

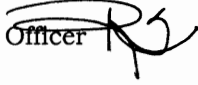


**SCHOOL DISTRICT OF OKALOOSA COUNTY
INTEROFFICE MEMORANDUM
FINANCE DEPARTMENT**

FINANCE TAM: 2013-019

CONTACT: Julie Perry, Director
Budgeting & Financial Services

TELEPHONE: 833-5850

TO: School Principals
FROM: Rita R. Scallan, Chief Financial Officer 
DATE: December 11, 2012
SUBJECT: Internal Funds Bookkeepers' Workshop Update

Carr, Riggs, & Ingram (CRI), Certified Public Accountants, sponsored an Internal Funds School Bookkeepers' Workshop on December 4, 2012. This memorandum provides information about the items that were discussed at the 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 Fiscal Year 2011-2012 Findings – Presented by CRI

- a. Check Requisition Not Completed Prior to Check Being Written
Internal Funds Manual 1.142 states, "...The form is initiated by the teacher or sponsor desiring to make an expenditure. The teacher or sponsor must sign this form."

CRI found instances where the requisition was dated subsequent to the issuance of the check. The Check Requisition/Transfer Form must be completed by the teacher/sponsor prior to the check being issued.

- b. Check Requisition Not Signed by Sponsor
Internal Funds Manual 1.142 states, "...The form is initiated by the teacher or sponsor desiring to make an expenditure. The teacher sponsor must sign this form..."

CRI found instances where the requisition was completed by the bookkeeper but the teacher or sponsor had not signed it, thus indicating their approval for the use of

funds. All Check Requisition/Transfer Forms must be signed by the teacher/sponsor prior to the check being issued.

c. Invoices Not Stamped Paid

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

CRI found instances where invoices were not stamped paid. All invoices and/or receipts are to be stamped paid upon remittance. This practice aides against duplicate payments to a vendor for the same invoice.

d. Deposit Discrepancies

The Red Book, Chapter 8, Section III, Paragraph 1.4(d) states, "All deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit." Paragraph 1.4(e) further states that "the principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate action to affect correction." Cash collections per the MCFs should total the amount on the validated deposit slip. Any discrepancies noted on these forms should be investigated to determine the nature of the difference.

CRI found instances where the total Monies Collected Forms for a particular day did not agree to the validated deposit slip from the bank. Any discrepancies must be investigated at the time of the deposit. If unexplained discrepancies persist, the school should discuss the issues with the bank at the time the funds are deposited. If the discrepancies appear to be the responsibility of the financial institution, the school could consider changing banks, after receiving School Board approval.

CRI also found instances where the validated deposit slip from the bank related to funds taken directly to the night deposit by a teacher or sponsor did not agree to the amount verified by that individual on the Monies Collected Form. The teachers/sponsors should be reminded of the importance of accuracy when dealing with collection of school internal funds. Any discrepancies should be discussed with the teacher or sponsor collecting the funds.

Additional clarification: When a bookkeeper finds an error on a Monies Collected Form and corrects it prior to making the deposit, and the deposit is equal to the corrected Monies Collected Form(s). This would not be considered an exception. When the Monies Collected Forms do not equal the deposit, the auditors consider this an exception. Multiple exceptions may lead to a finding.

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

a. Invoice Amounts

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. Accounts Payable

Some common accounts payable items for internal funds include the final yearbook payment, District credit card purchases made in June that are to be reimbursed in July, and goods or services received in June or earlier but to be paid in July.

c. Scanning Checks for Deposit

If a school's bank requests that the school scan checks for deposit rather than taking the checks to the bank, the school is to decline. All checks must be physically taken to the bank and deposited.

IV. Supplemental Information – Presented by the Budgeting Department

- a. Disbursements/Expenditures – Supplemental Information
Bookkeepers received a handout recapping the District's policies for making disbursements. Additional details were included to provide step-by-step instructions. The correct method of handling checks processed electronically by vendors such as Wal-Mart and Sam's was also included.
- b. Disbursements – Special Situations – Supplemental Information
A handout was provided that included details for handling special disbursement situations based on the District's policies. Included are: Change Funds by Check Requisition, Change Funds by Imprest Fund, Cash or Check Advance, Purchasing Positions and/or Paying Other Compensation, Reimbursing the School's District Budget, and Payments to Individuals for Services.
- c. Online School Payments Bookkeeping
This handout includes how to collect credit/debit card payments online and how to enter the online transactions into the internal funds accounting system. Also included is a two-page printout of "Frequently Asked Questions" from the OSP website and frequently asked questions that have been previously provided to bookkeepers.
- d. Non-Sufficient Funds (NSF) Checks
An overview of the NSF check process was given to Bookkeepers. The overview includes a suggested method for tracking all checks.
- e. Field Trips
This handout reminds Bookkeepers about District policies in regard to field trips, including how to handle field trip accounts, fundraisers, donations, overages, and permission slips.

