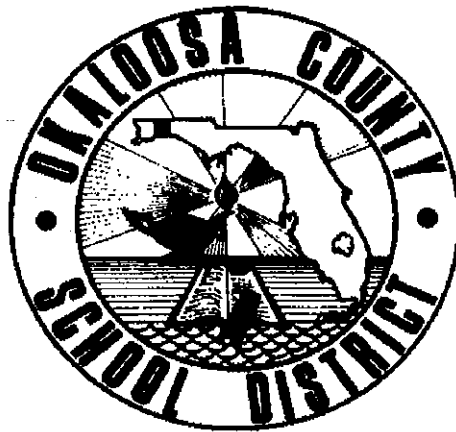


OKALOOSA COUNTY SCHOOL DISTRICT

# **INTERNAL ACCOUNTING MANUAL**



*May 1999*

## POLICY STATEMENT

The policies and procedures set forth in this Internal Manual govern the administration of funds generated internally from student activities as opposed to tax funds which come to the School System from external sources. These internal accounts are referred to interchangeably in this manual as Internal Accounts/Internal Funds, Students Activity Funds, School Funds and Organization Funds. They have been devised not only to bring about uniform procedures of accounting and safeguarding Internal Funds, but also 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.

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 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 basic principles clearly spelled out in Section 6A-1.085 of the State Board Administration Rules relating to Internal Funds and the statement that "MONIES COLLECTED AND EXPENDED WITHIN A SCHOOL SHALL BE USED FOR FINANCING THE NORMAL PROGRAM OF STUDENT ACTIVITIES NOT OTHERWISE FINANCED, FOR PROVIDING NECESSARY AND PROPER SERVICES AND MATERIALS FOR SCHOOL ACTIVITIES AND FOR OTHER PURPOSES CONSISTENT WITH THE SCHOOL PROGRAM AS ESTABLISHED AND APPROVED BY THE SCHOOL BOARD"... cannot be over-emphasized as the guiding concept of the student activity program.

THE SCHOOL BOARD OF OKALOOSA COUNTY,  
FLORIDA

## GENERAL POLICIES

### 1.001 GENERAL USE AND ADMINISTRATION OF STUDENT ACTIVITY FUNDS

The principal shall be responsible for the student activity funds of his school, and these funds shall be used to finance a program augmenting, not supplanting, the educational activities provided by the District School Board. The management of student activity funds shall be in accordance with sound business practices and accounting procedures in the same manner as school budgeted funds.

- (1) All fund-raising projects and activities by the school, any group within, connected with, or in the name of the school, are to contribute to the educational experience of pupils and shall not be in conflict with the over-all instructional program administered by the Superintendent and his appointed staff.
- (2) 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.
- (3) 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.
- (4) Student body representation is an important factor in the democratic management of funds raised by the student body and expended for its benefit. No organizational funds shall be expended without written consent of the officers of the student organization.
  - (a) School principals and sponsors of student organizations will not divert earnings from student activities for purposes that would benefit only a select group.
  - (b) Principals will be responsible for and have authority to determine the proper division of profits from joint participation in fund-raising activities.
- (5) Principals will have 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.
- (6) Principals will review the monthly reports of the internal funds. Principals will initial signifying review of all fund-raisers.

#### 1.002 COMPETITION WITH PRIVATE FIRMS

Student fund-raising projects and activities shall be conducted in such a manner as to offer minimum competition to private firms.

#### 1.003 GIFTS TO SCHOOLS

Principals may accept gifts of money up to an amount not exceed a value of \$500.00 and spend such funds in accordance with written policies. Gifts exceeding \$500.00 in value are subject to School Board approval. In cases where a gift stipulates the purchase of a specific item, such funds shall be credited to a trust account designated to serve that purpose.

- (1) 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, the present policy requiring prior School Board approval shall still apply, regardless of the value of the gift.
- (2) 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 must be referred to the Superintendent for School Board approval.

#### 1.004 CLASSIFICATION OF ACCOUNTS

The number of student activity accounts should be held to the minimum necessary to reflect the financial transactions of active organizations and shall be maintained in accordance with the classification of accounts provided in Policy 1.110, Chart of Accounts.

#### 1.005 LOSSES OF SCHOOL FUNDS

All losses of school funds must be reported to the District Finance Office by letter indicating the cause of loss--report of break-ins, vandalism, theft, malicious mischief and other losses. A copy of the police report must accompany the letter. Losses occurring due to gross negligence, improper accounting, or violation of any of the policies contained herein, will be reported to the Superintendent who will act through the School Board to fix responsibility.

#### 1.006 FIDELITY BONDS

Fidelity bonds for any school employee who is responsible for internal funds will be provided by the District School Board in an amount to be determined by the School Board.

#### 1.007 DEPOSITORIES FOR INTERNAL FUNDS

Depositories in which internal funds are kept must be approved by the School Board. Banks will be required to furnish the same type of security for deposits as is required for other District School Board funds. School Accounts shall be entitled "(SCHOOL NAME) Internal Fund, The School District of Okaloosa County Florida."

#### 1.008 CHECK SIGNATURES

- (1) 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. At all schools other than elementary schools, the bookkeepers may not have signature authority over the bank. At elementary schools, the school has the option of granting such authority to the bookkeeper.
- (2) The principal is responsible for all financial transactions and proper check signatures.
- (3) Under no circumstances shall checks be presigned.

#### 1.009 CASH COLLECTIONS AND DEPOSITS

All money collected from any source must be substantiated by pre-numbered receipts, pre-numbered Reports of Monies Collected, pre-numbered tickets, report of tickets sold or other auditable records. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit.

- (1) Insofar as is practicable, all money should be collected in the school office. Collections made outside of the school office, which exceed \$10 in the aggregate must be turned in to the school office daily.
- (2) All money collected must be deposited **intact** in the bank at a minimum any time more than \$500 is received. 1) Change Funds are not considered in determining whether a deposit is required under this paragraph. IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT AND ON FRIDAYS. NO FUNDS SHALL BE HELD IN THE SCHOOL OVER A WEEKEND OR HOLIDAY PERIOD. All deposits must equal the total amount of money taken in and

recorded on receipts for the period covered by the deposit. Bank deposit slips shall be made in duplicate. All checks received shall be immediately endorsed showing a restrictive endorsement - FOR DEPOSIT ONLY, FUND NAME, SCHOOL NAME, ACCOUNT NUMBER and deposited into the designated bank account.

#### 1.010 FACULTY FUNDS

Faculty association funds may be carried as an accommodation provided it meets with the principal's approval.

#### 1.011 SCHOOL SUPPORT ORGANIZATIONS

School support organizations may account for their funds within the internal accounts of the school. School support organizations are organizations such as booster clubs, parent-teacher organizations and other groups organized to benefit the school or activities of the school but do not include Direct Support Organizations as defined by Florida Law.

- (1) Funds deposited in the school's internal accounts shall be accounted for as trust funds. The signature of one officer, as designated in the by-laws or by resolution of the organization, shall be required on all check requisitions.
- (2) Organizations that maintain accounts outside of the school internal fund shall meet the following requirements:
  - (a) Maintain separate tax identification number and bank account.
  - (b) Adopt by-laws which shall be approved by the school principal. By-laws must include provision for an annual audit of funds.
  - (c) Provide monthly financial reports to the school principal. The format shall be prescribed by the principal and, at a minimum, must provide a detail of revenue and expenses.
  - (d) Annually provide the principal a copy of the organization audit.
- (3) 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 shall equal the amount reflected on the Monies Collected Forms.

## 1.012 PROPERTY AND EQUIPMENT - ALTERATIONS

In the event it becomes necessary, either by the student organization or a contracting concessionaire, to change, alter or attach permanent fixtures to school property, or utilize more than the ordinary amount of utilities, approval must be obtained from the District School Maintenance office.

## 1.013 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) Traveling minstrels.
- (f) Purchase of class jewelry.
- (g) Graduation invitations.
- (h) Caps and gowns.

These contracts are generally related to revenue-producing events and in most cases provide a profit to the School Organization sponsoring the contracted activity.

- (2) Contracts which (a) are not related to extracurricular student activities, (b) are to be entered into in the name of the School Board of Okaloosa County, or (c) involve purchases subject to bid requirements as specified in Section 1.037, must have prior School Board approval
- (3) For any contracts of a proprietary nature with outside organizations involving the public on school grounds, evidence of appropriate insurance coverage in amounts provided by State statutes shall be required. (Examples of this type contract would be donkey basketball and carnivals).

## 1.014 INSURANCE

### (1) STUDENT

Premiums for student insurance shall 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 may be delivered to the insurance carrier or his designated bank by school employees.

(2) LIABILITY

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:

- (a) The activity must be sanctioned by the school principal and must be conducted under his supervision.
- (b) If the activity is a fund raising activity, the funds raised must be for the sole benefit of the school program.

1.015 NOTARY PUBLIC COMMISSIONS

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 the School's Internal Account "General" Account.

1.016 LOANS, CHECK CASHING AND ACCOMMODATIONS FROM STUDENT ACTIVITY FUNDS

- (1) Student activity funds shall not be used for any purpose which represents an accommodation or loan to any employee.
- (2) Checks may not be cashed for anyone ~~nor may checks be accepted in excess of amounts due for the purpose of returning cash to the payor, except in compliance with Section 1.143~~

1.017 AUDITS

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

1.018 CONFLICT OF INTEREST

A request by an employee or school to purchase materials or services from a relative or business associate must be submitted to the Purchasing Director prior to the purchase in order to determine if a conflict of interest exists.

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 a free gift, must be disclosed in detail on the purchase request.

If the Superintendent determines such representation to be a Conflict of Interest, he shall request the employee to terminate his/her contractual agreement.

#### 1.019 DESTRUCTION OF RECORDS

Copies of all Internal Accounts records shall be retained at the school level and may be destroyed after three years upon written request and approval through the District Office Management Information System Department.

#### 1.020 TRUST ACCOUNTS

Funds collected for a specific, restricted purpose shall be accounted for in a trust account. 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. 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 activity sponsor.

#### 1.021 PROHIBITED EXPENDITURES

The following expenditures are **PROHIBITED** ~~by State Regulations:~~

- (1) Equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available. However, revenue derived from vocational education production shops may be used for these purposes.
- (2) Curricular-related travel; professional, technical, or consultant services; or other items for which school board funds are available. However, revenue derived from vocational education production shops may be used for these purposes.
- (3) 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.
- (4) 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.

- (5) Salaries or other compensation for duties or assignments which are the responsibility of the school district.
- (6) Loans, credit, or accommodation purchases for anyone.
- (7) Repairs and maintenance of school board equipment for which school board funds are available. However, revenue derived from vocational education production shops may be used for these purposes.
- (8) Purchases from base exchanges.

#### 1.022 FUNDS FOR PUBLIC RELATION ACTIVITIES

The Superintendent may authorize expenditures for purposes of promotion, public relations activities, and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures, and conditions for expenditure, as set forth herein.

- (1) 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, awards or other types of recognition of meritorious performance.
- (2) Expenditures shall be made from:
  - (a) Undesignated gifts or donations to the District.
  - (b) Profits from enterprise type activities of the District, which may include, but are not limited to, vending machines and supply stores.
- (3) Expenditures for hospitality of business guests 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.
- (4) 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 in subsection (3) above.

#### 1.023 WELFARE AND FAMILY RELIEF EXPENDITURES

- (1) Welfare expenditures from school internal accounts funds may be made only for those items which directly help members of the student body carry on their work in school.
- (2) 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 "welfare relief" funds are donated by individuals, businesses or charity organizations these funds shall be credited to a "Welfare" designated trust account. Funds are to be expended as designated by the donor.

#### 1.024 INVESTMENTS

Internal Funds which are temporarily idle shall, as required by law, be invested pursuant to School Board policy. The investment may not exceed insurance protection or other legal collateral limits. See School Board Policy, Chapter D. Investments must be kept in a secure location.

#### 1.025 FLOWER AND GIFT COLLECTIONS

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.

- (1) 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 will be deposited in and disbursed from the school internal accounts.
- (2) Student organizations may make a donation to or purchase flowers from their funds to a family or students as a result of a death, casualty or hospital confinement.

#### 1.026 DISBURSEMENTS

All disbursements shall be made by check from the School Internal Accounting Department with the exception of expenditures from Petty Cash Imprest Fund.

Petty Cash Imprest Funds may be established for the purpose of making minor cash expenditures from budgeted School Board funds for which purchase orders are not feasible. Amounts are specified in School Board Policy. The school principal establishing a petty cash fund will be the custodian of the fund and will adhere to procedures for the use of Petty Cash Funds as contained in Policy 1.143 of this manual.

- (1) Stocks of blank checks must be stored in a secure location.
- (2) Voided checks should be marked "VOID" and the signature block removed. The school should retain voided checks.
- (3) Invoices will be marked "PAID" immediately upon making remittance.
- (4) Insofar as practicable, all checks should be printed using the computerized accounting system.
- (5) Disbursement must be made from original invoice only, except for petty cash reimbursements.
- (6) The school should take advantage of all available purchase discounts.

## 1.027 SALES TAX

The general rule for payment of sales tax is that all expenditures from Internal Accounts which are made for customary instructional activities and which do not represent expenditures for resale to individuals, including the general public, are exempt from sales tax.

Purchases made by school organizations for goods or services related to individual needs within an organization are not exempt from sales tax. Organizations such as the PTO that are operating under their own by-laws and federal identification number may not use the school's federal identification number or tax exempt number to purchase items.

Individuals and sponsors requesting reimbursement for purchases paid by them, which include sales tax, will not be reimbursed for the sales tax if the purchase would have been exempt from sales tax had it been purchased directly by the school.

Sales Tax may be reimbursed to teachers purchasing items for the classroom under the Florida Lead Teacher Program.

Sales tax is not required to be paid on:

- (1) Fruit or baked goods sold by the school as a fund raising event. These items are specifically exempt. (Additional information regarding taxable and non-taxable groceries is listed in the back of the manual).
- (2) Scratch off cards where the public receives no prize, only the opportunity to donate money are not subject to sales tax. Schools should use tax

exempt number when purchasing cards.

- (3) Candy, including loose, bulk and packaged candy, candy bars, 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.
- (4) Admission to athletic events and amateur plays held or sponsored by schools - grades K-12 - are tax exempt.
- (5) Band uniforms, athletic uniforms and equipment, caps and gowns, and other items of clothing bought and paid for by a school *with ownership and title remaining with the school* are exempt from sales tax.

Sales Tax is required to be paid on:

- (1) Booth rental at events where spaces are rented to individuals for events such as flea markets or craft shows.
- (2) Any item purchased for resale to students, parents, or the general public other than specifically exempt items such as listed above. The ownership and title does not remain with the school on these items.
- (3) Chewing gum and soft drinks are taxable.
- (4) All prepared food sold by the school is taxable. This includes events such as spaghetti suppers and pancake breakfasts. This does not include cafeteria prepared student lunches.

