




**SCHOOL DISTRICT OF OKALOOSA COUNTY
INTEROFFICE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2012-045

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals

FROM: Rita R. Scallan, Chief Financial Officer 

DATE: June 19, 2012

SUBJECT: Internal Funds Bookkeepers' Workshop Update

Carr, Riggs, & Ingram (CRI), Certified Public Accountants, sponsored an Internal Funds School Bookkeepers' Workshop on May 25, 2012. For your information, this memorandum provides information about the items that were discussed at this workshop.

I. Overview of Audit Objectives - Presented by CRI

- a. Compliance Audit
The auditing firm uses the State Red Book, Internal Accounting Manual, and sound business practices as its authority when performing the compliance audit.
- b. Financial Statement Audit
The Principal's Report is considered the financial statement of internal funds. The auditing firm confirms that the report is not materially misstated and that monies are properly classified.
- c. Internal Controls
Internal controls are in place for the protection of the bookkeeper and money collectors. The auditing firm ensures that internal controls are being followed.

II. Discussion of Prior Year Findings - Presented by CRI

- a. Invoices
The Red Book, Chapter 8, Section I, Paragraph 8 states, "Sound business practices should be observed in all transactions."

One such sound business practice is that the payee and amount on the check and requisition should equal that noted on the vendor invoice. Check requisitions should be filled out and agree to the amount on the invoice. In the event that a different amount is to be paid, adequate documentation on the invoice or the check requisition should be present in regard to why and how the amount being requested was determined. This will help ensure that invoices are not over or under paid.
- b. Collection of Money - Teacher/Sponsor
Internal Funds Manual 1.009 (1) states, "...Collections made outside of the school office, which exceed \$10 in the aggregate must be turned into the school office daily."

It isn't difficult for teachers to collect large sums of cash when receiving money for a large field trip or fundraiser. Students know when money is being collected and should never be given the opportunity to help themselves to cash left in a teacher's desk.

Internal Funds Manual 1.120 states, "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.
- (2) The second option requires the person turning in the funds to wait for the bookkeeper to count the cash in his presence and issue a receipt at that time...."

By following these procedures, bookkeepers and money collectors are provided their greatest defense against accusations of theft.

c. Collection of Money – Bookkeeper

Internal Funds Manual 1.009 (2) states, "All money collected must be deposited intact in the bank at a minimum any time more than \$500 is received."

The money collected is safer in the bank. When the money is deposited on a timely basis, there leaves less room for theft.

d. Invoices Not Stamped Paid

Internal Funds Manual 1.026 (3) states, "Invoices will be marked 'PAID' immediately upon making remittance."

Stamping the invoice paid upon remittance aides against duplicate payments to a vendor for the same invoice.

e. No Sponsor/Teacher Signature on the Check Requisition

Internal Funds Manual 1.142 states, "...The form is initiated be the teacher or sponsor desiring to make an expenditure. The teacher sponsor must sign this form..."

By signing the form, the teacher or sponsor is authorizing the disbursement of funds from his or her account.

III. Discussion of Note-Worthy Items – Presented by CRI

a. Field Trip Advances Best Practices

The Budgeting Department has provided some Travel Expenditure guidelines (see attached). It is recommended to have a form detailing the appropriate expenses and procedures for advancing money, including documenting where the money went. The teacher/sponsor would sign the form acknowledging the advanced funds were received. After the field trip, the teacher/sponsor should have a listing of the students that received the money similar to the example in the Travel Expenditures handout. Any unused money must be receipted on a MCF, noting that the funds are change from Check #xxxx. The MCF number for the excess funds should be included in the documentation for the check advance. The receipts plus excess funds deposited must equal the total check amount.

b. Donations

When a donation is made to an organization, request a letter or a receipt indicating the funds were remitted to that organization. We want to make sure the funds are going to the appropriate place.