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

Attachments

cc: Executive Staff
Bookkeepers

DISBURSEMENTS/EXPENDITURES – Supplemental Information

School District of Okaloosa County

I. Prohibited Expenditures

A. The following expenditures are PROHIBITED:

1. Equipment, supplies, forms, and postage for curricular or classroom use for which School Board funds are available. *
2. Curricular-related travel; professional, technical, or consultant services; or other items for which School Board funds are available. *
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. This includes all positions and supplements during the school year. The only exception is the position of Lunchroom Monitor. Summer extracurricular positions are not considered a School District responsibility.
6. Loans, credit, or accommodation purchases for anyone.
7. Repairs and maintenance of School Board equipment for which School Board funds are available. *
8. Purchases from base exchanges, commissaries, or any purchase where military affiliation is required.

*Revenue derived from vocational education production shops may be used for these purposes.

II. Check Requisition/Transfer Form

- A. The Check Requisition/Transfer Form (MIS 4003) is provided for use at the school level in controlling all expenditures from Internal Accounts.
- B. This form shall be completed and signed by the appropriate sponsor before any expenditure or transfer may be made.
- C. It is recommended that each organization have a backup sponsor.
- D. A list of sponsors and backup sponsors should be maintained in the bookkeeping office.
- E. If funds are held in a trust account for a school support organization, the designated officer is considered the sponsor for the purpose of requesting checks and/or transfers.

DISBURSEMENTS/EXPENDITURES – Supplemental Information

School District of Okaloosa County

- F. The completed white and yellow copies of the Check Requisition/Transfer Form, along with appropriate documentation, shall be given to the bookkeeper. The requestor shall keep the pink copy for his/her records.
- G. Should an emergency arise and the sponsor is not available, payment may be made and the sponsor may sign the Check Requisition/Transfer Form upon return to work. The emergency situation shall be noted on the Check Requisition/Transfer Form.

Sample: Check Requisition/Transfer Form

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

SCHOOL DISTRICT OF OKALOOSA COUNTY CHECK REQUISITION/TRANSFER FORM				MIS 4003 REV 07/05
ORIGINAL, ITEMIZED INVOICES AND/OR RECEIPTS MUST ACCOMPANY CHECK REQUEST.				
ACCOUNT:	Football	DATE:	8/30/2005	
PAYABLE TO:	Sports-R-Us			
ADDRESS:				
AMOUNT:	\$350.00			
DESCRIPTION:	10 Helmets		FOR RESALE?	YES__ NO <u>X</u>
APPROVAL SIGNATURES				
SPONSOR:	<i>Head Football Coach</i>		TREASURER:	
BOOKKEEPER:		PRINCIPAL:		
DUPLICATE COPY OF CHECK REQUEST WILL BE RETURNED TO SPONSOR/TREASURER AFTER CHECK IS ISSUED.				
FOR SCHOOL BOOKKEEPER USE ONLY				
ACCOUNT		AMOUNT		
CHECK NO.:		TRANSFER NO.:		DATE ISSUED:

III. Invoices/Receipts

- A. All disbursements shall require an original, itemized invoice or original, itemized receipt. Itemization is defined as having full details of the purchase, including a description and price for each item purchased.
1. If the invoice is from an individual, the invoice must be signed by the vendor.
 2. No disbursement shall be made using only a vendor’s statement.
 3. No reimbursement shall be made using an individual’s charge card statement.

DISBURSEMENTS/EXPENDITURES – Supplemental Information

School District of Okaloosa County

- B. The invoice or receipt shall be attached to the check request prior to writing the check, unless an advance check is being issued. In the case of an advance check, the itemized invoice or receipt shall be returned to the bookkeeper after the purchase.
- C. See **DISBURSEMENTS – SPECIAL** for further information on check advances and other special situations.

IV. Vendors

- A. Before writing a check, the vendor must be entered into the internal accounting system.
- B. It is recommended that a vendor be required to complete a W-9 'Request for Taxpayer Identification Number and Certification.' This form will provide the information a school needs for its records. This is especially important for those vendors requiring a Form 1099.
- C. The Tax ID Number or Social Security Number must be entered without dashes and/or punctuation of any type in order for the software to properly consolidate Forms 1099.
- D. Form 1099 Requirements:
 - 1. Schools are required to send a 1099 to all non-incorporated vendors from whom the school is purchasing services.
 - 2. Schools do not send a 1099 to vendors receiving reimbursements or refunds. This includes teachers receiving Florida Lead Teacher funds. Florida Lead Teacher funds are simply an advance reimbursement.