Any Questions not covered in this manual on sales tax should be cleared with the Finance Department prior to entering into a contract, agreement, or understanding with any person where a charge will be made to the public.

#### 1.028 SALES TAX ON VENDING MACHINE SALES COMMISSIONS

A memorandum from the Department of Education concerning commissions on vending machine states:

- (1) When the vending machines are owned, maintained, and serviced by the vending company, it is the school's responsibility to collect sales tax on the amount received. ***Commissions paid to the schools by vending machine companies are subject to sales tax at the local rate.*** The commission is considered a lease or license to use real property on the space occupied by the machines.

- (2) This sales tax should not be confused with the tax collected by the vending machine company on the products sold from the machine. The vending company remits that sales tax to the Department of Revenue. Sales tax on the commission is collected by the school and remitted to the Department of Revenue by the school.

This information and ruling was verified with the Department of Revenue which oversees the collection of sales tax. However, they did offer an alternative to the school paying the sales tax. If your vending company has a letter from the Department of Revenue granting it the authority to remit tax on rental of real property, then you may request that the vending company remit the sales tax due on the commissions to the Department of Revenue. You must have a copy of the letter from the Department of Revenue granting the vending company this authority in your file.

## 1.029 STALE-DATED CHECKS

Stale-dated checks are checks that are more than one year old and have not been cashed by the payee. Stale-dated checks consist of checks that have reached the required dormancy period required by state statute and are now considered unclaimed as of December 31<sup>st</sup> of each year. [For example, checks that are dated before December 31, 1997 will be considered to be unclaimed on January 1, 1999.] It is a good idea to have "Not valid after 60 days from date" printed on your checks.

State required procedures are:

- (1) For each unclaimed check, an effort must be made to notify the person to whom the check is made payable. 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 (An example of the letter that needs to be mailed follows this section). *These letters must be mailed between January 1<sup>st</sup> and February 28<sup>th</sup>.* [For example, all checks dated before December 31<sup>st</sup>, 1997 must have a letter mailed to the last known address between January 1, 1999 and February 28, 1999.]
- (2) On March 15<sup>th</sup>, the stale-date checks will have to be handled in one of the following three ways:
  - (a) If your signed letter is returned from the payee stating that he/she wishes this check to be a donation to the school, the school may void the check, file a stop payment with the bank, and keep the funds. Please keep a copy of the signed and dated letter with the financial records for the month in which the check is voided.
  - (b) If the person to whom the check is made payable to calls and requests a replacement check, then the stale-dated check must be voided, a stop payment filed with the bank, and a new check issued.

- (c) If no response is received, the check must be voided and a stop payment filed with the bank. A check, made payable to the School District of Okaloosa County, must be forwarded along with a list of the people who have stale-dated checks. This list must include the person's name, last known address, social security number (if known), date of check, and check number. This check must be received by the Finance Department no later than March 25<sup>th</sup>. *The State of Florida sets the deadlines for remittance of these funds.*
  - (d) It may not be a sound business practice to issue a stop payment for every check. The amount of the check and the costs involved in stopping payment should be taken into consideration.
- (3) On April 15<sup>th</sup>, a list of all School District and individual school stale-dated check information is sent to the State of Florida along with a check for the total amount of all stale-dated checks.
- (4) If a person, who has not previously responded to the stale-dated check letter by April 15<sup>th</sup>, responds, please refer them to State of Florida, Unclaimed Property Section, 101 East Gaines Street, Tallahassee, FL 32399-0350.

**SCHOOL LETTERHEAD**

**Dated between January 1<sup>st</sup> and February 28<sup>th</sup>**

Mrs. James Smith  
124 Oak Bridge Road  
Niceville FL 32578

Dear Sir or Madam:

In reviewing our bank records, we find that the following check(s) issued to you have not been cashed.

CHECK NUMBER	CHECK DATE	CHECK AMOUNT
123456	11/25/97	\$47.63

You will not be able to cash the check(s) because of the stale date. If you wish to have the check(s) reissued, please contact me at 850-school number.

However, if you wish for the amount of the check to be a donation to the school, please

I would like to make as a donation to the school, the amount of the above referenced check.

NAME	DATE
------	------

sign, date and return this letter in the enclosed self-addressed envelope.

If you fail to contact us by March 15<sup>th</sup>, XXXX 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.

Sincerely yours,

School Principal



### 1.030 WORTHLESS CHECKS

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 7, Section 1, Paragraph 1.6 states:

1. The principal is responsible for seeking reimbursement for any unpaid check returned by the bank.
2. A check can 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.
3. The school principal may require payment for school obligations in cash, money order, or other form of payment if it is deemed necessary.

Schools should have a worthless check folder to keep track of the checks until they are forwarded to the Finance Department to submit to the school board for handling. This folder should contain the actual worthless checks and/or the letters from Safe-Chek that add up to the total amount of NSF checks outstanding on the internal account reports submitted to the Finance Department each month.

Schools should promptly and diligently attempt to collect the worthless checks before sending them to the school board for final disposition. [Following this section is a copy of a letter that may be used to attempt collection.] If they are unable to collect the checks, they may require the writer of the checks to pay in cash or money order for any additional services.

Between January 15<sup>th</sup> and January 31<sup>st</sup> of each year, each school should send to the Finance Department, a list of their worthless checks from the previous fiscal year with the NSF checks attached. This list should contain the name of the writer of the check, his/her's most current address, the date of check, and the amount of check. These checks will be submitted to the School Board for final disposition. If the School Board approves the writing off of the NSF checks from the internal records of the school, a letter will be mailed to you listing the checks that have been approved and the date of approval. If the School Board feels that the school should make further attempts to collect the check, the NSF check will be returned to you.

**SCHOOL LETTERHEAD**

**DATE**

Mrs. James Smith  
124 Oak Bridge Road  
Niceville FL 32578

Dear Mrs. Smith:

This letter is to notify you that your check written to SCHOOL NAME, Number CHECK NUMBER, dated CHECK DATE in the amount of \$CHECK AMOUNT was returned unpaid from your bank. I have attached a copy of the return check for your information.

Please bring cash or a money order made payable to the SCHOOL NAME in the amount of the returned check. If payment is not received for this returned check, it will be turned over to the State Attorney's Office for collection.

If you should have any questions, please call me at (850) school number. Thank you for your prompt response to this serious matter.

Sincerely yours,

School Principal

### 1.031 APPROVING AUTHORITY OF GENERAL STUDENT BODY ACTIVITIES

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 ACCOUNT** - Any income earned from activities conducted by the school or organization within the school supported by the general student body will 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.

These expenditures may be for, but not limited to:

- (a) Equipment for school wide use
- (b) Equipment for the library or cafeteria dining area
- (c) Beautification of grounds
- (d) Entertainment programs for entire student body
- (e) Field trips by major portion of student body

- (2) **ATHLETICS** - If not in conflict with other provisions of this manual, all matters concerning athletics will 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:

- (a) Sale of tickets
- (b) Game guarantees in accordance with mutual agreements
- (c) Television and radio rights
- (d) Program sales
- (e) Concession sales at athletic events (popcorn, candy, soft drinks, etc.)
- (f) Donations
- (g) Special fund raising projects
- (h) Playoffs and tournaments

- (3) **CONCESSIONS** - Concession sales at all student activities 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 are permitted. The profits from concession sales will be credited to those organizations of the school which the principal designates, except as restricted by these policies for faculty organizations.

- (4) **PAID ENTERTAINMENTS** - Entertainments are defined as those activities for student body and faculty personnel only, to which admission is charged. Where admission is charged to school entertainments, the charges should be fixed at amounts permitting the maximum number of pupils to attend. Also, certain admissions are subject to Florida sales tax. (Refer to sales tax guidelines at back of this manual.)
- (5) **PUBLICATIONS** - These include school newspapers, year-books, and other publications sold to the general student body and faculty. The principal will review all contracts for school newspapers, yearbooks and other publications, and renew on his/her authority.

The Superintendent will prevent the execution of any contract which he or his staff determines is not in agreement with laws, regulations or School Board policy. 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.

- (6) **SCHOOL STORE** - The operation of a school store will consist of the sale of merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils. Merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils may be sold in school stores where permission to operate such stores has been granted by the principal. School stores shall offer a minimum of competition to local merchants.

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. 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. The principal shall establish an approved list of merchandise for sale in the school store.

- (7) **VENDING MACHINES/FOOD SALES**

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.

- (8) **FUND RAISING BY CLASSES, CLUBS AND DEPARTMENTS** – 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. Fund raising activities involving the sale of foods, carbonated beverages, confections,

bakery products, etc., to students before and during school hours is prohibited (See 7 above).

- (9) **CHARITABLE FUND RAISING DRIVE BY THE STUDENT BODY**  
This includes all funds which are received in trust from fund raising drives conducted by the student body to benefit charitable organizations and remitted in the total amount to the charitable organization.
- (10) **PROPERTY DEPOSITS** - This category covers money received on locker keys, locks or similar returnable school property and is not refundable.
- (11) **COURSE AND SUPPLY FEES**
  - (a) No fees may be charged to students enrolled in elementary or secondary schools for any program or course which 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. Examples of such programs are:
    - (1) Summer enrichment or after school activities.
    - (2) Adult general and community education programs.
    - (3) Adult vocational programs.

The School Board must approve all fees charged under this section.

- (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, stringed instrument, and choral instrument/uniform rental.
      - (2) Physical Education uniforms.
      - (3) Physical Education towel service.
      - (4) Parking decal.
      - (5) Locks.
- Collection of fees under this section are subject to prior approval of the School Board.
- (12) **TRANSFERS** - Funds may be transferred from one account to another, with the principal's approval, only under the following conditions:
    - (a) The account is inactive.

- (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.
- (e) At the request of the organization or sponsor to whose account the funds were originally deposited.

When the principal or organization approve the transfer of funds from one account to another, a Check Requisition/Transfer Form (MIS 4003) shall be prepared. Signatures of the account sponsor, bookkeeper, and principal are required. When the transfer is completed on the computerized accounting system, print a transfer voucher form. This form is signed by both the principal and the bookkeeper. One copy is retained in the internal accounting records and the other copy goes to the person requesting the transfer.

MIS 4003  
REV 03/95

SCHOOL DISTRICT OF OKALOOSA COUNTY  
**CHECK REQUISITION/TRANSFER FORM**

<b>DEPT. NAME</b>		<b>DATE</b>	
<b>PAYABLE TO</b>			
<b>ADDRESS</b>			
<b>AMOUNT</b>			
<b>FOR</b>			

**APPROVAL SIGNATURES**

<b>SPONSOR</b>		<b>TREASURER</b>	
<b>BOOKKEEPER</b>		<b>PRINCIPAL</b>	

**FOR SCHOOL BOOKKEEPER USE ONLY**

DEPARTMENT	TARGET	FUNCTION	OBJECT	AMOUNT
		9800		
		9800		
		9800		

<b>REQ. NO.</b>		<b>CHECK NO.</b>		<b>DATE ISSUED</b>	
-----------------	--	------------------	--	--------------------	--

PREPARE THIS FORM IN DUPLICATE - BOTH COPIES, TO THE SCHOOL BOOKKEEPER WHO WILL RETURN DUPLICATE

**1.032 BID REQUIREMENTS AND PURCHASING PROCEDURES**

Use of student accounts for purchases by students or members of the school staff and faculty to take advantage of the student body purchasing privileges is prohibited.

- (1) 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 for the encumbrance of a purchase order for the purchase of money-making project materials and school store supplies for resale.
- (2) Section 6A-1.091 of the State Board Regulations relating to Internal Fund purchases by schools and school organizations will be strictly adhered to. **PURCHASES DESIRED FOR WHICH THE COST WILL EXCEED \$10,000.00 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 \$6,000 and \$10,000.
- (3) Purchasing requirements as established by School Board policy shall apply to internal account funds with the following exemptions:
  - (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.
  - (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.
  - (i) Uniforms for which students raise funds or pay for themselves.
- (4) All equipment purchased with Internal Account funds will become the property of the School Board and will be recorded on inventory records as prescribed by the Superintendent's staff.

### 1.033 INVENTORIES AND PROPERTY RECORDS

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.

- (1) All equipment shall be listed on the District property control records that has a value or cost of five hundred dollars (\$500.00) or more. The principal shall notify the District Property Control Office of all removals, transfers, and receipts of donated or purchased property that meets the criteria for being recorded as a fixed asset under this section.
- (2) Property inventories shall be performed annually by the District Property Control Office. Any missing property shall be reported to the School Board with an explanation by the principal or District department head for the loss. A police report shall be filed by the school principal or District department head for any property for which theft is suspected.
- (3) The School Board shall approve disposal of all surplus property. The Superintendent shall recommend the method of disposal that is in the best financial interest of the School District.
- (4) An incoming principal or District department head and the District Property Inspector shall take an inventory of all school equipment referenced in subsection (1) herein. This inventory shall be checked against the last inventory made and a report shall be filed with the District Property Control Office. Any missing property shall be reported as described in subsection (2) herein.

### 1.034 PROPERTY PURCHASES THROUGH INTERNAL ACCOUNTS

When property valued at \$500.00 and over is purchased or donated, the school principal/department head is responsible for reporting this purchase/donation to the Property Control Department on MIS Form 2088 (attached).

Purchased property should have a copy of the invoice or receipt attached to MIS Form 2088 when forwarded to the Property Control Department. Donated property should have a letter from the person or organization who donated the property stating the fair market value of the property attached to the MIS Form 2088. It is a good practice to attach a copy of the MIS Form 2088 to the check requisition that purchased the property. This will alert the principal, bookkeeper, and auditor that this purchase was reported to the Property Control Department.