IV. Sales Tax – Presented by the Budgeting Department

- a. TAM 2012-046 Sales Tax Update was given out at the meeting and discussed. Please see this TAM for additional information, including complete Sales Tax rules and examples.

V. Journal Entries – Presented by the Budgeting Department

- a. Bookkeepers received a handout with examples of various Journal Entries. The handout is included with this memorandum.

VI. Recognition and Achievement Awards – Presented by the Budgeting Department

- a. Bookkeepers received a handout outlining School Board Policy 2-11 (L) in regard to Recognition and Achievement Awards. Examples have been added to the handout which is attached to this memorandum.

Should you have any questions or need additional information, please contact Julie Perry at 833-5850.

Attachment

cc: Executive Staff
Bookkeepers

TRAVEL EXPENDITURES

School District of Okaloosa County

A. The guidelines in the Travel Procedures manual apply to all travel, even that being funded by internal funds. The Travel Procedures manual is available on the Finance webpage.

B. Individual Travel

1. When reimbursing travel for an individual, the TDE (District personnel only) and Travel Reimbursement Forms shall be completed and kept at the school level rather than being submitted to the District Office.
2. The Travel Reimbursement Form shall be used as backup for the reimbursement check.
3. No expense money may be given to an employee in advance for an individual TDE trip.
4. The traveler may only be reimbursed after completing the proper paperwork.

C. Student Travel

1. When internal funds are used for student travel (hotels, transportation, entertainment, and meals with pre-determined prices) the expenses shall be paid by one of the following methods:
 - a. Internal funds check using the check advance method,
 - b. District purchase order,
 - c. District VISA, or
 - d. District Car Rental Card (AVIS as of July 2009).
2. Required chaperone expenditures are considered a part of student travel.
3. If it is not possible to determine the expenses in advance, such as when paying for most meals, the sponsor may receive a cash advance.
4. When a school travels to out-of-state locations, they will be responsible for the hotel sales tax. The school has the option of applying to the State for a "Non-Profit Exemption Certificate" prior to travel. The "Non-Profit Exemption Certificate" cannot be issued to our District. It can only be issued to the specific school which is renting the out-of-state hotel room(s). The application process takes approximately six weeks; therefore, schools wishing to use this option will need to apply for the certificate at least two months prior to the planned trip. The application must be filled out completely and a letter (on letterhead) from the Principal of the school must be attached explaining the reason for the request.

TRAVEL EXPENDITURES

School District of Okaloosa County

5. The following are some examples of proper documentation:
 - a. Meal Allowances for Student Travel – Students may be given meal allowances up to the maximum amount allowed per the District’s travel procedures. A form may be prepared containing the information about the trip. The students’ signatures would be included to show they were on the field trip. The chaperone would then mark each column as funds are distributed and sign the form at the bottom. This would serve as the receipt for meal allowances. (See Sample: Meal Allowances for Students)
 - b. Meals Paid for by the Sponsor – The sponsor may pay for the students’ meals directly using a cash advance. The school is required to pay sales tax for meals when traveling. The sponsor would turn the receipt in to the bookkeeper.
 - c. Hotel Expenses for Student Travel – The rooms may be *guaranteed (not paid)* with the bookkeeper’s District VISA card or the sponsor’s personal credit card. The sponsor would then contact the hotel and ask for a detailed quote to be faxed to the school. This quote would be attached to the Check Requisition, and the check would be written. The sponsor would obtain an itemized paid receipt from the hotel showing a breakdown of all charges.
 - d. Admission to Tourist Attractions – The sponsor would contact the attraction and ask for a detailed quote to be faxed to the school. This quote would be attached to the Check Requisition, and the check would be written. The sponsor would obtain a receipt upon entrance to the attraction.