V. Manual Check

- A. Insofar as practicable, all checks should be printed using the computerized accounting system. A manual check may be required when the software or computer is not working or the bookkeeper is out.
- B. Completing a manual check involves:
 - 1. Typing the check (or printing neatly),
 - 2. Removing the check stub, and
 - 3. Making a copy of the check for the bookkeeper.
- C. The Check Requisition/Transfer Form, copy of the check, and check stub shall then be used to enter the check into the accounting system.

VI. Checks Processed Electronically

- A. As stated in the Internal Funds Manual, "under no circumstances shall *automatic* electronic withdrawals be made from the checking account."

DISBURSEMENTS/EXPENDITURES – Supplemental Information

School District of Okaloosa County

- B. Paying sales tax to the State of Florida electronically is permissible as this is not an automatic electronic withdrawal; authorization is required for each payment.
- C. In addition, some vendors are processing checks electronically. This is not considered automatic as there must be an appropriately signed check authorizing the expenditure.
- D. Should a vendor process a check electronically, the check should be returned to the school.
 - 1. The school shall note on the check “Cashed Electronically” and the date.
 - 2. The check will be filed in the monthly folder with the bank statement as the bank statement will not include a copy of the check.
 - 3. Do not remove the signature lines as it is necessary to see that the expenditure was authorized.
- E. Electronic checks may not be processed for more than the face value of the check.

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

I. Change Funds By Check Requisition

- A. For events such as athletics, dances, and bookfairs, the sponsor of the event shall complete a Check Requisition form made payable to the party responsible for the change fund. The check may either be made payable to the sponsor or the bookkeeper.
1. If the check is made payable to the sponsor, the sponsor will receive a check when signing for the change fund. The sponsor will be responsible for cashing the check at the bank.
 2. If the check is made payable to the bookkeeper, the bookkeeper will cash the check at the bank. The sponsor will receive cash when signing for the change fund. The “vendor” name for this change fund check should be “Bookkeeper – Change Fund.” (Example: Ima Bookkeeper – Change Fund)
- B. The bookkeeper shall write the check using the 0-Change Account in lieu of a fund account. The description should indicate the use of the change fund. (See Sample below.)

Sample: Entering an Invoice for Change

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

OCSd TEST SCHOOL

DATE: 8/19/2010

Pay to the order of: VENDOR: John Doe QUICK VENDOR ADD CHECK NUMBER: PRINT *Check to be printed*

ADDRESS: **Full Vendor Setup**

CITY:

STATE, ZIP:

CASH/CHECKING BALANCE: \$16,323.58

CHECK AMOUNT: \$500.00

EXACTLY FIVE HUNDRED DOLLARS AND ZERO CENTS

Description	Purchase Order	PO Liq. Amt	Invoice	Account	Balance	Amount
Football Change Fund			FB-Change	0.050.000 Change Funds	-\$500.00	\$500.00

New Row **New Check** **Save** **Print Proof Listing** **Close Report**

- C. When the check or cash is given to the responsible individual, a “Receipt of Change Funds” (MIS 3397) shall be completed and signed.
1. Change funds may be issued for the event or season.
 2. The “Receipt of Change Funds” shall be kept either in a pending folder or attached to the Check Requisition and flagged for follow-up.

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

- D. The responsible individual shall return the change funds to the bookkeeper after the event or season is complete.
 - 1. The funds shall be accompanied by a Monies Collected Form (MCF). There should be no other funds listed on the MCF.
 - 2. After verification, the bookkeeper shall sign the “Receipt of Change Funds” form. If the “Receipt of Change Funds” form was kept in a pending file, it shall be attached to the appropriate Check Requisition.

II. Change Funds By Imprest Fund

- A. If a school has an established Imprest Fund, small change funds may be taken from the Imprest Fund rather than writing a check to the responsible individual.
- B. The “Receipt of Change Funds” (MIS 3397) shall be completed and placed in the Imprest Fund box in lieu of an Imprest Fund Voucher.
- C. It is not recommended to use the Imprest Fund for season change funds.
- D. After the event, the money collector shall verify the change fund and place it in a labeled envelope to be turned in to the bookkeeper or placed in the drop safe. A Monies Collected Form will not be used as the funds are not being deposited in the bank.
- E. Once the bookkeeper and a witness verify the funds, the funds shall be replaced in the Imprest Fund and the bookkeeper shall sign the “Receipt of Change Funds” form. These forms may be kept in a file for the year or in the monthly bookkeeping folder.