THE SCHOOL DISTRICT OF OKALOOSA COUNTY  
PROPERTY CONTROL  
PROPERTY ACQUISITION/DISPOSITION FORM

Page 24

**INSTRUCTIONS**

- A. When property is transferred from one school to another, complete the following blocks: 2, 4, 5, 6, 7, 10, 12, 13 and 15.
- B. When property is transferred to surplus, complete the following blocks: 2, 4, 6 (surplus), 7 (school 9914), 10, 12 and 13.
- C. When property is removed from property custodian's responsibility through trade-in, loss or theft, complete the following blocks: 3, 4, 5, 11, 12, 13 and 14.
- D. When property is transferred from room to room at same school location, complete the following blocks: 2, 4, 5, 10, 12, 13 and 15.
- E. When property is acquired through donation or Internal account purchase, complete the following blocks: 1, 4, 5, 12, 13 (include vendor name in description), 14 and 15.
- F. Temporary loan. Complete following blocks: 2, 4, 5, 8, 9, 12, 13, 14 and 15.  
(NOTE: Do not send to property control unless loan exceeds 5 working days)

The following listed property is being \_\_\_\_\_ 1. Acquired \_\_\_\_\_ 2. Transferred \_\_\_\_\_ 3. Removed

4. FROM: School/Dept. Name \_\_\_\_\_ 5. School Number \_\_\_\_\_

6. TO: School/Dept. Name \_\_\_\_\_ 7. School Number \_\_\_\_\_

8. Temporary Loan To \_\_\_\_\_ 9. Return Date \_\_\_\_\_

10. REASON FOR TRANSFER (check one) \_\_\_\_\_ Use at another location \_\_\_\_\_ Obsolete \_\_\_\_\_ Surplus  
\_\_\_\_\_ Vandalized \_\_\_\_\_ Non-repairable \_\_\_\_\_ Relocated at same location

11. REASON FOR REMOVAL (check one) \_\_\_\_\_ Stolen \_\_\_\_\_ Missing \_\_\_\_\_ Date of Police Report \_\_\_\_\_  
\_\_\_\_\_ Returned to Vendor \_\_\_\_\_ Duplicate Number \_\_\_\_\_  
\_\_\_\_\_ Trade In PO# \_\_\_\_\_ Amt \$ \_\_\_\_\_ Vendor \_\_\_\_\_

12. PROPERTY #	13. DESCRIPTION (INCLUDE SERIAL #)	14. COST	15. NEW ROOM #

TRANSFERRED BY (PRINT NAME) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

RECEIVED BY (PRINT NAME) \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CHANGES POSTED TO PROPERTY RECORDS \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

When property is purchased that will be installed as a part of equipment that already has a property number on it, this purchase, even though it may be less than \$500.00 must be reported to the Property Control Department along with the property number of the equipment to be upgraded, so that the cost of the equipment may be adjusted to include the upgrade. If bought with internal funds, the object code should be the same as that of the original equipment purchase.

#### 1.035 PROPERTY PURCHASES FROM OTHER SOURCES

When property valued at \$500.00 and over is purchased from monies other than purchase orders or internal funds (through PTO's, Booster Clubs, or other groups) and title and ownership is passed to the school/department, the principal/department head is responsible for reporting this purchase/donation to the Property Control Department on MIS Form 2088.

#### 1.036 DISPOSAL OF PROPERTY

*Surplus Property* regardless of value shall be picked up by or turned into the Surplus Property Department. MIS Form 2040 must be completed and signed by both the person picking up the property for the Surplus Property Department and a representative of the school. Please retain a copy of the completed form for school records. All units will be transferred to surplus and removed from the School/Department inventory.

*Stolen Property* must be reported to Property Control on MIS Form 2088. A copy of the police report must be attached to the MIS form. School Board approval will be requested to remove the property from inventory. When Board approval is received, the property will be removed from the school/department inventory.

*Traded Property* requires a purchase order, invoice or other method that clearly shows the property traded and its property number and the property purchased with the trade.

*Property Destroyed By Fire* must be reported to Property Control. Please send a formal written request along with the description of and the property number for the destroyed item to be removed to the Property Control Department. A copy of the fire or police report should be attached to the letter. School Board approval will be requested to remove the property from inventory. When Board approval is received, the property will be removed from the school/department inventory.

*Cannibalized Property* must be reported to Property Control. If it is useful to use the parts of one unit of capitalized property to repair another unit of

**SURPLUS PROPERTY PICKUP**

[illegible]

Driver's Signature-Person Picking  
Up Surplus

SCE./DEPT. Signature-Person releasing  
surplus property.

- \* 1. Works, no longer needed.
- 2. Does not work:
- 3. Not feasible for repair.
- 4. Obsolete
- 5. Other

capitalized property, please forward all information regarding the unit to be cannibalized and the unit to be repaired. School Board approval will be sought and when received the cannibalized property will be removed from the school/department inventory.

*Removal of Donated Property* must be approved by the Superintendent and School Board. Please send a formal written request along with the description of and the property number for the item to be removed to the Property Control Department. Approval by the Superintendent and School Board will be sought and when received, the donated property will be removed from the school/department inventory.

### 1.039 PROPERTY AND EQUIPMENT - ALTERATIONS

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 must be obtained from the District School Maintenance office.

### ACCOUNTING REPORTS AND RECORD-KEEPING REQUIREMENTS

### 1.110 CHART OF ACCOUNTS - GENERAL CLASSIFICATION

- (1) The Okaloosa School District Internal Accounting records shall be maintained according to Chapter 7 of the "Financial Accounting and Cost Reporting Manual" (Red Book). It is recognized that in individual schools the Chart of Accounts may be specialized within the framework set forth below:

DEPARTMENT NUMBER	CLASSIFICATION
100	Athletics
200	Music
300	Classes
400	Clubs
500	Departments
600	Trust Funds
700	School Stores
800	Instructional Aids
900	General

- (2) The bookkeeper is responsible for maintaining the accounting records, which should be neat and well organized.
- (3) It is the responsibility of the principal to monitor account activity and account balances.

- (4) At least monthly, each sponsor shall be provided a statement of activity and account balances.
- (5) A monthly Principal's Financial Report shall be reviewed by the principal and submitted by the 15<sup>th</sup> of the month to the Finance Department. This report shall include the following:
  - (a) Principal's Monthly Financial Report on Internal Funds (Detail Report).
  - (b) Bank Reconciliation (Proof of Cash)
  - (c) Transfers & Adjustments Journal
  - (d) General Ledger Report on NSF Account
  - (e) Copy of the Bank Statement
  - (f) Backup Diskette
  - (g) Ticket Inventory Ledger.

Other reports shall be submitted when requested by the Chief Financial Officer.

#### 1.120 CASH COLLECTION PROCEDURES

The purpose of these procedures is to provide adequate safeguards over funds received at schools. Bank deposits must be made at least weekly, and anytime \$500 or more has accumulated. All funds received must be deposited in their entirety. No personal checks will be cashed ~~under any circumstances~~, except as per 1.146.. All checks received by the bookkeeper will be endorsed immediately.

There are two options available for receipting of cash:

- (1) The first option would require a drop safe be installed at schools where most deposits are dropped. Neither the bookkeeper nor witness should have the safe combination. Only the principal and not more than two backups should have the combination. Two people are required to be present when the safe is opened and the money counted. One person should be the bookkeeper and the second person could be an employee or approved volunteer. This option is explained in Section 1.121.
- (2) The second option requires the person turning in the funds to wait for the bookkeeper to count the cash in their presence and issue a receipt at that time. This option is explained in Section 1.122.

#### 1.121 RECEIPTS BY TEACHERS:

The teacher or sponsor will complete the Monies Collected Form (MIS 4002) listing each name, check number or cash, and amount. The teacher will total the amounts on the form and verify that this amount equals the cash to deposit. The original and yellow copy of the completed Monies Collected Form along with the funds should be placed in a bank bag or sealed envelope. The teacher will retain the ~~duplicate~~ pink copy of the Monies Collected Form. The teacher will place the

bag or envelope in the drop safe.

At least once a day, the bookkeeper and principal's designee will open the drop safe together, remove all bags, and count the funds. The person counting will sign the Monies Collected Form, the other person present will initial the form. Once all the individual forms have been counted and amounts balanced, a total of all the Monies Collected Forms will be run on an adding machine tape. A deposit will be made to the bank for this amount.

When entering the receipts on the computerized accounting program, a printed receipt will be generated. The bookkeeper will sign this receipt and deliver it to the teacher. The teacher will match the receipt to the duplicate Monies Collected Form and retain these documents until audited or 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.

If there is a discrepancy between the funds received and the Monies Collected Form, the bookkeeper will strike through the amount on the form and write in the actual amount. If there are any changes made to the Monies Collected Form, both the bookkeeper and the principal's designee will initial the change.

#### **1.122 FUNDS DELIVERED DIRECTLY TO BOOKKEEPER**

If the teacher chooses to wait for the bookkeeper to count the funds upon delivery, the Monies Collected Form (MIS 4002) must be completed listing each name, check number or cash, and the amount. Both copies of the Monies Collected Form and the funds should be placed in a bank bag or an envelope and delivered to the bookkeeper. The teacher must wait while the bookkeeper verifies that the totals are correct and signs the Monies Collected Form. The teacher receives the duplicate copy after the bookkeeper has signed the form.

When entering the receipts on the computerized accounting program, a printed receipt will be generated. The bookkeeper will sign this receipt and deliver it to the teacher. The teacher will match the receipt to the duplicate Monies Collected Form and retain these documents until audited or 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.

If there is a discrepancy between the funds received and the Monies Collected Form, the bookkeeper will strike through the amount on the form and write in the actual amount. If there are any changes made to the Monies Collected Form, both the bookkeeper and the teacher will initial the change.

### 1.123 DOCUMENTS USED IN RECEIPTING

- (1) The basic documents used in accounting for receipts are:
  - (a) Report of Monies Collected
  - (b) Official Receipt
  - (c) Admission Tickets
  - (d) Report of Tickets Sold
  - (e) Ticket Inventory Ledger

The following sections explain the use and distribution of each of these documents and the manner in which each particular document relates to the overall system of accounting for receipts. Illustrations of the various forms are included in the related sections in which the use of the form is discussed.

### 1.124 REPORT OF MONIES COLLECTED

- (1) This form is the document which is used outside of the principal's office by teachers, sponsors, and sometimes students when collecting student activity funds. The form provides for a simple listing of the students' 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. This form serves as a transmittal form for turning money into 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. It also serves the purpose of providing evidence that students 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 payments for school year-books, ring deposits, cap and gown rentals, etc.
- (2) The proper use of the monies collected form eliminates the need for the issuance of Official Receipts by persons collecting money outside of the school office.
- (3) If a student requests a receipt, the student should be referred to the office to make the payment and be issued an Official Receipt.
- (4) All Report of Monies Collected forms shall be prepared in INK and entries for an individual student shall be made in his presence. Erasures are not permitted on the form. Any erroneous information must be invalidated by lining through such information and entering the correct information above or below the erroneous information. If it should be necessary to void a Report of Monies Collected for any reason, the voided report should be turned in with the properly completed report which replaces it.

- (5) The Monies Collected Receipt is a pre-numbered form. A log will be used to evidence the issuance of these forms by the bookkeeper. The recipient of the form is responsible for returning all Monies Collected Receipts. Voided Monies Collected Receipts should be retained by the bookkeeper.
- (6) Sample Form – Record of Monies Collected.

MIS 4002  
REV 01/99

## SCHOOL DISTRICT OF OKALOOSA COUNTY

Finance Department

## MONIES COLLECTED RECEIPT

RECEIPT NO.	ACCOUNT NO.	SUB ACCOUNT NO.	REFERENCE NO.
①	②	③	0631 - 000001 ④
ACCOUNT/DEPARTMENT TO BE CREDITED			DATE
⑤			⑥
TRANSMITS HEREWITH MONIES OBTAINED FROM SOURCES BELOW FOR DEPOSIT			
SOURCE (LIST STUDENTS NAMES SEPARATELY)	CHECK #	AMOUNT	
1.			
2.	⑦	⑧	⑨
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
TOTAL CASH & CHANGE		⑩	
TOTAL CHECKS		⑪	
TOTAL MONIES COLLECTED		⑫	
I CERTIFY THAT THE ABOVE FUNDS HAVE BEEN RECEIVED FOR DEPOSIT			
DATE	SPONSOR/TREASURER	BOOKKEEPER/PRINCIPAL	
⑬	⑭	⑮	



#### 1.125 OFFICIAL RECEIPT

- (1) The Official Receipt is a receipting document WHICH IS USED IN THE SCHOOL OFFICE ONLY as a means of substantiating collections made and of furnishing persons leaving money at the school office with a record of having done so in the event a question should arise at some future time regarding the payment to the office.
- (2) Official Receipts must be issued by the school office for all monies turned in to the office even though the money received may be supported by Reports of Monies Collected or Reports of Tickets sold. Furthermore, when Official Receipts are prepared in the school office to cover Reports of Monies Collected and Reports of Tickets Sold, the Official Receipt numbers should be entered on the related reports in the space provided for this purpose.
- (3) Official Receipts will frequently be used in the office for direct collections from individuals. If individuals other than the bookkeepers are issuing receipts, an inventory log of receipt books must be maintained. All used receipt books must be returned and maintained for the period required under 1.021 "DESTRUCTION OF RECORDS."
- (4) All Official Receipts shall be prepared in INK. Erasures are not permitted on these forms. Any erroneous information must be invalidated by lining such information and entering the correct information above or below the erroneous information. If it should be necessary to void an Official Receipt for any reason, the voided receipt should be marked voided with both copies maintained in the receipt book.
- (5) The bookkeeper may generate receipts from the computerized accounting system. Receipts for funds left in the drop safe should be attached to the monies collected form and given to the sponsor.

#### 1.126 PARTIES REQUESTING AN OFFICIAL RECEIPT

In those cases in which a person requests an official receipt after the money has been turned in to the school office, the office shall issue the next regular official receipt, but mark across the face of the official receipt the words "Memorandum Receipt."

#### 1.127 LIBRARY FINES

Where daily collections are made for library fines the **total** collection for the day may be reported on the Report of Monies Collected Form (MIS 4002). Rather than reflecting each student's name, if the amount is not material (less than \$1.00 from each student).

## 1.130 ADMISSION TICKETS

- (1) Pre-numbered admission tickets are to be used as a means of cash control for all events to which admission is charged, including season tickets. All tickets used for an event must be noted on the "Ticket Inventory Ledger" (MIS 3400). At high school football games, all tickets will be sold from permanent booths with locking doors and a secure window. At other events, ticket sellers will be accompanied, at minimum, by one ticket taker per seller. Tickets collected at the admission gates are to be torn in half; one half is to be given to the patron, and one half is to be retained by the ticket-taker. The ticket stubs should 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. All tickets transferred between ticket sellers at an event must be evidenced by the signature on the "Report of Tickets Transferred" (MIS 3396). This can be minimized by issuing sufficient tickets to each seller to satisfy possible demand.
- (2) Stocks of unused tickets must be stored in a secure location.
- (3) Prior to the event, the bookkeeper will prepare a box for each seller containing:
  - (a) An appropriate amount of change (dependent on expected gate).
  - (b) Pre-numbered tickets.
  - (c) Activity Event Ticket Sellers Report (MIS 4004).
  - (d) Monies Collected Form (MIS 4002).
  - (e) Instructions for Ticket Sellers.
  - (f) Bank bag with key.
  - (g) Receipt of Locked Bag Form (MIS 3398).
  - (h) Report of Tickets Transferred (MIS 3396).

The ticket seller will sign acknowledging receipt of the change fund and tickets. If an intermediary picks up the ticket boxes from the bookkeeper and delivers to the ticket sellers, the intermediary will sign acknowledging receipt from the bookkeeper and then the ticket seller will sign acknowledging receipt from the intermediary. The ticket seller will verify the total amount of change and beginning and ending ticket numbers prior to acknowledging receipt.