Sample: Meal Allowances for Students

ANY SCHOOL – DRAMA FIELD TRIP NOVEMBER 7, 2005				
Meal allowances were distributed to the following students:				
Student’s Name	Student’s Signature	Breakfast - \$3.00	Lunch – \$6.00	Dinner - \$12.00
Brown, Sally	<i>Sally Brown</i>	X	X	X
Doe, Jane	<i>Jane Doe</i>	X	X	X
Smith, John	<i>John Smith</i>	X	X	X
<u><i>Ima Chaperone</i></u> Chaperone		<u><i>November 7, 2005</i></u> Date		

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

School District of Okaloosa County

I. General Provisions – TRANSFERS

- A. Funds may be transferred from one account to another, with the principal's approval, only under one of the following conditions:
 - 1. The account is inactive.
 - 2. 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.
 - 3. From the schools 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.
 - 4. As a loan to another account if approved by the organization or sponsor loaning the funds. All loans must be repaid by June 1.
 - 5. At the request of the organization or sponsor to whose account the funds were originally deposited.
- B. When the principal or organization approves the transfer of funds from one account to another, a Check Requisition/Transfer Form (MIS 4003) shall be prepared.
 - 1. Signatures of the account sponsor, bookkeeper, principal, and organization officer, if applicable, are required.
 - 2. Backup documentation is required as in the case of a check.
- C. When transferring fundraiser profits, a copy of the approved fundraiser request should be used as backup.
 - 1. If the funds are being transferred from a sub-account of an organization to its main account, and the Fundraiser Request clearly states what is to be done with the funds, it is not necessary to obtain the sponsor's and/or organization officer's signatures on the Check Requisition/Transfer form.
- D. Should it be necessary to roll field trip funds from one grade level field trip account to another grade level field trip account at the end of the year, only the bookkeeper's and principal's signatures will be required.
- E. Error Corrections:
 - 1. If an error is made on a Transfer, another Transfer is used to correct it.
 - 2. If a sponsor makes an error on a receipt or disbursement, a Transfer will be required to make the correction.
 - 3. If a bookkeeper keying error is made on a receipt or disbursement, an Adjustment is used.

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

School District of Okaloosa County

II. General Provisions – ADJUSTMENTS

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

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

School District of Okaloosa County

II. Sample Transfer Situations

A. Fundraiser Profit/Loss to Main Account

- Sponsor is recommended but not required to sign the Check Requisition/Transfer Form

The screenshot shows a web browser window titled "Journal Entry - Fund Transfer - Microsoft Internet Explorer". The address bar shows the URL: <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEFundTransfer.aspx>. The browser's toolbar includes Back, Forward, Home, Stop, Refresh, Search, Favorites, and Print. Below the toolbar, there are links for FINANCE, INTERNAL, School Funds Online, Online School Payments, Bank of America, TopAccess, Finance Sharepoint, Manatee Mail, and CallManage. The main content area features the "SCHOOLFUNDS ONLINE 2010" logo and a "LOGOUT" button. The page is for "OCSD Test School" and shows the navigation path "Home > Journal > Fund Transfer". A menu bar includes Admin, Data Files, Checks, Receipts, JE's, PO's, Registers, Reports, Bank Reconciliation, Admin Functions, and Help. The "Fund Transfer" form is displayed with the following fields:

TRANSACTION DATE	8/19/2010		
TRANSFER AMOUNT	\$425.00		
TAKE-FROM ACCOUNT	3.308.050 8th Grade Dance	ACCOUNT BALANCE:	\$425.00
ADD-TO ACCOUNT	3.308.000 8th Grade	ACCOUNT BALANCE:	(\$90.00)
REFERENCE	Dance Profit		
ADDITIONAL COMMENTS (PROOF SHEET ONLY)			

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

B. Field Trip – Small Leftover Funds

- Sponsor is not required to sign the Check Requisition/Transfer Form
- Amounts will be rolled to the next grade level's field trip account; 5th, 8th, and 12th Grade are rolled to General

C. Reimburse Expenditure – One Account to Another

- Sponsor is required to sign the Check Requisition/Transfer Form
- Example: Girls Track paid for supplies with Check #4321. Boys Track decides to pay a portion since they also use the supplies. Boys Track sponsor completes a Transfer Request to reimburse Girls Track for the expenditure.