III. Cash or Check Advance

- A. Certain expenditures may warrant the necessity to issue a cash or check advance.
 - 1. A cash advance is made payable to an individual.
 - 2. A check advance is made payable to a vendor. If possible, the requestor should obtain a detailed quote before the check is written.
- B. The need for an advance may arise when a District credit card purchase is not permitted and/or a purchase order is not practical, permitted, or the exact purchase price cannot be determined.
- C. Cash or check advances may be permitted for:
 - 1. Meal allowances and travel expenses for student activities;
 - 2. Deposits and Registration for conventions, meetings;
 - 3. Travel expenses for coaching clinics;
 - 4. Admissions to certain tourist attractions;
 - 5. Purchases from the U.S. Government Surplus Sales;

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

6. Purchases from U.S. Postal Service;
 7. Vendor minimum dollar amount orders; and
 8. Vendors who do not honor purchase orders or VISA.
- D. Sponsors should request an amount as close as possible to what they intend to spend.
- E. Check advances may not be processed for more than the face value of the check.
- F. All vouchers for cash or check advances shall be either held in a pending folder or flagged in the monthly folder until all receipts and change, if applicable, have been received.
- a. The sponsor will return the original receipt to the bookkeeper in a timely manner. The bookkeeper will attach the original receipt to the Check Requisition Form.
 - b. If change is received, the sponsor will complete a Monies Collected Form, noting “Change from Check #xxx to (Vendor).” The bookkeeper will note the receipt number and the amount of change received on the original Check Requisition Form.

V. Purchasing Positions and/or Paying Other Compensation

- A. Salaries or other compensation for duties or assignments which are *not* the responsibility of the School District (example lunchroom monitor, summer football coach, summer band director, ticket seller, ticket taker) may be paid from internal funds with monies collected to serve that purpose. Examples include:
1. General Funds are to benefit the majority of the students; therefore, general funds may be used to pay for a lunchroom monitor.
 2. Revenue raised through football games and/or fundraisers is to be used to support the football program; therefore, these funds may be used to pay for summer coaching.
- B. Supplements for duties during the regular school year are considered required positions and may not be paid with internal funds.
- C. Reimbursing the Discretionary budget for a position such as Lunchroom Monitor:
1. The position must first be purchased using Discretionary budget funds, either on the Salary Menu (MIS 3382) or through OASIS.
 2. After July 1, the school will send an internal funds check and Cash Refund/Transmittal Form (MIS 3218) to the Accounting and Financial Reporting Department.
 3. Attach a copy of the “Cash Refund/Transmittal Form” to the Check Requisition as backup.
 4. The funds will be budgeted to Purchased – Other Positions – Project 2051.

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

5. When the school has expended the appropriate amount of money in the Discretionary budget, the Budgeting and Financial Services Department will transfer the expenditure to Project 2051 and refund the Discretionary reserves.

D. Paying Other Compensation with Internal Funds:

1. Submit the “Other Compensation Form” (MIS 3180) with the monthly payroll, paying the individual from Purchased – Other Positions – Project 2051. (See Sample: Other Compensation Form)
2. Send an internal funds check and Cash Refund/Transmittal Form to the Accounting and Financial Reporting Department. (See Sample: Cash Refund/Transmittal Form)
3. Attach a copy of the “Cash Refund/Transmittal Form” to the Check Requisition as backup.
4. Be sure to include the District’s portion of Retirement (0210) and FICA/Medicare (0220) when paying other compensation.

E. The current Retirement and FICA/Medicare rates may be found on the Payroll webpage, along with contracted hourly rates for teachers.

F. Please do not send funds to pay for summer personnel or any positions for the new fiscal year until after July 1.

Other Compensation Example:

Volleyball is paying a teacher, John Doe, \$30 for being a volleyball referee.

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

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

Note: The Retirement and FICA/Medicare rates above are the school’s/employer’s portion. The individual will still be responsible for his/her personal taxes, including FICA/Medicare and income tax. The rates in the example are for the 2009-2010 fiscal year. *Consult the website for current rates.*

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

Sample: MIS 3180 – Other Compensation Form

**SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
OTHER COMPENSATION REPORT**

MIS 3180
Rev. 9/03

Activity Date: 8/25/05 **Description:** Volleyball Referee

Funding:

1010 7300 0102 0000 2051
Fund **Function** **Object** **Center** **Project**

INSTRUCTIONS:

- ◆ List only *one* entry per employee per activity.
- ◆ Attach a signed Other Compensation Report Time Sheet (MIS 3475) for *each* employee listed.
- ◆ Do not report substitutes on this form – all subs must be reported by school on a Substitute Time Report.