- (4) During the event, the ticket seller will ensure that unsold tickets and the change fund are inaccessible to the public.
- (5) Immediately after ticket sales cease, the ticket seller will secure the ticket window (if in a booth), or remove the ticket box with the cash and unused tickets to a private room. If the ticket seller is not secured in a booth, the ticket taker will remain with the ticket seller until the cash and unused tickets are secure. The ticket seller will record the last ticket number sold of each series and record the value to tickets sold on the Activity Event Ticket Sellers Report (MIS 4004).

SCHOOL DISTRICT OF OKALOOSA COUNTY

Finance Department

REPORT OF TICKETS TRANSFERRED

MIS 3396

Page 34

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

EVENT: \_\_\_\_\_

TICKETS TRANSFERRED FROM:

Date

Name

Beg #

End #

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Transferring Tickets

TICKETS TRANSFERRED TO:

Date

Name

Beg #

End #

\_\_\_\_\_

\_\_\_\_\_  
Signature of Person Receiving Tickets

The ticket seller will count and record the amount of cash, separating the change fund from sales, and record the cash sales on the Activity Event Ticket Sellers Report (MIS 4004) and the Monies Collected Form (MIS 4002). If the value of tickets sold does not equal the cash from sales, the ticket seller will recount the cash and verify all amounts. The differences will be reported on the Activity Event Ticket Sellers Report. 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.

(a) For football games, the ticket seller will place the cash, unused tickets, original Monies Collected Form (MIS 4002) and Activity Event Ticket Sellers Report (MIS 4004) in a bank bag, then lock and deliver the bag to the administrator on duty. The school will designate a person to retain the bag key. This must be a person other than the administrator who takes the bag. The ticket seller will keep the duplicate Monies Collected Form. The administrator on duty will sign acknowledging receipt of the bag, using a "Receipt of Locked Bag" Form (MIS 3398), verify that the bag is locked, and immediately deliver the bag to the night (hold) depository at the bank. The school may either have the bank credit the school's account, or hold the bag intact for the school to count and deposit the next morning. The next morning, the principal's designee will retrieve the bag (cash or deposit slips) from the bank, and return it to the school. The ticket seller will match the receipt given by the bookkeeper with the duplicate Monies Collected Form and retain these documents until audited or 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.

(b) At other events, the ticket seller will place the cash, unused tickets, original Monies Collected Form (MIS 4002) and Activity Event Sellers Report (MIS 4004) in a bank bag, then place the bag in the drop safe. The ticket seller will retain the duplicate Monies Collected Form (MIS 4002). The ticket seller will match the receipt given by the bookkeeper with the duplicate Monies Collected Form (MIS 4002) and retain these documents until audited or 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. The next morning, the bookkeeper will retrieve the bag from the drop safe, and, together with the principal's designee, count the cash. If the gate is expected to be large, the principal may decide to follow the same procedure as at football games.

The bookkeeper will prepare the deposit slip, verify the amounts on the Activity Event Ticket Sellers Report (MIS 4004), and secure any unused tickets. The bookkeeper will note "Cash Over \$XX.XX" or "Cash Short \$XX.XX" on the Activity Event Ticket Sellers Report. The bookkeeper will sign the Activity Event Ticket Sellers Report (MIS 4004) and Monies

SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA  
STUDENT ACTIVITY FUNDSACTIVITY EVENT TICKET SELLER'S REPORT

SCHOOL		TICKET STATION		EVENT		DATE		
Kind Of Ticket	Color	Price Each	First Number On Roll Before Sale	Tickets Rec'd By	First Number On Roll After Sale	Return Verified By	Quantity Sold (Count)	Total Sales
I certify that this report is true and accurate in every detail				<u>Change</u> Received/By \$ _____ / _____ <u>Returned</u> Received/By \$ _____ / _____ Receipt # _____		TOTALS Actual Cash Received \$ _____ Recorded on Receipt # _____ Date _____ By _____		
Signed - Ticket Seller  Verified by: _____ (Principal, Secretary, or Bookkeeper)								

- INSTRUCTIONS:
1. Use for all events for which admission is charged.
  2. Prepare form for each ticket seller, for all selling locations.
  3. Original to be attached to report of monies collected, MIS 4002.
  4. Prepare additional copy (or copies) as needed for records and accountability.

SCHOOL DISTRICT OF OKALOOSA COUNTY

Finance Department

RECEIPT OF LOCKED BAG

MIS 3398 /  
Page 37

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

DATE OF RECEIPT: \_\_\_\_\_

NUMBER OF BAGS: \_\_\_\_\_

VERIFIED LOCKED: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Receiving Bag(s)

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

Collected Form (MIS 4002). When entering the receipts on the computerized accounting program, a printed receipt will be generated. The bookkeeper will sign this receipt and deliver it to the ticket seller. The ticket seller will match the receipt to the duplicate Monies Collected Form and retain these documents until audited or 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 ticket seller for advance tickets will be treated as a ticket seller. Receipts will be turned in daily and the seller will balance the ticket sales report to collections at the conclusion of advance ticket sales.
- (7) Season tickets will be pre-numbered by seating location. Only one person will be designated to sell season tickets. If this is impossible, the school may assign no more than two persons to sell season tickets. The sales each day will be listed on a Monies Collected Form (MIS 4002). The ticket seller will complete the Monies Collected Form (MIS 4002) in its entirety and place the original Monies Collected Form along with the funds in a bag. The ticket seller will keep the duplicate Monies Collected Form and place the bag in the drop safe. When entering the receipts on the computerized accounting program, a printed receipt will be generated. The bookkeeper will sign this receipt and deliver it to the ticket seller. The ticket seller will match the receipt to the duplicate Monies Collected Form and retain these documents until audited or 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.
- (8) Complimentary tickets will be issued only by written approval by the principal.

#### 1.131 INSTRUCTIONS TO FOOTBALL TICKET SELLER

- Immediately after ticket sales cease, secure the ticket window.
- Record the last ticket number sold of each series and the value to tickets sold on the Activity Event Ticket Sellers Report (MIS 4004).
- Count and record the amount of cash, separating the change fund from sales, and record the cash sales on the Activity Event Ticket Sellers Report (MIS 4004) and the Monies Collected Form (MIS 4002).
- If the value of tickets sold does not equal the cash from sales, recount the cash and verify all amounts reported on the Activity Event Ticket Sellers

- If the value of tickets sold does not equal the cash from sales, recount the cash and verify all amounts reported on the Activity Event Ticket Sellers Report (MIS 4004).
- Place the cash, unused tickets, original Monies Collected Form (MIS 4002) and Activity Event Ticket Sellers Report (MIS 4004) in a bank bag, then lock and deliver the bag to the administrator on duty.
- The school will designate a person to retain the bag key. This must be a different person than the administrator who takes the bag. Deliver the bag key to the designated person.
- Keep the duplicate Monies Collected Form (MIS 4002).
- The administrator on duty will sign acknowledging receipt of the bag, using Receipt of Locked Bag Form (MIS 3398), attached, and immediately deliver the bag to the night (hold) depository at the bank.
- The next morning, the bookkeeper will retrieve the bag from the bank, and return it to the school.
- The bookkeeper will note "Cash over \$xx.xx" or "Cash Short \$xx.xx" on the Activity Event Ticket Sellers Report (MIS 4004).
- The bookkeeper will sign the Activity Event Ticket Sellers Report (MIS 4004) and Monies Collected Form (MIS 4002).
- The bookkeeper will generate a receipt on the computerized accounting program and return this receipt to you. You should retain this receipt for three years or return to the principal, if instructed.

#### 1.132 INSTRUCTIONS TO OTHER EVENTS TICKET SELLER

- Immediately after ticket sales cease, secure the ticket window (if in a booth), or remove the ticket box with unused tickets to a private room.
- If you are not secured in a booth, the ticket taker will remain with you until the cash and unused tickets are secure.
- Record the last ticket number sold of each series and the value to tickets sold on the Activity Event Ticket Sellers Report (MIS 4004).
- Count and record the amount of cash separating the change fund from sales, and record the cash sales on the Activity Event Ticket Sellers Report (MIS 4004) and the Monies Collected Form (MIS 4002).



- If the value of tickets sold does not equal the cash from sales, recount the cash and verify all amounts reported on the Activity Event Ticket Sellers Report (MIS 4004).
- Place the cash, unused tickets, original Monies Collected Form (MIS 4002) and Activity Event Ticket Sellers Report (MIS 4004) in a bank bag, then place the bag in the drop safe.
- Keep the duplicate Monies Collected Form (MIS 4002).
- The next morning, the bookkeeper will retrieve the bag from the bank, and return it to the school.
- The bookkeeper will note "Cash Over \$xx.xx" or "Cash Short \$xx.xx" on the Activity Event Ticket Sellers Report (MIS 4004).
- The bookkeeper will sign the Activity Event Ticket Sellers Report (MIS 4004) and Monies Collected Form (MIS 4002).
- The bookkeeper will generate a receipt on the computerized accounting program and return this receipt to you. You should retain this receipt for three years or return to the principal, if instructed.

### 1.133 TICKET INVENTORY LEDGER

- (1) The Ticket Inventory Ledger (MIS 3400) is used to document all tickets used during the month. This form should be completed and sent to the Finance Department by the 15<sup>th</sup> of each month with the Monthly Principal's Report. It should be completed as follows:
  - (1) Ticket Roll # - This space can be used to record the ticket roll number if each ticket roll is numbered. If your ticket rolls are not numbered, leave blank.
  - (2) Ticket Color - Record the color of the tickets in this space.
  - (3) Activity - Record the activity (ie. Baseball game, Football game, Dance, Play, etc.) Also not the opponent, if applicable.
  - (4) 1<sup>st</sup> Ticket # On Roll When Issued - This is the first ticket number that appears on the roll when the roll is issued to the ticket seller.
  - (5) Date Received - Record the date the tickets are delivered to the ticket seller.

- (6) 1<sup>st</sup> Ticket # On Roll When Returned - This is the next ticket available on the roll when the roll is returned. If there are no tickets returned, put "O" or "none."
  - (7) Number of Tickets Used - This amount is calculated by subtracting the first ticket number on roll when received from the first ticket number on roll when returned. (Column B - Column A = Column C)
  - (8) Price Per Ticket - Record the ticket price.
  - (9) Total Sales - This amount is calculated by multiplying the number of tickets used by the price per ticket. (Column C X Column D = Column
  - (10) Enter Receipt Number - Record the receipt number generated by the computer or the handwritten receipt number that corresponds to the monies collected form for the total sales deposited.
  - (11) Initial & Date of Responsible Official - The bookkeeper should initial and date this section.
- (2) Sample Form - Ticket Inventory Ledger (MIS 3400) - (see next page)

## MIS 3400

DATE:

COMPLETE THIS LEDGER AND SUBMIT BY THE 10TH OF EACH MONTH TO THE FINANCE OFFICE - BAO

## 1.140 PROCEDURES FOR MAKING EXPENDITURES

- (1) The basic documents used in accounting for expenditures are:
- (a) Internal Accounts Purchase Order (Purchase Permit)
  - (b) Check Requisition/Transfer Form (MIS 4003)

The following sections explain the use and distribution of each of these documents and the manner in which each particular document relates to the overall system of accounting for expenditures.

## 1.141 INTERNAL ACCOUNTS PURCHASE ORDER (Purchase Permit)

This form is used by school to authorize teachers, sponsors, or parents to charge items to the school's charge accounts. School's may generate purchase orders from the computerized accounting system, developing a form to use for this purpose.

## 1.142 CHECK REQUISITION/TRANSFER FORM (MIS 4003)

- (1) This form is provided for use at the school level ONLY in controlling all expenditures from School Activity Funds. Any expenditure that a teacher or sponsor wishes to make must be requested on this form. The form is initiated by the teacher or sponsor desiring to make an expenditure. The teacher or sponsor **must** sign this form. The completed form is forwarded to the school principal, who must approve the request before any expenditure of School Activity Funds may be made.

MIS 4003  
REV 03/95

SCHOOL DISTRICT OF OKALOOSA COUNTY  
**CHECK REQUISITION/TRANSFER FORM**

DEPT. NAME		DATE	
PAYABLE TO			
ADDRESS			
AMOUNT			
FOR			

## APPROVAL SIGNATURES

SPONSOR		TREASURER	
BOOKKEEPER		PRINCIPAL	

## FOR SCHOOL BOOKKEEPER USE ONLY

DEPARTMENT	TARGET	FUNCTION	OBJECT	AMOUNT
		9800		
		9800		
		9800		
REQ. NO.		CHECK NO.		DATE ISSUED

PREPARE THIS FORM IN DUPLICATE - BOTH COPIES TO THE SCHOOL BOOKKEEPER WHO WILL RETURN DUPLICATE

### 1.143 PURCHASES FROM PETTY CASH

The School Board authorizes the use of petty cash funds to make expenditures for operating central administrative offices and school centers. These funds shall be accounted for separately from other funds. 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.

- (1) Petty cash funds shall be established for the District Office in the amount not to exceed three hundred dollars (\$300.00) each.
- (2) The principal may establish a petty cash fund not to exceed one thousand dollars (\$1,000.00) for the purpose of small expenditures to operate the school. No purchase of a single item costing five hundred dollars (\$500.00) or more shall be made from petty cash. The schools are limited to the following petty cash funds:
  - (a) Petty Cash-Budget funds (deposited in internal account).
  - (b) Petty Cash-Day Care programs (deposited in internal account).
  - (c) Petty Cash-School Food Service (change fund).

The initial establishment of the petty cash fund shall be accomplished by the completion of a manual purchase order to the school for the approved amount. A check will be issued from the School District Accounts Payable Department. The check should then be deposited in the bank and credited to an account titled, "Petty Cash County." Separate accounts shall be maintained for "Petty Cash Daycare" and "Petty Cash School Food Service."

When the petty cash funds are reduced to the point that sufficient cash is not on hand to make necessary expenditures, replenishment of the funds may be requested. This is accomplished by completing a manual purchase order to the school in the amount required to replenish the petty cash funds. The purchase order along with the original itemized invoices are sent to the Purchasing Department. Accounts Payable issues a check and the funds are to be deposited back into the petty cash account. Replenishment can be made as often as necessary.

At the end of each school year all petty cash funds must be replenished.

- (3) Each school may establish a petty cash imprest fund from the School Internal Account subject to the following limitations:
  - (a) Elementary Schools - one hundred dollars (\$100.00).
  - (b) Middle Schools - three hundred (\$300.00).
  - (c) High Schools - five hundred dollars (\$500.00).