D. Donation

- Sponsor is required to sign the Check Requisition/Transfer Form
- Example: PTO donates funds to 6th Grade to help pay for a field trip.

E. Purchase

- Sponsor is required to sign the Check Requisition/Transfer Form
- Example: Teacher uses supply money to purchase books from Book Fair.

F. Multi-Fund Transfer

- Sponsor is required to sign the Check Requisition/Transfer Form
- Example: PTO donates funds to several teacher accounts.

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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III. Transfer & Adjustment Examples

A. Bank Interest/Other Credits

Backup Required: Bank and/or Investment Statement in the monthly folder
Accounts Affected: Fund Account (such as Interest) and Cash Account (such as Checking)

The screenshot shows the 'Journal Entry - Bank Interest/Other Credits' form in the School Funds Online 2010 application. The form is displayed in a Microsoft Internet Explorer browser window. The page header includes the 'SCHOOLFUNDS ONLINE 2010' logo, the user 'test@105', and a 'LOGOUT' button. The breadcrumb trail is 'Home > Journal > Bank Interest/Other Credits'. The form fields are as follows:

TRANSACTION DATE	8/10/2010	BANK NAME	Coastal Bank and Trust
AMOUNT	\$2.52	BANK ACCOUNT	111-111-111
POST TO ACCOUNT	9.901.010 Interest - Checking	REFERENCE	July Checking Interest
OFFSET ACCOUNT	0.010.000 Cash Account		

There is an 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)' text area and a 'Preview' button at the bottom of the form.

B. Bank Charge/Other Debit

Backup Required: Bank Statement in the monthly folder
Accounts Affected: Fund Account (such as Interest) and Cash Account (such as Checking)

Examples: Service Charge, NSF Check Fee, Deposit Slips, etc.

The screenshot shows the 'Journal Entry - Bank Charge/Other Debits' form in the School Funds Online 2010 application. The form is displayed in a Microsoft Internet Explorer browser window. The page header includes the 'SCHOOLFUNDS ONLINE 2010' logo, the user 'test@105', and a 'LOGOUT' button. The breadcrumb trail is 'Home > Journal > Bank Charge/Other Debits'. The form fields are as follows:

TRANSACTION DATE	8/31/2010	BANK NAME	Coastal Bank and Trust
AMOUNT	\$15.00	BANK ACCOUNT	111-111-111
POST TO ACCOUNT	9.901.000 General	REFERENCE	Deposit Slips
OFFSET ACCOUNT	0.010.000 Cash Account		

There is an 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)' text area and a 'Preview' button at the bottom of the form.

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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C. NSF (Returned) Check

Backup Required: Copy of Notice (Name, Check Number, Amount) (The original notice is filed in the NSF folder.)

Accounts Affected: NSF Check Holding Account ('6' Trust) and Checking Account

The screenshot shows the 'Returned Check' form in the School Funds Online 2010 application. The form is titled 'Returned Check' and is located within the 'Journal' section. The user is logged in as 'test9105'. The form includes the following fields and options:

- TRANSACTION DATE:** 8/19/2010
- CHECK AMOUNT:** \$12.50
- POST TO ACCOUNT:** 6.694.000 NSF Check Holding Account
- OFFSET ACCOUNT:** 0.010.000 Cash Account
- REFERENCE:** Doe, Jane Ck #1234
- REPAYMENT:** N Y / II
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

Buttons at the bottom of the form include 'Preview' and 'Print Returned Checks NOT Repaid'. The browser address bar shows 'http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEReturnedCheck.aspx'.

D. NSF (Repaid) Check

Backup Required: Copy of Notice (Name, Check Number, Amount) (The original notice is filed in the NSF folder.)