EMPLOYEE NAME	SOCIAL SECURITY #	JOB ID	TIME (HRS)	TOTAL \$
John Doe	123-45-6789	01		30.00

Approved:

Signature of Principal/Department Head

Date

FOR PAYROLL USE ONLY	
RUN #	_____
BATCH #	_____
DATE ENTERED	_____
INITIALS	_____

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

Sample: MIS 3218 – Cash/Refund Transmittal Form

SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
CASH/REFUND TRANSMITTAL FORM

MIS 3218
Rev. 7/06

TO: Finance Department
FROM: Any School
(Name of School/Department)
DATE: 8/15/06
SUBJECT: Monies Transmitted to Finance

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

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

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

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

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

Internal Funds Check
Purpose of Funds: Other Comp

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

Date(s)	Description of Activity	Name of Payee	Type*	Name of District Employee Requiring Substitute (Complete for Type 'S')
8/25/05	Volleyball Referee	John Doe	OC	

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

(Signature of Principal/Department Head)

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

VI. Reimbursing the School's District Budget

- A. It is permissible to make internal purchases using a County Purchase Order or a District VISA card and then reimburse the school's District budget as long as those purchases follow District guidelines.
- B. The internal account's sponsor shall complete a Check Requisition made payable to the Okaloosa County School District (OCSD).
- C. The bookkeeper shall attach backup documentation indicating:
 - 1. Items purchased – copy of VISA invoice or purchase order information from the AS400. See Sample: Purchase Order Information – AS400.
 - 2. Verification of expenditure – AS400 Screen F503 showing expenditure. See Sample: Verification of Expenditure – F503
- D. The internal funds check and a Cash Refund/Transmittal Form (MIS 3218) shall be submitted to the Accounting and Financial Reporting Department. See Sample: Cash Refund/Transmittal Form
- E. A copy of the Cash Refund/Transmittal Form shall be kept with the completed Check Requisition.
- F. If funds are not available in the budget, contact the Accounting and Financial Reporting Department to see if funds may be sent to the District in advance.

DISBURSEMENTS - SPECIAL SITUATIONS - Supplemental Information

School District of Okaloosa County

Sample: Purchase Order Information - AS400 (1 of 2)

Panel: _____ F817. PO Items

Action: C PO: 50000000 Rf: _____

Vndr: V0000050801 COASTAL BUSINESS PRODUCTS, INC. Item: 5100.00
 Date: 07282004 T: N S: P T/C: _____ Acct: 5100.00
 Ship: _____ Rcvd: 0.00
 Proj: _____ Bid: Paid: 5100.00
 Cntr: 0000 ANY SCHOOL Req: Open: 0.00
 Attn: _____

Seq	Rf	Item	Description	Qty	Unit	Unit Price	
001			RISO GMA MAINT AGREEMENT *	1	EA	1500.0000	
			Rcv: Inv: Pay:			1500.00	Ext
002			COPIER ALL-INCLUSIVE MAINT AGR *	1	EA	3600.0000	
			Rcv: Inv: Pay:			3600.00	Ext
						.00	
			Rcv: Inv: Pay:				Ext

Inv: 2 Total 5100.00

1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
 No additional records. Upd 11/18/2004 10:33:19 OKAOOPER

DISBURSEMENTS - SPECIAL SITUATIONS - Supplemental Information

School District of Okaloosa County

Sample: Purchase Order Information - AS400 (2 of 2)

Panel: _____	F818. PO Accounts	Year: <u>2005</u>	
Action: <u>C</u>	PO: <u>50002000</u>	Rf: _____	
<hr/>			
Vndr: <u>V0000050801</u> COASTAL BUSINESS PRODUCTS, INC.	Item:	5100.00	
Date: <u>07282004</u> T: <u>N</u> S: <u>P</u> T/C: _____	Acct:	5100.00	
Ship: _____	Rcvd:	0.00	
Proj: _____	Bid:	Paid: 5100.00	
Cntr: <u>0000 ANY SCHOOL</u>	Req:	Open: 0.00	
Attn: _____			
Rf FUND.FUNC.R/OB.CNTR.PROJ	Issued	Debit	Credit
<u>1010.5100.0350.0000.</u>	5100.00	1520	2720
			Current
			Current
			Current
Inv: 2	Total	5100.00	.00
1=Hlp 2=Nte 3=Exit 4=Prpt 5=Refr 6=Nrcd 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc			
No additional records. Upd 11/18/2004 10:33:19 OKAOPER			