The initial establishment of the "Petty Cash Imprest" funds shall be accomplished by establishing a new cash account titled "Imprest Fund." The approved amount of funds from the checking account may be transferred into this account. A check requisition form should be completed, made payable to the school principal or designated employee for the approved amount of the Imprest Fund.

Small purchases made be made from this fund. Each purchase **must** have an itemized invoice. When the imprest funds are reduced to the point that sufficient cash is not on hand to make necessary expenditures, the funds may be replenished. This is done by the completion of a check requisition form made payable to the principal or designated employee for the amount of the invoices. The expenditures are charged to the appropriate accounts. At all times the cash and invoices shall equal the total amount established for the Imprest Fund. All cash must be secured in the school safe overnight.

Checks may be cashed from the petty cash imprest fund only if all of the following apply:

- (1) The check is in payment for an amount due the school.
- (2) The check is from a student or parent.
- (3) The check is the amount due the school, and the check is being cashed to accommodate the separation of proceeds (i.e. School Food Service and internal payments written in the same check), or the check is for a nominal amount greater than the amount due the school.

#### 1.144 PAYMENTS TO EMPLOYEES OF THE DISTRICT FOR SERVICES

All payments to employees for additional services such as gate keepers, ticket takers, etc. shall be paid through the District Payroll Department. A check should be submitted along with an "Other Compensation Form" (MIS 3180) and a "Cash/Refund Transmittal Form" (MIS 3218). The check should include the required matching social security and retirement.

## OTHER COMPENSATION REPORT

MIS 3180  
(REV 8/88)

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

DESCRIPTION: \_\_\_\_\_

FUNDING: \_\_\_\_\_

FUND	FUNCTION	OBJECT	CENTER	PROJECT	FTE
------	----------	--------	--------	---------	-----

EMPLOYEE NAME	SOCIAL SECURITY #	JI	TIME (HRS)	TOTAL \$

ONLY ONE ENTRY PER EMPLOYEE PER ACTIVITY

DO NOT REPORT SUBSTITUTES  
ON THIS FORM. ALL SUBS  
MUST BE REPORTED BY SCHOOL  
ON SUBSTITUTE TIME REPORT.\*

\_\_\_\_\_  
AUTHORIZED SIGNATURE\_\_\_\_\_  
DATE

\*IF WORKSHOP FUNDS ARE PAYING FOR SUBSTITUTE,  
THE SCHOOL WILL BE RESPONSIBLE FOR FORWARDING  
SUBSTITUTE TIME REPORT TO AUTHORIZING DEPT.  
OR PROJECT DIRECTOR FOR SIGNATURE

FOR PAYROLL USE ONLY

RUN #	_____
BATCH #	_____
DATE ENTERED	_____
INITIALS	_____

SCHOOL DISTRICT OF OKALOOSA COUNTY  
FINANCE DEPARTMENT

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CASH/REFUND  
TRANSMITTAL FORM

TO: FINANCE DEPARTMENT

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

FROM: \_\_\_\_\_  
(Name of School/Department)

SUBJECT: MONIES TRANSMITTED TO FINANCE

THIS COMPLETED FORM MUST ACCOMPANY ALL MONEY (CHECK OR CASH)  
SENT TO THE FINANCE OFFICE.

TOTAL AMOUNT OF CHECKS \$ \_\_\_\_\_

TOTAL AMOUNT OF CASH \$ \_\_\_\_\_

GRAND TOTAL \$ \_\_\_\_\_

CHECK NO.	AMOUNT	FUND	FUNCTION	OBJECT	CENTER NO	PROJECT

REASON FOR TRANSMITTAL OF MONEY \_\_\_\_\_

\_\_\_\_\_  
(Signature of Principal/Department Head)



## 1.145 PAYMENTS TO INDIVIDUALS FOR SERVICES

Payments to individuals, who are not employees for the district, for services such as story tellers, officials, etc. may be paid through internal accounts. This is done by completing an "Invoice for Services Rendered Form" (MIS 3307) and check requisition made payable to the individual. When adding the vendor in the computerized accounting system, be sure to answer yes to the send 1099 question. All policies concerning insurance requirements and bid requirements apply to these payments.

MIS 3307  
REV 10/95

SCHOOL DISTRICT OF OKALOOSA COUNTY  
INTERNAL AUDITOR'S OFFICE  
**INVOICE FOR SERVICES RENDERED FORM**

VENDOR INVOICE #: \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_  
DATE OF CHECK: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE & ZIP: \_\_\_\_\_

ID NUMBER: \_\_\_\_\_  
(Social Security or Federal Identification Number)

I HAVE RECEIVED \$ \_\_\_\_\_ FOR PROVIDING SERVICES

AT \_\_\_\_\_ AS A \_\_\_\_\_  
(Name of School) (Consultant, Athletic Official, Performer, etc.)

FOR A \_\_\_\_\_ ON \_\_\_\_\_  
(Game/Match, Workshop, Performance, etc.) (Date)

\_\_\_\_\_  
(Signature)

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
(School Official)

**NOTE: THE ABOVE INFORMATION IS NECESSARY TO COMPLY WITH THE INTERNAL REVENUE SERVICE CODES OF THE UNITED STATES. INTERNAL REVENUE SERVICE FORM #1099 WILL BE FILED WITH THE IRS AND A COPY MAILED TO THE ADDRESS ABOVE AS REQUIRED BY LAW.**

**ATTENTION SCHOOL BOOKKEEPER: IF PAYMENT IS MADE TO A PERSON OR ASSOCIATION OF PERSONS FOR PERSONAL SERVICE RENDERED, THEN IT IS NECESSARY THAT THIS COMPLETED FORM OR SIMILAR FORM BE RECEIVED FROM THE PROVIDER. A COPY OF THIS FORM MUST BE FILED WITHIN A YEARLY (JAN 1ST - DEC 31ST) READER FILE. RETAIN THIS FILE FOR POSSIBLE AUDIT BY THE IRS OR THE INTERNAL AUDITOR.**

## 1.146 CHANGE FUNDS

- (1) Change funds required for making change at athletic events and other major events may be obtained by forwarding a Check Requisition form to the School Office for the amount required. Upon receipt of such a Check Requisition form in the School Office, a check will be made payable to the responsible individual for the amount required. When the check or cash is given to the responsible individual, a "Receipt of Change Funds" (MIS 3397) must be completed and signed. Change funds may be issued for the event or season. When change funds are returned to the School Office, the bookkeeper or responsible school employee must sign the "Receipt of Change Funds" form.
- (2) Sample Form - Receipt of Change Funds (MIS 3397).

## SCHOOL DISTRICT OF OKALOOSA COUNTY

MIS 3397

Finance Department

## RECEIPT OF CHANGE FUND FOR CONCESSIONS

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

ORGANIZATION: \_\_\_\_\_

RELATED EVENT: \_\_\_\_\_

CHANGE FUND REQUESTED FOR:

EVENT \_\_\_\_\_

SEASON \_\_\_\_\_

AMOUNT OF CHANGE FUND RECEIVED: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Person Receiving Change

AMOUNT OF CHANGE FUND RETURNED: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Person Receiving Return of Change

**1.147 CHECK REQUISITION - CASH OR CHECK ADVANCES**

Certain expenditures may warrant the necessity to issue a cash or check advance. This occurs when a credit purchase is not practical, permitted or the exact purchase price cannot be determined. The payee is required to submit all invoices, travel forms or receipts for these advances and must redeposit to the appropriate account any funds not used. All vouchers for these cash or check advances will be held in a pending folder until that advance has been accounted for. Cash or check advances may be permitted for:

- (a) Meal allowances and travel expenses for student activities.
- (b) Deposits and Registration on conventions, meetings.
- (c) Travel expenses for coaching clinics.
- (d) Admissions to certain tourist attractions.
- (e) Purchases from the U.S. Government Surplus Sales.
- (f) Purchases from U.S. Postal Service.
- (g) Vendor minimum dollar amount orders and those who do not honor purchase orders.

**1.150 ANNUAL SCHOOL STORE AND SUPPLIES FOR RESALE INVENTORY FORM**

- (1) The Annual School Store and Supplies For Resale Inventory Form 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 his 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.
- (3) Any other organization or club that may have some supplies on hand (such as Industrial Art, Band, Art Department, etc.) to carry on their activities and are for resale, must also submit an inventory.
- (4) Sample Form-School Store and Supplies For Resale. SEE NEXT PAGE FOR SAMPLE FORM.

## Page 51

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

SCHOOL: \_\_\_\_\_ ACCOUNT PURCHASED FROM: \_\_\_\_\_

I CERTIFY THAT THE ABOVE IS A TRUE AND CORRECT INVENTORY OF THE SCHOOL STORE OR SUPPLIES ON HAND FOR RESALE.

PRINCIPAL

## 1.155 FUND RAISING WINNER PROCEDURES

When a person wins a prize or award, there are certain procedures that are required by the Internal Revenue Service and the School Board of Okaloosa County.

If the prize or award is valued at \$599.99 or less, a MIS Form 3307 or and IRS Form W-9 (shown on the next page) must be completed, signed and dated. The form used should be attached to the check requisition that will pay the winner the prize or award. If one person should win more than one prize and the total equals \$600.00 or more, the over \$600.00 rules should be followed.

If the prize is \$600.00 or over, one of the following procedures will apply.

If the prize is merchandise valued at \$600.00 or more:

1. Please secure a completed, signed, and dated IRS W-9 form and a copy of the invoice that paid for the item awarded as the prize and forward these to the Finance Department.
2. Attach a copy of the W-9 to the invoice and check requisition that paid for the merchandise.

If the prize is merchandise valued at \$5000.00 or more:

1. Please follow the above two steps.
2. The winner must issue the school a check or money order in the amount of 28% of the value of the prize. The school should issue a check in the sum of 28% of the value made payable to the Nations Bank which should be forwarded to the Finance Department.

If the prize is cash valued at \$600.00 or more:

1. Please secure a completed, signed, and dated form W-9 and send it to the Finance Department along with a check made payable to the Nations Bank for 31% of the cash awarded. For example, if the prize awarded is \$10,000, the check made payable to the bank will be for \$3,100.00. This is required by the Internal Revenue Service for tax purposes. Attach a copy of the W-9 to the check requisition.
2. Please send a copy of the letter from the superintendent approving this fund raiser.
3. The check made payable to the winner should be the gross amount less the 31% that is being deposited to the Internal Revenue Service's account at Nations Bank. For example, if \$10,000 is the prize, the check to Nations Bank is \$3,100.00, and the amount to the winner is \$6,900.00. If you have the winner fill out a MIS form 3307, the amount received should be the gross amount.
4. After the 31% monies withheld is deposited to Nations Bank, a copy of the receipt received will be forwarded to the school for their records. In addition, the Finance Department will prepare the necessary forms to notify the Internal Revenue Service of prizes awarded and a copy of this will also be sent to the school for their records.

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do NOT  
send to the IRS.

Please print or type

Name (If a joint account or you changed your name, see Specific Instructions on page 2.)

Business name, if different from above. (See Specific Instructions on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ▶

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, if you are a resident alien OR a sole proprietor, see the Instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number

| | + | | | | |

OR

Employer identification number

| + | | | | | |

List account number(s) here (optional)

## Part II For Payees Exempt From Backup Withholding (See the instructions on page 2.)

## Part III Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions.**—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign  
Here

Signature ▶

Date ▶

**Purpose of Form.**—A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are an exempt payee.

**Note:** If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What Is Backup Withholding?**—Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding

include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. The IRS tells the requester that you furnished an incorrect TIN, or
3. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
4. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only), or

5. You do not certify your TIN when required. See the Part III instructions on page 2 for details.

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

## Penalties

**Failure To Furnish TIN.**—If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil Penalty for False Information With Respect to Withholding.**—If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal Penalty for Falsifying Information.**—Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.**—If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

**INVOICE FOR SERVICES RENDERED  
TO THE  
SCHOOL DISTRICT OF OKALOOSA COUNTY**

**Vendor Invoice #** \_\_\_\_\_

**Check Number** \_\_\_\_\_

**Date of Check** \_\_\_\_\_

**From:** \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State Zip)

\_\_\_\_\_  
(Social Security or Federal Identification Number)

**I have received \$** \_\_\_\_\_ **for providing services at** \_\_\_\_\_  
(Name of School)

**as a** \_\_\_\_\_ **for a** \_\_\_\_\_  
(Consultant, Athletic Official, Performer, etc.) (Clinic, Game/Match, Workshop, Performance, etc.)

**on** \_\_\_\_\_  
(Date)

\_\_\_\_\_  
**Signature** **Date**

**Note:** The above information is necessary to comply with the Internal Revenue Service Codes of the United States. Form #1099 will be filed with the IRS and a copy mailed to the address above as required by law.

~~~~~  
**Approved for Payment:** \_\_\_\_\_  
(School Official) (Date)

~~~~~  
**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 yearly (January 1 – December 31) reader file. Retain the file for possible audit by the IRS or the Internal Auditor.

1.196 FLORIDA HIGH SCHOOL ACTIVITIES ASSOCIATION BY-LAWS

The By-laws of the Florida High School Activities Association shall be considered a part of the Internal Accounts Manual and school officials and their staff should review these Bylaws to prevent violations of these rules and to avoid any penalties.



#### 1.197 SCHOOL FACILITY USE

An organization, group or club that wished to use a school facility for other than school business must submit FORM 4052, APPLICATION FOR THE USE OF SCHOOL BUILDING FACILITIES must be completed and retained by the principal before use of the facility is permitted. If the principal approves the application, MIS FORM 4053, SCHOOL FACILITY USE CONTRACT must be prepared and signed by representatives of both the school and organization.

Payments for the use of school facilities shall be made by check or money order, made payable to the Okaloosa County School District and sent to the Finance Department for deposit. The check will be deposited as follows:

- After school program funds will be deposited 100% into budgeted funds (Function 7900, Object Code 0510).
- Other programs will be deposited 90% into budgeted funds (Function 7900, Object Code 0510) and 10% into the school's utilities accounts.

Charges for custodians are determined by the personnel needed at an hourly rate, to include overtime pay if necessary (Item # 5 in contract).

Special Events Rates Schedules are shown on page four. These rates do not include charges for custodians. The rate schedule is to be used when groups or organizations, other than District sponsored activities, are requesting use of your school facilities.

Sample MIS FORMS 4052 and 4053 are on the following pages.

## SCHOOL DISTRICT OF OKALOOSA COUNTY

## OFFICE OF RISK MANAGEMENT AND SAFETY

Page 55

APPLICATION FOR USE OF SCHOOL BUILDING FACILITIES

THREE COPIES OF THIS APPLICATION MUST BE SUBMITTED TO THE SCHOOL PRINCIPAL.

If approved, this application will be subject to the School Facility Use Contract, MIS 4053, REV 5/92. An approved copy will be sent to the organization requesting the use of building facilities.