Accounts Affected: NSF Check Holding Account ('6' Trust) and Checking Account

The screenshot shows the 'Repaid Check' form in the School Funds Online 2010 application. The form is titled 'Repaid Check' and is located within the 'Journal' section. The user is logged in as 'test9105'. The form includes the following fields and options:

- TRANSACTION DATE:** 8/19/2010
- CHECK AMOUNT:** \$12.50
- POST TO ACCOUNT:** 6.694.000 NSF Check Holding Account
- OFFSET ACCOUNT:** 0.010.000 Cash Account
- REFERENCE:** Doe, Jane #1234 Repaid
- REPAYMENT:** Y Y / II
- ADDITIONAL COMMENTS (PROOF SHEET ONLY):** (Empty text area)

Buttons at the bottom of the form include 'Preview' and 'Print Returned Checks NOT Repaid'. A 'Remove' button is also visible next to the 'CHECK AMOUNT' field. The browser address bar shows 'http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEReturnedCheck.aspx'.

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E. Worthless Check Write-Off (Fund Transfer)

Backup Required: Copy of Memo from District (Name, Check Number, Amount)
(The original memo is filed in the NSF folder.)

Accounts Affected: NSF Check Holding Account ('6' Trust) increased, Original Fund Account decreased

The screenshot shows the 'Fund Transfer' form in the School Funds Online 2010 system. The form is titled 'Fund Transfer' and is located at the URL <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEFundTransfer.aspx>. The form includes the following fields and values:

TRANSACTION DATE	8/19/2010	ACCOUNT BALANCE:	(\$130.00)
TRANSFER AMOUNT	\$10.00	ACCOUNT BALANCE:	(\$269.00)
TAKE-FROM ACCOUNT	2,201.000 Band		
ADD-TO ACCOUNT	6,694.000 NSF Check Holding Account		
REFERENCE	NSF Ck Write-Off Lowell, Carrie #1234		

Additional fields include 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)' and a 'Preview' button.

Special Note: Once the check is written off, remove the returned check from the returned check list. Go to JE's, Returned Check, and choose the check in the drop down list. Click "remove."

The screenshot shows the 'Returned Check' form in the School Funds Online 2010 system. The form is titled 'Returned Check' and is located at the URL <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEReturnedCheck.aspx>. The form includes the following fields and values:

TRANSACTION DATE	8/19/2010	RETURNED CHECKS NOT REPAID	
CHECK AMOUNT	\$10.00		8/17/2010 \$10.00 Lowell, Carrie #1234
POST TO ACCOUNT	6,694.000 NSF Check Holding Account		
OFFSET ACCOUNT	0,010.000 Cash Account		
REFERENCE		REPAYMENT	Y Y/N

Additional fields include 'ADDITIONAL COMMENTS (PROOF SHEET ONLY)', a 'Preview' button, and a 'Print Returned Checks NOT Repaid' button.

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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F. Sales Tax Payment (Bank Charge/Other Debit)

Backup Required: Copy of Sales Tax Return (Original Sales Tax Return is filed in Sales Tax folder)

Accounts Affected: Sales Tax Payable Account ('6' Trust) decreased, Checking Account decreased

The screenshot shows the 'Bank Charge/Other Debits' form in the School Funds Online 2010 application. The form is titled 'Bank Charge/Other Debits' and is located at the URL <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEBankCharge.aspx>. The user is logged in as 'test@105'. The form includes the following fields:

- TRANSACTION DATE: 8/18/2010
- AMOUNT: \$188.68
- POST TO ACCOUNT: 6.699.000 Sales Tax Payable
- OFFSET ACCOUNT: 0.010.000 Cash Account
- BANK NAME: Coastal Bank and Trust
- BANK ACCOUNT: 111-111-111
- REFERENCE: Sales Tax Payment - July 2010

There is a 'Preview' button at the bottom of the form. The application header includes 'SCHOOLFUNDS ONLINE 2010' and 'OCSD Test School'.