DISBURSEMENTS - SPECIAL SITUATIONS - Supplemental Information

School District of Okaloosa County

Sample: Verification of Expenditure - F503

Panel: _____		F503. Budget Account - Matrix			Year: 2005	
L	FUND.FUNC.R/OB.CNTR.PROJ					
X	1010.5100.0350.0000.					
Prd	Budget	Committed	Encumbered	Expended	Available	
Beg	.00	.00	.00	.00	.00	
01	10,000.00	.00	5,100.00	.00	4,900.00	
02	.00	.00	.00	.00	.00	
03	.00	.00	.00	.00	.00	
04	.00	.00	3,600.00-	3,600.00	.00	
05	.00	.00	1,500.00-	4,497.17	2,997.17-	
06	.00	.00	.00	.00	.00	
07	475.41-	.00	.00	.00	475.41-	
08	.00	85.00	.00	.00	85.00-	
09	.00	.00	.00	.00	.00	
10	.00	85.00-	.00	85.00	.00	
11	.00	.00	.00	.00	.00	
12	1,087.42-	.00	.00	255.00	1,342.42-	
Tot	8,437.17	.00	.00	8,437.17	.00	

1=Hlp 3=Exit 4=Prpt 7=Bwd 8=Fwd 9=Npg 11=View 12=Esc
 Record displayed (view only). Upd 07/16/2005 10:03:19 SPAN9019

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

Sample: Cash Refund/Transmittal Form

SCHOOL DISTRICT OF OKALOOSA COUNTY
FINANCE DEPARTMENT
CASH/REFUND TRANSMITTAL FORM

MIS 3218
Rev. 7/06

TO: Finance Department DATE: May 10, 2005

FROM: Any School
(Name of School/Department)

SUBJECT: Monies Transmitted to Finance

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

Total Amount of Check(s)	\$ <u>5,100.00</u>
Total Amount of Cash	<u>0.00</u>
Grand Total	\$ <u><u>5,100.00</u></u>

Check No.	Amount	Fund	Function	Object	Center No.	Project
1235	5,100.00	1010	5100	0350	0000	

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

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

Internal Funds Check
Purpose of Funds: Reimburse budget for copier maintenance agreement - PO #5000000 - Coastal Business Prod

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

Date(s)	Description of Activity	Name of Payee	Type*	Name of District Employee Requiring Substitute <i>(Complete for Type 'S')</i>

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

(Signature of Principal/Department Head)

DISBURSEMENTS – SPECIAL SITUATIONS – Supplemental Information

School District of Okaloosa County

VII. Payments to Individuals for Services

- A. Payments to individuals, who are not employees of the District, for services such as story tellers, officials, etc. may be paid through internal accounts. Please note that substitutes are considered employees of the District.
- B. Purchasing should be consulted to determine if a Service Agreement is required.
- C. Personnel should be consulted in regard to fingerprinting.
- D. Once the Service Agreement, if applicable, is approved and an internal purchase order is issued, the service may commence.
- E. The vendor shall show proof of fingerprinting compliance, if applicable, when presenting himself/herself at the school to perform the services.
- F. Payment may not be made until after services are completed.
- G. When adding the vendor in the accounting software, be sure to enter the Federal Tax Identification Number. An individual's Federal Tax Identification Number is his/her Social Security Number.
- H. When writing the check, an "Invoice for Services Rendered Form" (MIS 3307) shall be completed, attached to the check, and signed by the principal.
- I. The "Invoice for Services Rendered Form" shall be signed by the individual when payment is received. The form shall then be returned to the bookkeeper to be attached to the Check Requisition Packet as an invoice/receipt.
- J. If the vendor provides a signed invoice which contains the information requested on the "Invoice for Services Rendered Form," the vendor invoice may take the place of the "Invoice for Services Rendered Form."
- K. All policies concerning insurance requirements and bid requirements apply to these payments.