Day of the Week \_\_\_\_\_

Date Applied \_\_\_\_\_  
(Must be 10 days before requested date)

Date of Meeting \_\_\_\_\_

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

Time meeting begins \_\_\_\_\_

Time meeting ends \_\_\_\_\_

Specify Nature and Purpose of Meeting \_\_\_\_\_

Organization making application \_\_\_\_\_

Is Organization permanent in Okaloosa County? \_\_\_\_\_

Name of President \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of Secretary \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of person in charge of facility rented:

\_\_\_\_\_ Phone No. \_\_\_\_\_

Anticipated Attendance \_\_\_\_\_ When was local organization formed?

\_\_\_\_\_ Special Requests \_\_\_\_\_

CHECK SPACE NEEDED: Classrooms (Specify Number) \_\_\_\_\_ Kitchen \_\_\_\_\_

Cafetorium/Auditorium \_\_\_\_\_ Multi-Purpose \_\_\_\_\_

Gym \_\_\_\_\_ Stadium \_\_\_\_\_ Other \_\_\_\_\_

(OVER)

LIMITS:	Bodily Injury	\$ 200,000	per occurrence
		\$ 100,000	per person
	Property Damage	\$ 25,000	per occurrence

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**NOTE:** A Certificate of Insurance reflecting the above limits and naming the School District of Okaloosa County as an Additional Insured must be furnished to the Risk Management/Insurance Department of the School District at least 48 hours prior to use of facilities referred to herein.

I (person requesting permit), \_\_\_\_\_, signing on behalf of myself and the organization I represent, do hereby solemnly swear or affirm that all of the above information and requirements are true and have been met. Further, we support the Constitution of the United States and of the State of Florida. I do hereby also swear or affirm on behalf of the organization named herein that no person is excluded from membership in such organization nor from participating in the activity or program covered by this agreement on the grounds of sex, race, color or national origin. I understand that if this application is approved, I will be required to execute a "School Facility Use Contract" and that even though the application is approved, the District (School) reserves the right and at its discretion, to cancel or rescind the use of the facility for any reason at any time.

Signature \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

**NOTE:** Before this permit becomes effective, it must bear, in the places indicated, the signature of the Superintendent or his designee.

**INVOICE:**

Amount of Charge \$ \_\_\_\_\_

Payment due before (Date) \_\_\_\_\_

Approved by Principal \_\_\_\_\_

All payments must be made by check/money order payable to the School District of Okaloosa County, Florida. Payment will be made in advance unless otherwise arranged. In all cases payment will be made not later than two weeks after the organization has used the facility. Checks payable to the School District of Okaloosa County will be presented to the Principal for transmittal to the Finance Department.

SCHOOL DISTRICT OF OKALOOSA COUNTY  
OFFICE OF RISK MANAGEMENT

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SCHOOL FACILITY USE CONTRACT

THIS CONTRACT IS MADE and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, between the SCHOOL DISTRICT OF OKALOOSA COUNTY, FLORIDA, hereinafter referred to as District; and the \_\_\_\_\_, (Organization) City of \_\_\_\_\_, State of Florida, hereinafter referred to as User, for use of \_\_\_\_\_ (School Name) \_\_\_\_\_, under the following conditions:  
(School Facility)

1. The User agrees to pay to the District at the time of this contract a deposit \_\_\_\_\_. The deposit may, at the discretion of the District, may be waived or forfeited for any reason that date is cancelled or changed by the User. The total deposit paid will be deducted from the total charge unless a portion of such deposit has been forfeited. The School District of Okaloosa County policy requires that all charges made for the use of school facilities be paid in advance of the date that such facility is to be used.
2. The User shall:
  - a. Indemnify, hold harmless, protect and defend the District, its employees and agents, against any and all liability for bodily injury and/or property damage of whatsoever nature incident to the use of Okaloosa County School facilities as described in the attached application. The Applicant further agrees that the insurance coverage required pursuant to Subsection b, below, shall cover the obligations set forth above.
  - b. Maintain the following insurance coverage: Comprehensive General Liability (including Products Liability if any food will be served which has been prepared by other than School Food Service employees) for bodily injury: \$100,000 per person; \$200,000 per occurrence and \$25,000 per occurrence for property damage.
  - c. Obtain at User's cost and expense any and all licenses or permits required by law or ordinance.

- d. Accept the facilities as they are at the time of occupancy. Removal or change of location of any appliance or equipment, occasioned by User's use of school facilities, shall be made by User at User's expense, but no such removal or change shall be made without prior written approval by the School Principal. Any appliance or equipment, removed or relocated by User, shall be replaced as found.
- e. Not remove equipment or furnishings from the school premises under any condition.
- f. Arrange and be responsible for all deliveries of equipment, properties, scenery, etc., subject to the approval of the School Principal.
- g. Remove from the school premises before the beginning of the next school day or as determined by the School Principal, all equipment, properties, scenery, etc., for which the User is responsible; any such material remaining beyond the specified time will be subject to storage charges.
3. The District shall:
- a. Furnish light, heat and water by means of appliances installed or ordinary purposes, but for no other purposes. The District shall not be responsible or chargeable for interruptions, delays or failures in furnishing any such utilities due to causes beyond the control of the District.
- b. Not be responsible for any damage, accident or injury to the User, his property or his agents, servants, employees or their property, from any cause whatsoever, not for injury or damage to persons or their property or subsequent to the period for which use of school facilities by User has been authorized.
- c. Reserves the right in the exercise of discretion, to rescind and cancel this agreement at any time.
4. The authorized use of school facilities shall be subject to the following regulations:
- a. Facilities shall be used by User only during the hours and on the dates specified in the application.
- b. The User shall not assign the approved Application for use of school facilities or sublet the facilities designated in such Application, or use said facilities or any part thereof, for any purpose other than that set out in the Application, without written consent of the District.
- c. User shall not use or store, nor permit to be used or stored, in or on any part of school premises, any substance or thing prohibited by law or ordinance, or by standard policies of fire insurance issued by companies operating in Florida, or, without permission from the School Principal, any illuminating oils, candles, oil lamps, turpentine, benzine, naphtha, or similar substances, or explosives of any kind.

- d. User shall not bring on school premises, keep, possess or use thereon, or permit others to do so, any intoxicating beverage, or gambling device.
- e. Smoking will be permitted only in strict accordance with local fire regulations and the policy of the individual school being used. Page 59
- f. District reserves the right, through its representatives, to eject any objectionable person or persons from said building, and upon the exercise of this authority, through its representatives, agents or policemen, User hereby waives any right and all claims for damages against the District, or any of its agents.

5. Special Provisions; Charges for custodians are determined by the personnel needed at an hourly rate, i.e., to include overtime pay if necessary. (If no special provisions apply, enter "none".)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. The Rate Schedule on page four (as set forth by the Risk Management and Finance Department) is a part of this contract binding the District and the User. The Rate Schedule does NOT include rates for the use of custodians. Payment for use of facilities to be made by check or money order are to be made payable to the Okaloosa County School District and mailed to the Finance Department, 461 School Avenue, Crestview, Florida, 32536.
7. The application and provisions of this Agreement shall constitute the total lease and shall be binding upon all parties upon the execution by the principal and/or his/her designee.

For \_\_\_\_\_  
(School)

For \_\_\_\_\_  
(Organization)

\_\_\_\_\_  
(Principal or Designee) Seal

\_\_\_\_\_  
(President) Seal

\_\_\_\_\_  
(Treasurer)

Date \_\_\_\_\_

# FACILITIES USE/SPECIAL EVENTS LIABILITY RATES SCHEDULE

Page 60

Principal/Designee: \_\_\_\_\_ School: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Name of Group: \_\_\_\_\_  
(Building, Room, Gymnasium, Stadium)

Description of Event: \_\_\_\_\_

Class of Event:	
Single Event Use Rate	Multiple Event Use Rate
*I. \$35.00/\$50.00	I. \$75.00 _____
II. \$50.00	II. \$250.00 _____
**III. To be determined by principal or designee	III. \$200.00 _____

\*I. Optimist Clubs, Boy Scouts, breakfast meetings of various groups, religious meeting of various groups and others which come under the definition of meeting/sitting use. \$35.00 charge for Classroom and \$50.00 charge for Auditorium, Gym, Multipurpose Room, Cafeteria and Library.

II. Groups or organizations, other than District sponsored, conducting athletic activities such as soccer games, football, baseball, basketball; other activities such as dances, dance instruction, product demonstrations, etc. Groups coming under this category would be groups like Pop Warner, YMCA, other governmental organizations, colleges, special applicants, etc.

III. Events having mechanical riding devices, live animal rides, rodeos, circuses, races, live animal acts and carnivals.

\*\*Note: Events under Category III may be submitted in advance to the Risk Management Office for assistance in establishing an appropriate rate for the event, if acceptable.

## Multiple Event Charges:

- I. Minimum policy charge of \$75.00 prepaid, with meetings excess of 10 at \$10.00 each, within the policy anniversary dates of July 1 to June 30.
- II. Minimum policy charge of \$250.00 prepaid, with meetings excess of 10 at \$25.00 each, within the anniversary dates of July 1 to June 30.
- III. Minimum policy charge of \$200.00 prepaid, with meetings excess of 10 at \$20.00 each, within the anniversary dates of July 1 to June 30.

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

Title: \_\_\_\_\_

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

Principal/Designee

CHAPTER D

POLICIES CONCERNING FISCAL MANAGEMENT



D-1 FISCAL MANAGEMENT GOALS/PRIORITY OBJECTIVES-Moved from A-15(A)(3)

D-1(A) District Budget Evaluation

Following a calendar adopted by the Superintendent and staff, each department shall prepare a detailed proposal of plans for the coming year, an estimate of costs, and a statement of service to the district/schools. A review of personnel and procedures within each department shall occur annually to focus upon efficiency and effectiveness. Such review shall occur before position allocations are presented to the Board.

Statutory Authority: Section 230.22(1)(2)

Laws Implemented: Sections 229.555; 229.57; 230.33(12), Florida Statutes

Adopted: June 9, 1998

D-2 ANNUAL BUDGET-new and replaces A-11

D-2(A) District Budget System

- (1) The Superintendent shall prepare an annual District budget in the format prescribed by the Commissioner of Education and pursuant to requirements in Section 200.065, Florida Statutes.
  - (a) In formulating the budget, the Superintendent shall:
    1. Utilize a system of cost effectiveness analysis for reaching management decisions and developing the District's comprehensive plan for education.
    2. Consider the immediate and long range needs of the District's school system and student achievement data obtained pursuant to Section 229.57, Florida Statutes.
  - (b) The Superintendent shall submit the proposed annual budget to the School Board for review.
- (2) The School Board shall adopt a balanced budget and submit it to the Commissioner of Education on or before the date prescribed in State Board of Education Rules.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Sections 200.065; 229.555; 229.57; 230.33(12); 237.031; 237.041; 237.061; 237.071; 237.081, Florida Statutes

State Board of Education Rules: 6A-1.002; 6A-1.004; 6A-1.0071

Adopted: June 9, 1998

- (1) The Superintendent shall ensure that all district obligations and expenditures are within the appropriation allowed in the approved district school budget.
- (2) Schools and district departments may amend their approved budget by function and object prior to board approval as long as their total appropriation is not exceeded. Expenditures may exceed the budget by function and object, provided that a budget amendment is submitted to the Board at the next regularly scheduled School Board meeting following the close of that month. A final budget amendment will be submitted for year end adjusting entries prior to approval of the Annual Financial Report.
- (3) Following the Board's approval of the annual budget, any proposals for additional spending or the creation of new positions shall be accompanied by equal, specific, and identified spending reductions or personnel reductions elsewhere in the approved budget. Such equal reductions shall be clearly identified by the proposer as to the operating cost center to be affected or the reserve account to be reduced.
- (4) In the event that any proposals for increased spending or new positions are to be funded by reducing reserves, the Superintendent shall cause the Chief Financial Officer to certify to the Board as to the effect of such reserve reductions on the school district's creditworthiness, bond rating, insurability, audit, ability to prudently meet existing obligations, or general financial condition.
- (5) The Superintendent shall cause the Chief Financial Officer to certify to the Board the effect of any proposal for increased spending or creation of new administrative positions, however funded, on the annual funding formula as provided for in Florida Law.
- (6) In addition to the certification required herein, the Superintendent shall also provide to the Board at the time of making any such recommendations a statement as to how the proposed additional spending or new positions support the instructional goals/mission of the district.

Statutory Authority: Section 230.22(2), Florida Statutes.

Laws Implemented: Section 230.23(10)(f)(g); 230.33(12)(g); 236.02(6); 237.01; 237.02; 237.101, Florida Statutes

State Board of Education Rules: 6A-1.006; 6A-1.007

Adopted: June 9, 1998

D-4 REVENUE FROM STATE TAX SOURCES (new)

D-4(A) Refund of State Motor Fuel Taxes

The Superintendent and administrative staff shall maintain separate accountability of all monies received as refunds on the state motor fuel tax. Such monies shall be used to finance the construction, reconstruction, and maintenance of internal roads and streets, including parking lots, on School Board property, required by the construction of new schools or projects at existing schools. First priority on the use of such monies shall be for projects necessitated by the construction of new schools.

Statutory Authority: Section 230.22(2)

Laws Implemented: Section 206.625, Florida Statutes

Adopted: June 9, 1998

D-5(A) Use of Enhancement Funds

The Superintendent shall recommend and the School Board shall annually approve the use of funds for educational enhancement which are derived from the Educational Enhancement Trust Fund and based on the annual allocation by the Legislature. The funds should be expended to best serve the educational needs of students in Okaloosa County.

- (1) The term "enhancement" is defined for the purpose of appropriating District Discretionary Lottery Funds allocated by the Legislature as expenditures for the following:
  - (a) To fully fund programs which were previously funded through state categorical means;
  - (b) To supplement partially funded categorical programs;
  - (c) To maintain employee salaries and benefits;
  - (d) To develop and implement school improvement plans as required by the "Accountability law";
  - (e) To enhance existing programs by providing personnel and supply needs.
- (2) The Superintendent or designee shall annually transmit to the Florida Department of Education any School Board rule(s) and District procedure(s) relating to educational enhancement expenditures and an account of actual expenditures from the Educational Enhancement Trust Fund.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Sections 24.121; 236.081, Florida Statutes

Adopted: June 9, 1998

D-6

USE OF SURPLUS FUNDS-replaces G-5 and adopts current board approved investment policy as part of policy manual

D-6(A)

Investment of Temporarily Idle Funds

The Superintendent shall be responsible for investment of all idle School Board funds. The Superintendent shall invest temporarily idle funds to earn the maximum possible yield for the period available.

