removed from campus until the property identifying number has been affixed by Accounting & Financial Reporting.

2. If a piece of property is taken off-site for any reason, including repairs, an Off-Site Property Assignment Form (MIS 2087) shall be completed.
 - a. The Off-Site Property Assignment Form shall be kept in a pending file until the property is returned.
 - b. When the property has been returned, it shall be inspected and the Off-Site Property Assignment Form shall be marked to show the date of return
 - c. The property should not be borrowed for more than 30 days or out for repairs for more than 60 days.
3. Items frequently removed from campus, such as musical instruments, must be assigned to specific students, school personnel, or other authorized individuals. An Off-Site Property Assignment Form (MIS 2087) shall be completed.
 - a. The Off-Site Property Assignment Form shall be kept in a pending file until the property is returned.
 - b. When the property has been returned, it shall be inspected and the Off-Site Property Assignment Form shall be marked to show the date of return.
 - c. All such inventory items must be returned to the assigned school for the school's annual physical inventory conducted by the contracted inventory company.

G. Deletions from Property Accounting Records

1. The Okaloosa County School Board shall approve the disposal of any and all controlled property of the School District of Okaloosa County prior to its actual disposal in accordance with Florida Statute. The Superintendent shall recommend the method of disposal that is in the best financial interest of the School District.
2. Surplus Property is tangible personal property which is determined to be fully exhausted, damaged, or nonessential for school purposes. Regardless of the value, all surplus property shall be picked up by or turned into Surplus Property.
 - a. No Principal or Department Head or their designee may dispose of any controlled property without School Board approval. Any and all controlled furniture and equipment that is determined to be excessive, obsolete, or broken beyond repair must be removed and transferred to the Surplus.
 - b. The school shall contact Surplus Property for items to be picked up for disposal.
 - c. When items are picked up, Surplus Property personnel will list all items to be removed on the Surplus Property Pickup Form (MIS 2040).
 - d. The Surplus Property Pickup Form shall be reviewed for accuracy by representative of the school, preferably the Property Manager or Principal, and signed by the person picking up the property for Surplus Property.
 - e. A copy of the completed and signed Surplus Property Pickup Form shall be kept in the property file at the school, in Surplus, and in Accounting & Financial Reporting.

- f. When the Accounting & Financial Reporting Department receives a copy of the MIS 2040 form, the assets will be removed from the school inventory and moved to Surplus in the fixed asset system
 - g. The Surplus Property Pickup Form is only available through Surplus Property personnel.
- 3. Stolen, Misplaced, or Damaged Property shall be reported to Accounting & Financial Reporting and if applicable to the Risk Management Department. In addition, property records shall be updated as follows:
 - a. A copy of the police report or fire marshal's report shall be sent to Accounting & Financial Reporting along with the Property Acquisition/Transfer form (MIS 2088).
 - b. A copy of all documentation will be maintained in the property file at the school.
 - c. Accounting & Financial Reporting shall request School Board approval to remove the property from inventory at year end.
 - d. When School Board approval is received, Accounting & Financial Reporting shall remove the property from the school inventory.
- 4. Traded Property requires a purchase order, invoice, or other method that clearly shows the property traded, its property number, trade-in value, and the property purchased with the trade.
 - a. The description, serial and property number of the item to be traded-in should be listed on the face of the District purchase order used to secure new item. The amount allowed as a trade-in must be shown on the P.O.
- 5. Cannibalized Property is property whose parts may be used to repair another unit of property. When the property to be cannibalized has a property number, School Board approval must be obtained before proceeding with the repair.
 - a. The Principal shall submit a memorandum explaining the reason for cannibalization to Accounting & Financial Reporting providing all pertinent information, including which property is to be cannibalized and which property is to be repaired.
 - b. School Board approval shall be sought by Accounting & Financial Reporting.
 - c. When approval is received, Accounting & Financial Reporting shall notify the school that the property may be cannibalized.
 - d. Accounting & Financial Reporting shall remove the cannibalized property from the school inventory.

H. Alterations of Property and Equipment

- 1. In the event it becomes necessary to change, alter, or attach permanent fixtures to school property, or utilize more than the ordinary amount of utilities, approval shall be obtained from the Facilities Planning Department and the Maintenance Department.

A. General Provisions

1. The fiscal year shall be for the period July 1 through June 30.
 - a. The records of one fiscal year shall be separated from those of the ensuing year, except for the balance carried over from one year to the next.
 - b. Methods of preserving and destroying records shall be in accordance with Florida Statutes and State Board of Education rules.
2. Complete and accurate records of all financial transactions, including records of all school and student activity funds, shall be kept in the format prescribed by the Superintendent.
3. The bookkeeper is responsible for maintaining the accounting records, which should be neat and well organized.
4. An individual designated by the principal shall be assigned to provide backup to the bookkeeper as needed.
 - a. Backup shall include the ability to receive and verify funds accompanied by MCFs, make deposits, and type a manual check.
 - b. Should an extended bookkeeper absence be anticipated, the principal may request that the individual providing backup be given his/her own user name and password to the internal funds accounting software.
5. Bank statements shall be reconciled as soon as possible, after being reviewed by the principal or designee. The Monthly Bank Statement Review – Checking Account form (MIS 3507) shall be completed by the principal or designee. The principal or designee will then give the bank statement and review form to the bookkeeper for reconciliation.
6. It is the responsibility of the principal to monitor account activity and account balances.
 - a. Each month, the Principal's Monthly Financial Report on internal funds, along with supporting documentation, shall be reviewed by the principal. (See Section C.4.)
 - b. This report shall be submitted to the Budgeting & Financial Services Department no later than the 20th of the following month.
 - c. At least monthly, each sponsor shall be given statements providing account activity and balances.
7. After the close of the fiscal year, the Year-to-Date Report shall be submitted to the Budgeting & Financial Services Department. The information from this report shall provide data for inclusion of internal funds in the District's annual financial statement.
8. Other reports shall be submitted when requested by the Chief Financial Officer.