ONLINE SCHOOL PAYMENTS BOOKKEEPING

School District of Okaloosa County

Collecting Credit/Debit Card Payments Online

- A. Sponsors wishing to collect credit/debit card payments online must complete an On-Line Activity Request Form and submit it to the bookkeeper.
1. When completing the On-Line Activity Request Form, the following fields are required:
 - a. Activity Name: Enter an activity name that will allow the parent to know exactly what he/she is purchasing.
 1. Examples: 4th Grade Field Trip – Tallahassee; Band Trip – Nashville – Payment #1; Band Trip – Nashville – Payment #2; Donation – Adopt-A-Class
 - b. Activity Description: Enter a detailed description for the activity.
 - c. Sponsor/Teacher Email Address*: Enter the email address of the sponsor/teacher responsible for the activity.
 1. This e-mail address will be used by the system to notify the sponsor when the activity goes on sale, when the activity is purchased, and when the activity is no longer available for sale.
 - d. Sponsor/Teacher Last Name
 - e. Sponsor/Teacher First Name
 - f. Date to go Online for Sale*: Used by the system to determine when the activity should be available to the public on the website for purchase.
 - g. Date to go Offline for Sale*: Used by the system to determine when the activity should no longer be available to the public on the website for purchase.
 - h. Price: Enter the price of the activity that parents will pay for the activity.
 1. If you are offering parents a chance to make multiple payments, list all of the payment options here. The bookkeeper will enter an activity to be purchased for each payment amount.
 2. If your group allows students to fundraise to pay for obligations, making the amount owed by each student different, see bookkeeper for special instructions.
 - i. Account Name: The account in which the funds should be deposited.
 - j. Sub-Account, if applicable: List a sub-account if you would like the activity tracked separately from the main account.
 - k. Grade Level: The grade level that may purchase the activity. You may also choose N/A or All.

ONLINE SCHOOL PAYMENTS BOOKKEEPING

School District of Okaloosa County

2. Other fields on the On-Line Activity Request Form that are not required but are recommended include:
 - a. Date Activity Starts: Not required, but this date field can be used to give further information about the date of the activity being offered. For example, you could use this to put the day of the field trip.
 - b. Course/Class: Not required, but can give a parent a better idea of what course/class the activity is associated. This would be especially important if several teachers are collecting funds for t-shirts or field trips. The parent would want to purchase the correct shirt or field trip so that it will be on that teacher's report.
- B. Sponsors may log-in to the online school payment website to print a report of who has purchased the activity. This report serves the same purpose as a Monies Collected Form.
- C. Once the funds are deposited into the school's bank account, the sponsor shall receive a copy of the OSP deposit report indicating the total funds deposited to the sponsor's account.

Entering Online Credit/Debit Card Deposits into the Accounting System

- A. Once the bookkeeper is notified that an online credit/debit card deposit has been made, he/she shall print the OSP deposit report from the online system.
- B. The bookkeeper will then use the internal funds accounting system to initiate the automatic deposit posting from the online vendor.
- C. The bookkeeper will print a Deposit Analysis/Report from the internal funds accounting system and compare this report to the OSP deposit report to verify that funds were posted to the correct accounts.
- D. The bookkeeper shall provide copies of the Deposit Analysis/Report to applicable sponsors for their records. This deposit report takes the place of the yellow copy of the Monies Collected Form and shall be retained by the sponsor for three years.
- E. The bookkeeper shall file the deposit reports in the monthly folder in the same manner as the MCF Deposit Packets.

ONLINE SCHOOL PAYMENTS BOOKKEEPING
 School District of Okaloosa County

**School District of Okaloosa County
 On-Line Activity Set-Up Form**

REQUIRED FIELDS:

Activity Name:	4 th Grade Field Trip - Tallahassee - Ms. Jones
Activity Description:	4th Grade Field Trip to Tallahassee
Sponsor/Teacher E-mail Address:	jonesm@mail.okaloosa.k12.fl.us
Sponsor/Teacher Last Name:	Jones
Sponsor/Teacher First Name:	Mary
Date to Go Online for Sale:	August 9, 2010
Date to Go Offline for Sale:	September 30, 2010
Price:	\$75.00
Account Name:	4 th Grade Field Trip
Sub-Account, if applicable:	
Grade Level:	<input type="checkbox"/> All <input type="checkbox"/> N/A <input type="checkbox"/> K <input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input checked="" type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th

OPTIONAL FIELDS:

Date Activity Starts:	October 20, 2010
Course/Class:	4 th Grade - Ms. Jones

Date Submitted:	August 5, 2010
Signature of Sponsor/Teacher:	<i>Mary Jones</i>

BOOKKEEPER USE ONLY:

Date Entered On-Line:	
Fund Account Number:	

Online School Payment

[Home](#) :: [Customer Service](#) :: Frequently Asked Questions

Frequently Asked Questions

Answers...

How do I find the student ID number?

The student ID number may be a number you make up or the last five digits of the student ID number on the student's report card.

What do I do if I forgot my password/username?

A new password will be forwarded to your e-mail address after you correctly answer the security question set up when you established your profile under the Sign In menu. If you forgot your username, you'll need to log in as a new user and establish a new user name and password.

What if I don't see an activity listed under my child's school?

All schools are encouraged to list activities to the extent possible. However in order to be listed on the website, there must be a specific price associated with each item. Please direct questions about specific activities to the school bookkeeper or sponsor.