- (1) All funds issued through the State Department of Education shall be wire transferred directly into an investment account administered by the State Board of Administration.
- (2) All other idle funds received through Federal, State and Local sources that are deposited into Okaloosa County School Board Bank Accounts shall be wire transferred into the State Board of Administration Investment Account.
- (3) Funds that are deemed idle may be invested periodically throughout the year as they become available. Investments shall be limited to the following types:
  - (a) The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Florida Statute 163.01.
  - (b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
  - (c) Savings accounts in state-certified qualified public depositories, as defined in Florida Statute 280.02.
  - (d) Certificates of Deposit in state-certified qualified public depositories as defined in Florida Statute 280.02.
  - (e) Direct obligations of the U.S. Treasury.
  - (f) Federal agencies and instrumentalities.

- (4) Certain securities may meet the definition of an authorized investment under subsection (3) herein; however, their performance risk, as created by their structure, may be such that they are not a prudent investment of school district funds. Securities of this type which are prohibited include:
- (a) Reverse repurchase agreement.
  - (b) Floating rate securities whose coupon floats inversely to an index or whose coupon is determined based upon more than one index.
  - (c) Collateralized Mortgage Obligations (CMO) that receive only the interest or principal from the underlying mortgage securities; commonly referred to as "IO's" and "PO's."
  - (d) Securities whose future coupon may be suspended because of the movement of interest rates or an index.
- (5) Any funds managed by a third party shall have a written investment policy that meets the criteria established in Florida Statute 218.415.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Chapter 280; Sections 218.415; 230.23(10); 230.33(12); 236.24; 236.55; 237.211; 237.181, Florida Statutes

State Board of Education Rules: 6A-1.0012; 6A-1.085

Adopted: June 9, 1998

## D-7(A) Sale of Computer Services(new)

The Superintendent or designee shall approve in writing all computer printed reports, documents, labels, magnetically recorded media, tapes, electronically transmitted information, and other outputs which are supplied to authorized private agencies. Such outputs shall be provided under the provision of Chapter 119, Florida Statutes.

- (1) The fees and charges for computer services shall be established to recover all direct and indirect costs.
  - (a) Private agencies providing fringe benefit coverages, such as School Board sponsored health, dental, and life insurance, and payroll deduction activities, such as withholdings for credit union and tax sheltered annuities, shall be provided computer printed reports at no cost on a time schedule to reflect sound business practice.
  - (b) Agencies described in subsection (1)(a) herein may utilize documents, labels, magnetically recorded media, tapes, electronically transmitted information, and other outputs as replacement to the original computer printed reports upon agreement to provide payment to the School Board for charges incurred for direct and indirect costs.
- (2) Funds generated through computer service fees shall be recorded and disbursed as part of the normal operating funds for data processing services.

Statutory Authority: Section 230.22, Florida Statutes

Laws Implemented: Chapter 119; Section 230.22(1), Florida Statutes

Adopted: June 9, 1998



D-8 BANKING SERVICES

D-8(A) Depositories (new and replaces G-1)

The School Board shall approve all depositories of School Board funds including school internal accounts. Depositories must be banks, savings and loan associations, and credit unions which are authorized to conduct business in Florida pursuant to Chapter 280, Florida Statutes.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Sections 230.23(10); 237.211; Chapter 280 Florida Statutes

Adopted: June 9, 1998

D-8(B) Depositing and Withdrawing Funds (new)

Funds may be received, disbursed, or transferred by electronic or other medium or drawn from any District school depository, by warrant to, from, or within its accounts in School Board approved financial institutions. Adequate internal control measures shall be established and maintained on the authority of the School Board, as prescribed by Florida Statutes or State Board of Education Rules.

Statutory Authority: Section 230.22(2), Florida Statutes

Law Implemented: Section 237.211, Florida Statutes

State Board of Education Rule: 6A-1.10012

Adopted: June 9, 1998

D-8(C) Transfer of Funds (new)

The Superintendent or designee may be authorized by School Board resolution to enter into authorizing agreements with financial institutions for monetary transactions through electronic or other medium, from one county depository to another, or within a county depository for financial purposes. All monetary transactions shall be confirmed in writing and authorized by the Superintendent or designee.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Sections 231.01; 237.211, Florida Statutes

State Board of Education Rule: 6A-1.10012

Adopted: June 9, 1998

D-9

## AUTHORIZED SIGNATURES

D-9(A)

### Facsimile Signatures (new)

The facsimile signature of the School Board Chairman and the Superintendent may be affixed to warrants as authorized by School Board resolution provided an affidavit has been filed in accordance with Section 116.34(3), Florida Statutes. The facsimile signatures may also be used on contracts with personnel and salary warrants. The facsimile signature of the Superintendent may be used on purchase orders issued in accordance with Board Policy.

- (1) The Vice-Chairman of the School Board shall have no authority to sign legal documents except when he/she is required to assume the duties of the Chairman. In assuming such duties, the Vice-Chairman shall be legally empowered to sign such legal documents as the Chairman would be empowered to sign, but the Vice-Chairman may not use a facsimile signature.
- (2) The facsimile signature shall be kept secured at all times. Strict internal control procedures shall be in place to protect access to facsimile signature plates.

Statutory Authority: Section 230.22(2), Florida Statutes

Law Implemented: Section 116.34(3), Florida Statutes

Adopted: June 9, 1998

D-10            BONDED EMPLOYEES AND OFFICERS

D-10(A)        Bonded Personnel (new)

Each School Board official and employee who is responsible for handling or expending funds or who is responsible for property shall be placed under a blanket fidelity bond in an amount determined by the School Board as provided in State Board of Education Rule 6A-1.0692. The Superintendent is authorized to provide for such bonds through a surety company authorized to conduct business in Florida.

Statutory Authority: Section 230.22, Florida Statutes

Laws Implemented: Sections 230.23(10)(h); 237.191, Florida Statutes

State Board of Education Rule: 6A-1.0692

Adopted: June 9, 1998

## D-11(A) School Internal Funds (replaces Chapter VII)

- (1) **Definition-** Internal funds are all monies collected and disbursed by personnel within a school for the benefit of the school or a school sponsored activity. Internal funds shall be considered as unbudgeted public funds under the control and supervision of the School Board with the Superintendent and principal having responsibility as prescribed by the School Board.
- (2) **Governance Provisions-** The collecting and expending of school internal funds shall be in accordance with Florida Statutes, State Board of Education Rules, School Board Policy, and the Financial and Program Cost Accounting and Reporting for Florida Schools Manual . The Superintendent shall establish procedures to implement all applicable rules and regulations and to provide sound business practices in a Board approved "Internal Accounting Manual."
- (3) **Accounting Categories-** Separate accounting categories for school internal accounts shall be established to distinguish student activity funds from other sources of funds of funds derived from groups other than the student body.
  - (a) 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, fund-raising by student body groups, gifts and contributions, paid admissions to entertainment, publications, school stores, summer programs, vending machines, property deposits, and advertisements.
  - (b) 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.
- (4) **Basic Principles**
  - (a) All fund-raising activities shall be in accordance with School Board policy.
  - (b) School internal funds shall be used to supplement the program supporting the activities provided by the School Board.

- (c) Student body business practices shall be conducted in such a manner as to offer a minimum of competition to commercial firms.
- (d) Purchases for any school activity or group shall not exceed the cash resources during any school year.
- (e) Generally, funds collected shall 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) Purchasing

- (a) Purchasing requirements as established by School Board policy shall apply to internal account funds with the following exemptions:
  - (1) Funds handled in trust for individuals or school organizations.
  - (2) Faculty funds for any purpose.
  - (3) Concession activities for food, beverages, and supplies for concessions at school sponsored activities and vending machine contracts.
  - (4) Special ventures for food and specialty items for resale under special projects sponsored by school organizations.
  - (5) Purchase of food items used in cooking for parties and banquets for student organizations or school organizations or student activities.
  - (6) Purchase of meals from restaurants and hotels for parties, banquets and proms for student organizations, school organizations or student activities.
  - (7) "Admissions" to any place of amusement, sport or recreation, or for the privilege of entering or staying in any place providing these services.
  - (8) Funds held in trust that were donated by an organization for a specified brand/trade name purchase.
  - (9) Uniforms for which students raise funds or pay for themselves.
- (b) All equipment purchased with Internal Account funds will become the

property of the School Board and will be recorded on inventory records as prescribed by the Superintendent's staff.

- (6) Bank Accounts shall be in conformance with School Board policy.
- (7) Responsibilities
  - (a) 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;
    - (3) Provide for an annual audit of internal funds by a qualified auditor.
  - (b) The Superintendent shall administer all policies established by the School Board relating to internal funds.
  - (c) Each school principal shall:
    - (1) Be held accountable for the handling of all phases of internal funds accounting in his/her school.
    - (2) Use a uniform system of accounting as directed by the Superintendent or his/her designee.
    - (3) Make monthly and annual reports for internal funds as directed by the Superintendent.
- (8) Management of School Internal Funds
  - (a) Each school shall have a bank account titled as "(school name) Internal Fund, School District of Okaloosa County, Florida." All monies collected for disbursement by the school shall be deposited in the bank account and all disbursements shall be made by checks drawn on this account.
  - (b) Each account shall have at least two authorized check signers, one of whom must be the principal. All checks require two signatures. In no instance shall checks be pre-signed. The use of facsimile signatures is prohibited.
  - (c) The principal shall give monthly statements showing the balance in all accounts. Such statements shall be given to the sponsor of each activity.

- (d) The fiscal year shall be for the period July 1 through June 30. The records of one (1) fiscal year shall be separated from those of the ensuing year, except for the balance carried over from one year to the next. Methods of preserving and destroying records shall be in accordance with Florida Statutes and State Board of Education rules.
- (e) 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. Collections received shall not be used to cash individual checks. School Board employees or others shall not make purchases for non-school related purposes from school internal accounts. No form of compensation may be paid directly to employees. Employees of the district who are compensated for additional services, such as game personnel to work at athletic events, shall be paid through the district payroll department.
- (f) Inactive accounts-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.
- (g) Funds may be transferred from one account to another, with the principal's approval, only under the following conditions:
  - (a) The account is inactive.
  - (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.
  - (e) At the request of the organization or sponsor to whose account the funds were originally deposited.
- (h) Commissions earned from photography sales and other like transactions shall be credited to the general fund or other designated accounts.

- (i) The Superintendent shall prescribe cash collection procedures which at a minimum provide:
- (1) Receipts are deposited at least weekly, and anytime \$500 or more has accumulated.
  - (2) Pre-numbered receipts shall be written for all money that is received or collected.
  - (3) All funds must be deposited in their entirety.
- (9) Investment of School Internal Funds-Cash balances in excess of immediate needs will be remitted to the District Office for deposit in an SBA account. Interest will be allocated to schools based on average daily balance. Time investments (i.e. CD's) will 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 SBA rate.
- (10) Financial Transactions and Records-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. The principal's monthly financial report on internal funds shall be submitted no later than the 15<sup>th</sup> of the following month.
- (11) School Support Organizations-School support organizations may account for their funds within the internal accounts of the school. School support organizations are organizations such as booster clubs, parent teacher organizations and other groups organized to benefit the school or activities of the school but do not include Direct Support Organizations as defined by Florida Law.
- (a) Funds deposited in the school internal account shall be accounted for as trust funds. The signature of one officer, as designated in the by-laws or by resolution of the organization, shall be required on all check requisitions.
  - (b) Organizations that maintain accounts outside of the school internal fund shall meet the following requirements:
    - (1) Maintain separate tax identification number and bank account.
    - (2) Adopt by-laws which shall be approved by the school principal must include provision for an annual audit of funds.
    - (3) Provide monthly financial reports to the school principal. The format shall be prescribed by the principal and, at a minimum, must provide a detail of revenue and expenses.
    - (4) Annually provide the principal a copy of the organization audit.



- (12) Recognition or Achievement awards- Internal funds may be expended to provide recognition of service or contributions by persons or businesses; or recognition of achievement by students, teachers or other employees under the following guidelines:
- (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.
  - (b) No other school internal funds may be used to purchase any award, gift, or amenity except to recognize the following:
    - (1) Instructional or non-instructional (support) employee of the year.
    - (2) Retiring employees.
    - (3) Student academic or athletic achievement.
    - (4) Volunteers and businesses or community organizations performing a service to the school.
  - (c) Awards under this section are limited to plaques, certificates, or other items with a monetary value of one-hundred dollars (\$100) or less.
  - (d) No cash awards or payments may be made to or on behalf of any student or employee of the District.
  - (e) This section shall apply to all school support organizations.
  - (f) The provisions of subsections (c) and (d) do not apply to student scholarships awarded by student or school organizations.
- (13) Welfare and Family Relief Expenditures
- (a) Welfare expenditures from school internal accounts funds may be made only for those items which directly help members of the student body carry on their work in school.
  - (b) 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.

- (c) When "welfare relief" funds are donated by individuals, businesses or charity organizations these funds shall be credited to a "Welfare" designated trust account. Funds are to be expended as designated by the donor.

(14) Course and Supply Fees

- (a) No fees may be charged to students enrolled in elementary or secondary schools for any program or course which 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. Examples of such programs are:
  - (1) Summer enrichment or after school activities.
  - (2) Adult general and community education programs.
  - (3) Adult vocational programs.

The School Board must approve all fees charged under this section.

- (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, stringed instrument, and choral instrument/uniform rental.
  - (2) Physical Education uniforms.
  - (3) Physical Education towel service.
  - (4) Parking decal.
  - (5) Locks.

Collection of fees under this section are subject to prior approval of the School Board.

Statutory Authority: Section 230.22, Florida Statutes

Laws Implemented: Sections 230.23(10)(h); 236.24; 237.01; 237.02(4); 237.191; 237.211; 237.34; 257.36, Florida Statutes

State Board of Education Rules: 6A-1.001; 6A-1.085; 6A-1.087; 6A-1.091

Adopted: June 9, 1998

D-11(B) Funds for Public Relation Activities(new)

The Superintendent may authorize expenditures for purposes of promotion, public relations activities, and hospitality, as set forth herein. Such expenditures are restricted as to the source of funds, amount of annual expenditures, and conditions for expenditure, as set forth herein.

- (1) 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, awards or other types of recognition of meritorious performance.
- (2) Expenditures shall be made from:
  - (a) Undesignated gifts or donations to the District.
  - (b) Profits from enterprise type activities of the District, which may include, but are not limited to, vending machines and supply stores.
- (3) Expenditures for hospitality of business guests 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.
- (4) 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 in subsection (3) above.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Sections 230.23(5); 237.046, Florida Statutes

State Board of Education Rule: 6A-1.0143

Adopted: June 9, 1998

D-13

## FINANCIAL REPORTS AND STATEMENT

D-13(A)

### Financial Records (new and replaces A-10)

- (1) The financial records and accounts of the School Board shall be kept by the Superintendent in the format prescribed by State Board of Education Rules and the Financial and Program Cost Accounting and Reporting for Florida Schools manual.
- (2) No later than the second regular School Board meeting of each month, the Superintendent shall prepare and submit to the School Board a financial statement for the preceding month. The format of the statement shall be approved by the School Board and shall include a cumulative report to date of all receipts and expenditures for the fiscal year.
- (3) The school principal shall be responsible for maintaining all school financial records including, but not limited to, internal funds, school food service records, FTE records, employee attendance and leave records, and property records.
- (4) The School Board in compliance with Florida Statutes 120.53 shall approve procedures for data collection, reporting and forms/ records management.