B. Bank Reconciliation

1. The bank reconciliation may not be performed in the internal funds accounting software until all bank statements have been received and reviewed.

2. The term “all bank statements” includes statements for checking accounts, District investment accounts, money market deposits, etc.
3. The Monthly Bank Statement Review – Checking Account form (MIS 3507) shall be completed by the principal or designee before the reconciliation.
4. As soon as all bank statements have been received and reviewed, the bookkeeper shall perform the bank reconciliation in the internal funds accounting software.

C. Monthly Closing and Reporting Procedures

1. After the reconciliation has been completed, the bookkeeper shall close the month in the internal funds accounting software. After the month is closed, no additional entries may be posted in that month.
2. The following reports are printed during the reconciliation process:
 - a. Bank Reconciliation Report – All Accounts
 - b. List of Outstanding Deposits
 - c. List of Outstanding Checks
3. After reconciliation, the bookkeeper shall manually print the following reports using the internal funds accounting software:
 - a. Receipts & Disbursements Report – Detail
 - b. Receipts & Disbursements Report – Series Total
 - c. Receipt Register
 - d. Check Register
 - e. Journal Entry Register
4. The following documentation shall be submitted to the principal for review and signature. PDFs of the signed documentation should be e-mailed to the Budgeting & Financial Services office no later than the 20th of the following month. The originals shall be filed in the school’s monthly folder.
 - a. Receipts & Disbursements Report – Detail
 - b. Receipts & Disbursements Report – Series Total
 - c. Bank Reconciliation Report – All Accounts
 - d. List of Outstanding Deposits
 - e. List of Outstanding Checks
 - f. Bank Statement – Checking Account
 - g. Monthly Bank Statement Review – Checking Account

- h. District Investment Statement, if applicable
 - i. School Investment Statement(s), if applicable
 - j. Internal Funds Purchasing Card – Monthly Statement
 - k. Internal Funds Purchasing Card – Monthly Statement Review
 - l. Check Register
 - m. Receipt Register
 - n. Journal Entry Register
 - o. Copies of Ticket Inventory Ledgers (only those active during the month)
5. The bookkeeper shall print an Account History report for each sponsor listing the transactions for the month. The sponsors should use the Account History reports to verify transactions substantiated by their copies of Monies Collected Forms, Check Requisition/Transfer Forms, Journal Entry Vouchers, and/or online debit/credit card deposits.

D. Yearly Closing and Reporting Procedures – Fiscal Year End June 30

- 1. All Petty Cash Funds shall be reimbursed prior to June 30. See Chapter 10, “Petty Cash,” for additional information concerning Petty Cash Fund.
- 2. The balances of the Textbooks Lost/Damaged account and Library Books Lost/Damaged account shall be received by the Accounting & Financial Reporting Department for deposit prior to June 30. See Chapter 6, “Receipt of Funds – Special Situations,” Section C for additional information.
- 3. All outstanding change funds shall be collected and deposited prior to June 30.
- 4. The ‘6’ NSF Check Holding account shall be reconciled.
- 5. Account maintenance such as field trip overages and completed fundraiser profits and losses shall be accomplished prior to June 30.
- 6. All negative balances shall be covered prior to June 30.

E. Annual School Store and Supplies for Resale Inventory Form

- 1. The Annual School Store and Supplies For Resale Inventory Form (MIS 6118) must be completed at the end of each school year by each school principal and each vocational center director and must list all school store and supplies for resale inventory in the school’s possession.
- 2. The inventory will be taken on the last day that it is in operation for the school year, or as of June 30, whichever occurs first.

4. Inventory forms shall be kept at the school level.

F. Form 1099 Reporting – Calendar Year End December 31

1. Each year the District must send Forms 1099 to individuals, partnerships, and unincorporated businesses that have provided a service to our schools.
2. The District is not required to send a Form 1099 to vendors receiving reimbursements or refunds. This includes teachers receiving Florida Teachers Classroom Supply Assistance Program funds. These funds are simply an advance reimbursement.
3. Once all checks have been written for the month of December, Form 1099 information shall be run and submitted to the Budgeting & Financial Services Department. It is the responsibility of each school to make sure the Budgeting & Financial Services Department has the information required to send Forms 1099 to vendors.
4. Prizes/fundraising winnings information shall be reported to the Accounting & Financial Reporting Department. See Chapter 4, “Funding Sources,” Section E for these procedures.
5. If a Form 1099 is received by the school for interest income, this form should be filed in the December folder. It is not necessary to send a copy to Accounting & Financial Reporting.

G. Audits

1. Internal funds shall be audited annually by a School Board appointed CPA or public accountant or qualified internal auditing staff employed by the Board.

H. Destruction of Records

1. Copies of all Internal Accounts records shall be retained at the school level. Most records may be destroyed after three years upon written request and approval through the Information Systems Department.
2. Refer to the Retention/Destruction Handbook on the Information Systems website for more information. Internal funds records are listed in the handbook as:
 - a. Bank/Financial Account Statements (GS1 85)
 - b. Disbursement Records: Detail (GS1 340)
 - c. Receipt/Revenue Records: Detail (GS1 365)
 - d. Fund Raising Activity Report (OKL12 1)