G. Sales Tax Collection Allowance (Fund Transfer)

Backup Required: Copy of Sales Tax Return (Original Sales Tax Return is filed in Sales Tax folder)

Accounts Affected: Sales Tax Payable Account ('6' Trust) decreased, General Account increased

The screenshot shows the 'Fund Transfer' form in the School Funds Online 2010 application. The form is titled 'Fund Transfer' and is located at the URL <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEFundTransfer.aspx>. The user is logged in as 'test@105'. The form includes the following fields:

- TRANSACTION DATE: 8/18/2010
- TRANSFER AMOUNT: \$1.56
- TAKE-FROM ACCOUNT: 6.699.000 Sales Tax Payable
- ADD-TO ACCOUNT: 9.901.000 General
- REFERENCE: Sales Tax Collection Allowance - July 2010
- ACCOUNT BALANCE: \$6.00
- ACCOUNT BALANCE: (\$3,562.20)

There is a 'Preview' button at the bottom of the form. The application header includes 'SCHOOLFUNDS ONLINE 2010' and 'OCSD Test School'.

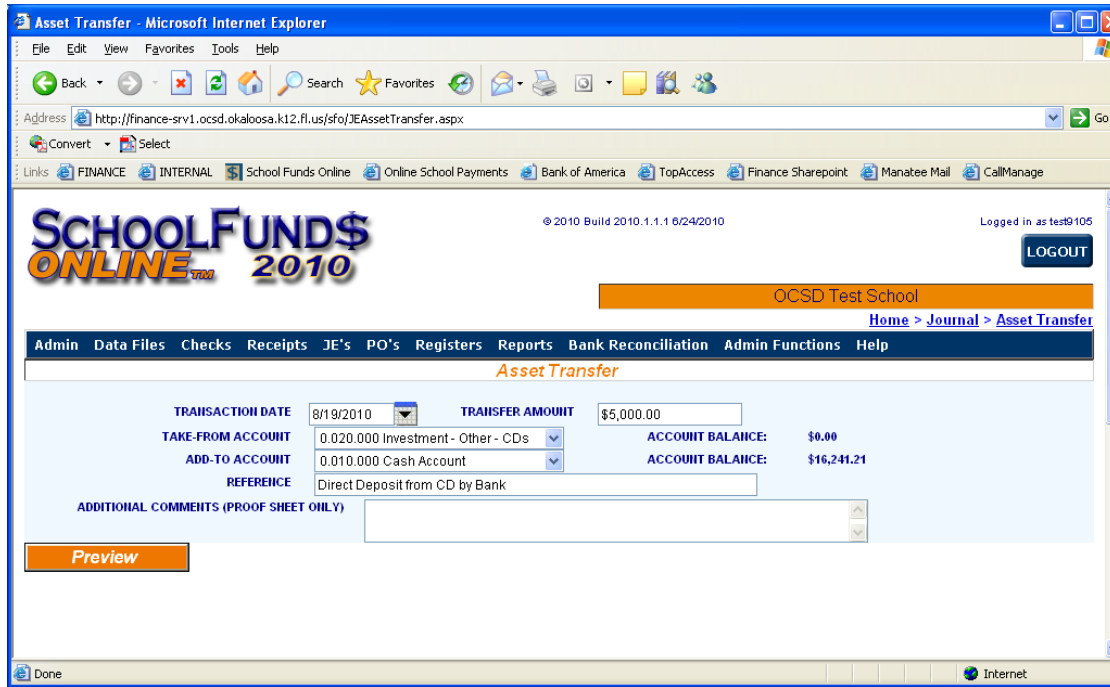
JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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H. Asset Transfer