Statutory Authority: Section 230.22(2)

Laws Implemented: Sections 120.53; 230.23(10); 230.33(12)(13); 236.02(1); 237.01; 237.02, Florida Statutes

State Board of Education Rules: 6A-1.001; 6A-1.0011; 6A-1.0071; 6A-1.008

Adopted: June 9, 1998

D-14 INVENTORIES (new)

D-14(A) Inventories and Property Records (new)

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.

- (1) All equipment shall be listed on the District property control records that has a value or cost of five hundred dollars(\$500.00) or more. The principal shall notify the District Property Control Office of all removals, transfers, and receipts of donated or purchased property that meets the criteria for being recorded as a fixed asset under this section.
- (2) Property inventories shall be performed annually by the District Property Control Office. Any missing property shall be reported to the School Board with an explanation by the principal or District department head for the loss. A police report shall be filed by the school principal or District department head for any property for which theft is suspected
- (3) The School Board shall approve disposal of all surplus property. The Superintendent shall recommend the method of disposal that is in the best financial interest of the School District.
- (4) An incoming principal or District department head and the District Property Inspector shall take an inventory of all school equipment referenced in subsection (1) herein. This inventory shall be checked against the last inventory made and a report shall be filed with the District Property Control Office. Any missing property shall be reported as described in subsection (2) herein.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Section 230.23(2); 230.33(4); 231.085; Chapter 274, Florida Statutes

Adopted: June 9, 1998

## D-15(A) Petty Cash Funds(replaces G-4)

The School Board authorizes the use of petty cash funds to make expenditures for operating central administrative offices and school centers. These funds shall be accounted for separately from other funds. 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.

- (1) Petty cash funds shall be established for the District Office in the amount not to exceed three hundred dollars (\$300.00) each.
- (2) The principal may establish a petty cash fund not to exceed one thousand dollars (\$1,000.00) for the purpose of small expenditures to operate the school. No purchase of a single item costing five hundred dollars (\$500.00) or more shall be made from petty cash. The schools are limited to the following petty cash funds:
  - (a) Petty Cash-Budget funds (deposited in internal account).
  - (b) Petty Cash-Day Care programs (deposited in internal account).
  - (c) Petty Cash- School Food Service (change fund).
- (3) Each school may establish a petty cash imprest fund from the School Internal Account 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) Initially, funds shall be taken from the specified account. All schools and District departments must replenish their petty cash funds prior to the end of the fiscal year. The Superintendent shall establish procedures for control of petty cash funds. Any cash funds must be secured in the school safe overnight.

Statutory Authority: Section 230.22(2), Florida Statutes

Law Implemented: Section 237.02(4), Florida Statutes

State Board of Education Rule: 6A-1.057

Adopted: June 9, 1998

## D-16 PURCHASING PROCEDURES(replaces Chapter X)

### D-16(A) Purchasing and Bidding

The Superintendent or designee shall be responsible for all purchases of materials, equipment, and services . The Purchasing Agent shall be authorized to sign purchase orders for the Superintendent or designee.

- (1) Each purchase shall be based upon a purchase order originating from the responsible principal, District department head, project director, or other authorized designee. Each purchase order shall be properly budgeted. No purchase or obligation to buy is to be made without first securing such a Purchase Order except in the following instances:
  - (a) Utilities.
  - (b) Authorized petty cash purchases.
  - (c) Authorized purchasing card purchases.
  - (d) Emergency repairs.
  - (e) Surplus sales from other governmental agencies.
  - (f) Reimbursement of authorized travel expenses.
  - (g) Payment of salaries and benefits; including worker's compensation and unemployment benefits.
  - (h) Insurance claims or settlements approved by the Risk Management director.
  - (i) Reimbursements when the district is acting as fiscal agent.
  - (j) Required legal notices.
  - (k) Special circumstances where the District may accrue a financial benefit and if approved by the Superintendent.
- (2) All other expenditures shall be approved by the Board.
- (3) All purchases must comply with section 112, Florida Statutes, regarding conflicts of interest.
- (4) Multi-year purchase agreements- No obligation shall be created by contract, purchase order, maintenance agreement or other instrument which exceeds a period of twelve (12) months unless such agreement contains a statement permitting the School Board to unconditionally terminate the obligation at the end of any fiscal year. All multi-year obligations shall require initial School Board approval.
- (5) The Superintendent shall develop procedures to provide authorization and internal control of all purchases made on purchasing cards or open purchase orders.

- (6) Insurance liability requirements for certain vendors(new)
- (a) Vendors performing contracted services with regard to facilities shall maintain insurance coverage as established by the Risk Management Office and approved by the Board annually.
  - (b) Contracted services as defined in this section shall include but not be limited to the following: painting, roofing, lawn care, custodial, plumbing, electrical, construction, carpentry, house movers, carpet cleaners, pest control, and insulation.
  - (c) No purchase order will be issued unless the vendor has received an approval letter from the Purchasing Department.
  - (d) The School Board may define additional insurance requirements for individual contracts or other types of contracted services as deemed necessary.
- (7) No employee shall obligate the Board without following this policy. Failure to comply may render the purchaser liable for payment.
- (8) The District will comply with Florida State Board of Education Administrative Rule 6A-1.012, Purchasing Policies.
- (a) Formal bids shall be requested from three (3) or more sources for any authorized purchase or contract for services exceeding ten thousand dollars (\$10,000.00) unless otherwise exempted in Rule 6A-1.012.
  - (b) Any purchases greater than six thousand dollars (\$6,000.00) but less than ten thousand dollars (\$10,000.00) of similar or like items shall require three written competitive price quotes. Quotes must be on company letterhead and approved by the Purchasing Agent prior to a purchase order being issued.
  - (c) Purchases of five hundred dollars (\$500.00) or more within a category for which there is an authorized buyer in the Purchasing Department shall be referred to the buyer for price quotations. At the Superintendent's discretion, lower limits may be established.
  - (d) No purchase orders shall be split in order to avoid compliance with the above policies.
- (9) School Food Service bids will comply with the requirements of State Board of Education Rule 6A-7.042.



(10) Procedures for contracting for professional services under F.S. 287.055 are further defined in another section of School Board Policy.

(11) Bid Lists

- (a) The Purchasing Department shall maintain a master bid list of all potential bidders by category of commodity or service and shall include the names of all persons or firms that requested placement on the list.
- (b) At the beginning of each fiscal year, the Purchasing Department shall publish notice of an invitation to vendors to be added to the District's master bid list. Additionally, once every three years the Purchasing Department shall provide notice to local vendors through direct mail of the opportunity to be placed on the District's master bid list.
- (c) The Purchasing Agent shall remove the name of any person or firm from the list upon failure to respond to three (3) consecutive requests for bids.
- (d) The School Board or Superintendent may remove the name of any unqualified or unreliable person or firm from the list. The firm may apply for reinstatement to the list after being removed for one year after provision of evidence satisfactory to the Superintendent or School Board that causes have been remedied.

(12) Bid Process

- (a) Solicitation of formal bids shall be prepared by the school district and shall be delivered by United States mail or hand delivered to potential bidders, and placed in a local newspaper of general circulation. Bid solicitation shall be issued at least fourteen (14) days prior to the bid opening date.
- (b) The following notice shall be included in all solicitations for bids:  
"Failure to file a protest within the time prescribed in section 120.53(5), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- (c) All bids shall be opened publicly in the presence of at least three (3) School Board employees. The Purchasing Agent or designee shall read the name aloud of the bidder and the bid amount, request further evaluation of the bids if necessary, and after such evaluation make a recommendation of the bid award to the School Board. Those employees

preparing bid evaluations or tabulations shall sign them for future reference. Bids received after the designated time shall not be considered.

- (d) Each bid shall be awarded on the basis of the lowest and best bid from a responsive and responsible bidder which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, suitability to school needs, delivery terms, and service and past performance of the vendor. For identical, qualified bids, the recommendation shall be made for a local vendor or, if there is none, by casting lots. Samples of products may be requested when practical. The School Board shall reserve the right to reject any or all bids.
  - (e) Bid tabulations with recommendations for awards will be posted for review by interested parties in the Purchasing Department of the school district, indicating the date of posting and will remain posted for a period of three (3) business days. This notice will include the language in (12)(b) above.
  - (f) Any bid recommendation other than the lowest bid shall be accompanied by a written statement signed by the Superintendent or designee giving the reasons and justification for such action as provided in subsection (12)(d) herein.
- (13) Emergency Bid Process- Emergency bids, if approved by the Superintendent or by the Purchasing Agent, may be requested by telephone or in writing.
- (a) Competitive price quotations shall be sought from three (3) or more potential sources. Telephone quotations shall be filed in the purchasing office in writing no later than five (5) working days after receipt of verbal quotations.
  - (b) All emergency bids shall be tabulated and presented to the Superintendent who may approve the award of the bid to the lowest and best bidder.
  - (c) The Superintendent shall submit the bid tabulation and bid award to the School Board at its next regularly scheduled meeting for action. The official minutes of the Board shall show the nature of the emergency and why the regular bid procedure, as prescribed, would have caused a delay which could have been contrary to the public interest.

Statutory Authority: Section 230.22(2)

Laws Implemented: Section 112.312; 120.53; 120.57; 230.23(10)(I); 237.01; 237.02, F.S.

State Board of Education Rules: 6A-1.012; 6A-7.042

Adopted: June 9, 1998

These policies shall govern the resolution of protests on invitation to bid or a request for proposal.

- (1) A person or entity shall have submitted a bid in order to be qualified as "adversely affected" in the bid process. Any person or entity affected adversely by the School District's decision or recommendations for the awarding of a bid by an evaluation committee shall file with the School District a notice of protest in writing within three (3) business days after the posting of the bid tabulation or after receipt of notice of the school district's decision or intended decision. A formal written protest must be submitted within ten days of the filing of the notice of protest. The formal written protest shall state the facts and law upon which the protest is based. Failure to file within these timelines shall constitute a waiver of the proceedings under F.S. Chapter 120.
- (2) Upon receipt of a notice of protest which has been timely filed, the Superintendent shall stop the bid solicitation process or bid award process until the subject protest is resolved unless the Superintendent sets forth, in writing, particular facts and circumstances which require the continuation of the bid solicitation or the bid award process without delay in order to avoid an immediate and serious danger to the public health, safety or welfare.
- (3) The Superintendent shall provide an opportunity to resolve the protest by mutual agreement between the parties within ten (10) calendar days of receipt of a formal written protest.
- (4) If the protest is not resolved by mutual agreement and there is no disputed issue of material fact, the Superintendent will present the matter to the School Board for referral to a qualified hearing officer for settling through informal proceedings as prescribed in F.S. 120.57(2). If there is a disputed issue of material fact, the Superintendent will present the matter to the School Board for referral to a qualified hearing officer for settling through formal proceedings as set forth in F.S. 120.57(1).

Statutory Authority: Section 230.22(2) , Florida Statutes

Laws Implemented: Sections 120.53; 120.57, Florida Statutes

Adopted:

D-17

EXPENSE AUTHORIZATION/REIMBURSEMENT

D-17(A)

Authorized Travel Expenses(replaces HA-37)

Authorized travel for officers and employees of the School Board shall be reimbursed as follows:

- (1) In-county travel: Travel by an authorized officer or employee within the District shall be reimbursed at the maximum rate established by Florida Statutes for public employees, provided, however, that no reimbursement shall be made for travel between an employee's home and his/her official headquarters.
- (2) Out-of-county travel:
  - (a) Trips that do not extend overnight shall be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.
  - (b) Expenses by officers or employees on authorized trips requiring absence overnight or in excess of twenty-four (24) hours shall be reimbursed for travel and meals at the maximum rate established by Florida Statutes for public employees.
- (3) Travel shall be coordinated when more than one (1) traveler is going to the same destination at approximately the same time, if practical.
- (4) Reimbursement may be requested for tolls, taxies, parking and registration fees when properly documented. Reimbursement for meals or lodging shall be reduced by the value of any lodging or meals which are included in the registration fee.

Statutory Authority: Section 230.22(2)

Laws Implemented: Sections 112.061; 230.201, Florida Statutes

State Board of Education Rule: 6A-1.056

Adopted: June 9, 1998

D-6           USE OF SURPLUS FUNDS-replaces G-5 and adopts current board approved investment policy as part of policy manual

D-6(A)       Investment of Temporarily Idle Funds

The Superintendent shall be responsible for investment of all idle School Board funds. The Superintendent shall invest temporarily idle funds to earn the maximum possible yield for the period available.

- (1)     All funds issued through the State Department of Education shall be wire transferred directly into an investment account administered by the State Board of Administration.
- (2)     All other idle funds received through Federal, State and Local sources that are deposited into Okaloosa County School Board Bank Accounts shall be wire transferred into the State Board of Administration Investment Account.
- (3)     Funds that are deemed idle may be invested periodically throughout the year as they become available. Investments shall be limited to the following types:
  - (a)     The Local Government Surplus Trust Fund, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act, as provided in Florida Statute 163.01.
  - (b)     Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
  - (c)     Savings accounts in state-certified qualified public depositories, as defined in Florida Statute 280.02.
  - (d)     Certificates of Deposit in state-certified qualified public depositories as defined in Florida Statute 280.02.
  - (e)     Direct obligations of the U.S. Treasury.
  - (f)     Federal agencies and instrumentalities.

- (4) Certain securities may meet the definition of an authorized investment under subsection (3) herein; however, their performance risk, as created by their structure, may be such that they are not a prudent investment of school district funds. Securities of this type which are prohibited include:
- (a) Reverse repurchase agreement.
  - (b) Floating rate securities whose coupon floats inversely to an index or whose coupon is determined based upon more than one index.
  - (c) Collateralized Mortgage Obligations (CMO) that receive only the interest or principal from the underlying mortgage securities; commonly referred to as "IO's" and "PO's."
  - (d) Securities whose future coupon may be suspended because of the movement of interest rates or an index.
- (5) Any funds managed by a third party shall have a written investment policy that meets the criteria established in Florida Statute 218.415.

Statutory Authority: Section 230.22(2), Florida Statutes

Laws Implemented: Chapter 280; Sections 218.415; 230.23(10); 230.33(12); 236.24; 236.55; 237.211; 237.181, Florida Statutes

State Board of Education Rules: 6A-1.0012; 6A-1.085

Adopted: June 9, 1998