Backup Required: Bank Statements

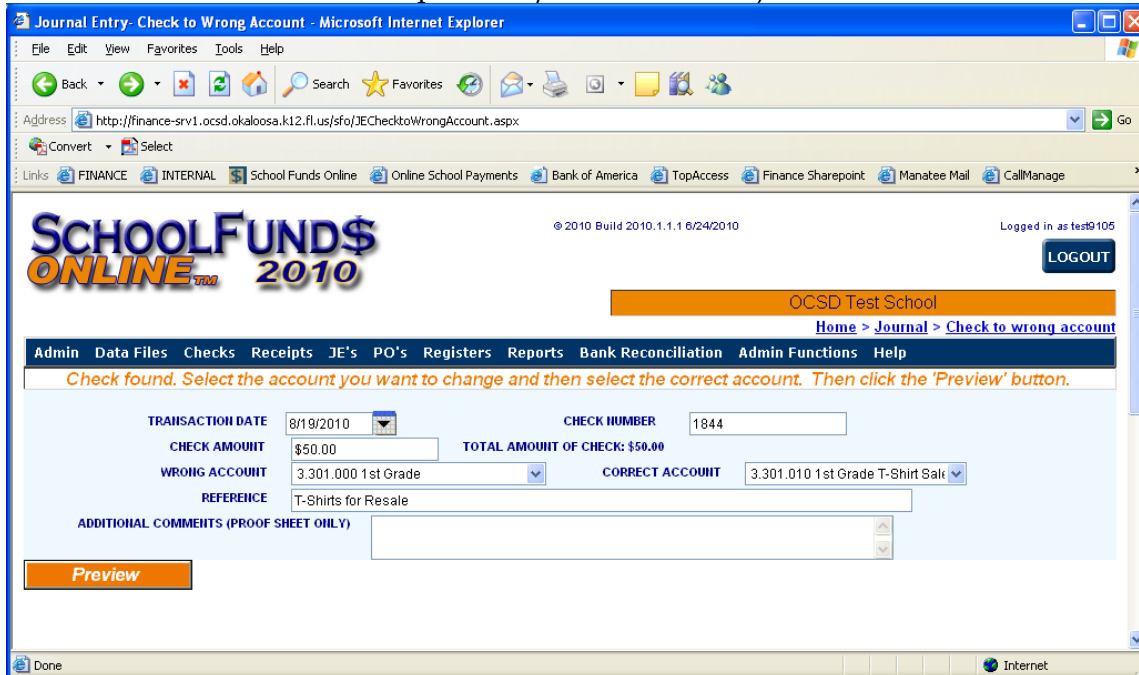
Example: Bank deposits funds directly from a CD or investment account to the school's checking account – Investment Account is decreased and Checking Account is increased



I. Check to Wrong Account

Backup Required: Reference Original Check Number

Example: Bookkeeper Keying Error (Sponsor Errors must be corrected through a Fund Transfer with a Check Requisition/Transfer Form)



JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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J. Check for Wrong Amount

Backup Required: Bank Statement

Example: Bank Error, Electronic Check Cleared for Less Than Face Value

The screenshot shows a web browser window titled "Journal Entry - Check Wrong Amount - Microsoft Internet Explorer". The address bar shows the URL: <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JECheckWrongAmount.aspx>. The page header includes the "SCHOOLFUNDS ONLINE 2010" logo, the text "© 2010 Build 2010.1.1.1 8/24/2010", and "Logged in as test9105" with a "LOGOUT" button. A navigation menu includes "Admin", "Data Files", "Checks", "Receipts", "JE's", "PO's", "Registers", "Reports", "Bank Reconciliation", "Admin Functions", and "Help". The main content area has a message: "Check found. Select the account you would like to change the amount on and then enter the correct amount. Then click the 'Preview' button." Below this is a form with the following fields:

TOTAL AMOUNT OF CHECK	\$499.00	CHECK NUMBER	1839
TRANSACTION DATE	8/19/2010	NEW AMOUNT	\$499.00
ACCOUNT	9.901.000 General		
REFERENCE	Check for \$500 Cleared \$499		
ADDITIONAL COMMENTS (PROOF SHEET ONLY)			

A "Preview" button is located at the bottom left of the form.

K. Receipt to Wrong Account

Backup Required: Reference Original Receipt Number

Example: Bookkeeper Keying Error (Sponsor Errors must be corrected through a Fund Transfer with a Check Requisition/Transfer Form)

The screenshot shows a web browser window titled "Journal Entry - Receipt to Wrong Account - Microsoft Internet Explorer". The address bar shows the URL: <http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEReceipttoWrongAccount.aspx>. The page header includes the "SCHOOLFUNDS ONLINE 2010" logo, the text "© 2010 Build 2010.1.1.1 8/24/2010", and "Logged in as test9105" with a "LOGOUT" button. A navigation menu includes "Admin", "Data Files", "Checks", "Receipts", "JE's", "PO's", "Registers", "Reports", "Bank Reconciliation", "Admin Functions", and "Help". The main content area has a message: "Receipt found. Select the account you want to change and then select the correct account. Then click the 'Preview' button." Below this is a form with the following fields:

TRANSACTION DATE	8/19/2010	TOTAL AMOUNT OF RECEIPT:	\$25.00
RECEIPT NUMBER	21		
AMOUNT	\$25.00		
WRONG ACCOUNT	3.301.000 1st Grade		
CORRECT ACCOUNT	3.301.010 1st Grade T-Shirt Sales		
REFERENCE	T-Shirts Sales		
ADDITIONAL COMMENTS (PROOF SHEET ONLY)			

A "Preview" button is located at the bottom left of the form.

JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS

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L. Receipt for Wrong Amount

Backup Required: Reference Original Receipt Number

Examples: Bookkeeper Keying Error, Bank Error

Receipt Wrong Amount - Microsoft Internet Explorer

Address: http://finance-srv1.ocsd.okaloosa.k12.fl.us/sfo/JEReceiptWrongAmount.aspx

© 2010 Build 2010.1.1.1 6/24/2010 Logged in as test9105

SCHOOLFUNDS ONLINE 2010

OCSD Test School

Home > Journal > Receipt wrong amount

Admin Data Files Checks Receipts JE's PO's Registers Reports Bank Reconciliation Admin Functions Help

Receipt found. Select the account you want to change the amount on and enter the correct amount. Then click the 'Preview' button.

TOTAL AMOUNT OF RECEIPT	\$25.00
TRANSACTION DATE	8/19/2010
RECEIPT NUMBER	19
ACCOUNT	3.302.000 2nd Grade
REFERENCE	Correct from \$25.00 to \$24.50
NEW AMOUNT	\$24.50

ADDITIONAL COMMENTS (PROOF SHEET ONLY)

Preview

RECOGNITION OR ACHIEVEMENT AWARDS

School District of Okaloosa County

Per School Board Policy 2-11 (L):

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

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

(See next page for examples.)

RECOGNITION OR ACHIEVEMENT AWARDS

School District of Okaloosa County

Examples:

Can a grade level buy gift cards as a thank you for parents that went above and beyond to help them throughout the year?

Section A.1. states that internal funds may be expended to provide recognition of service or contributions by persons or businesses; therefore, it would be permissible to give gift cards to parent volunteers in recognition of service. The gift cards would have to be \$100.00 or less per section B.3.

Can the PTO purchase a gift card for an employee that has spent her personal time to help them organize the PTO events?

Section A.2. states that the only recognition for employees is for achievement; therefore, the PTO may not give a gift card to an employee in recognition of service. Any compensation for service by an employee must go through Payroll. The PTO could pay the employee other compensation by sending the funds to the District for deposit in Project 2051 – Purchased Other Positions.

Can Principal's Discretionary funds be used for food for teacher meeting/workshops?

Yes, teacher meetings/workshops are school events; therefore, Principal's Discretionary could be used for refreshments.