Do I have to set up a username and password each year?

The username and password is valid for multiple years. It is valid even if your child changes to another school. You are encouraged to write your username and password in a secure location.

How will the online purchase be listed on my credit card statement?

Purchases will be listed on the credit cards statement as:

Online School Payment

How do I request a refund?

The first step in requesting a refund is to contact the school's bookkeeper. E-mail addresses can be found on the Online School Payments website under the Customer Service menu and Contact Us link. Refunds are typically processed within 1- 3 business days after the request is submitted.

Is my credit card information stored on the web site?

Online School Payment (OSP) only stores a transaction ID which references the transaction over the credit card processing network.

How can I contact the school?

Any questions associated with Online School Payment should be addressed to the school bookkeeper. E-mail addresses are listed under the Customer Service menu and Contact Us link.

Will I be able to review my purchases prior to checkout?

Yes. The final step with any purchase using Online School Payment is a review page showing the activity, price, and student assigned to the activity. You have the option to go back and edit before the final submission.

Will I be able to view a history of my online payments?

Online School Payments (OSP) provides the users the ability to view reports listing past purchases. After signing in, go to the Your Account tab and View Details.

I have more than one child in the school system. Will I be able to view multiple children online when making a payment?

Yes. You will be able to view all children setup in your profile as there are no restrictions in adding different students to the different activities selected for purchase.

How does the school or teacher know I paid for my child's activity online?

A receipt is emailed to the purchaser and subsequent email sent notifying the bookkeeper and teacher/sponsor of all payments received online. It is recommended that the purchaser print two email receipts – one for their records and one to send in with the student. The student may then give the receipt to the teacher in lieu of cash or check.

[Back to Top](#)

ONLINE SCHOOL PAYMENTS (OSP) – FREQUENTLY ASKED QUESTIONS

Is there any way to put a varied amount on the price line? Example: Touchdown club does a Friends and Family letter where they can donate any dollar amount. Would there be a way to utilize the credit card system with that fundraiser, or would they have to do an activity for each dollar amount?

There is a special section in OSP where a parent or organization may make a payment in the amount they choose. This section is called Obligations. (See Obligations – Special Notes) Taking donations such as the Friends and Family letter is a good use of Obligations. When the letter is sent out, it should include instructions on how to go to the Obligations section to make the donation.

Another option, which might actually work better, would be to set up several dollar amounts and let the purchaser choose the quantity he/she needs. Example shown below.

Bookkeeper sets up items to purchase:

Donation	\$1.00
Donation	\$5.00
Donation	\$10.00
Donation	\$20.00

The individual wants to make a donation of \$58, they could choose:

Donation	\$20.00	Quantity – 2 (\$40.00)
Donation	\$10.00	Quantity – 1 (\$10.00)
Donation	\$5.00	Quantity – 1 (\$5.00)
Donation	\$1.00	Quantity – 3 (\$3.00)
Total Donation - \$58.00		

Will there be a place where parents can make partial payments? (A blank amount so they can fill in the amount.)

Partial payments may only be allowed in very specific situations, such as a very expensive field trip or very expensive activity start-up costs. We have to be very careful that we do not put the District in a position of granting credit.

You would need to set up payment options as individual amounts. Examples: Field Trip Payment #1, Field Trip Payment #2, Band Shirt, Instrument Rental, Cheer Uniform. Each payment should have a due date.

Some organizations, such as band, may allow the students to do fundraisers to help pay for their expenses. When this happens, a student may owe an odd amount. In this case, you could allow the parents to pay the balance in the special section in OSP called Obligations. (See Obligations – Special Notes) The organization, such as band, would need to e-mail the parent or send a notice home with the student stating how much is owed and how to make the payment using the Obligations section. **You could also set up individual increments as shown in the Donation example above.**

My teachers had a question regarding field trips. If they state on the field trip letters that go home to parents that there are no refunds, will the parent be able get a refund if they use the online payment? The same would go for yearbooks.

The OSP site states that a parent is to call their local school if they want a refund. A parent cannot initiate a refund online. Only the bookkeeper can perform the refund with the authorization of the sponsor. It is a good idea to put “no refunds” on the description field when the activity is setup to go online in addition to putting “no refunds” on the notice that is sent home.

Can OSP be used for catalog/brochure fundraisers?

You may allow individuals to pay for catalog/brochure fundraisers using the Obligations section of OSP. (See special notes about Obligations.) The purchaser could go online and use the Obligations section to pay for the items they purchase from a catalog/brochure. **You may also set up increment amounts for the specific fundraiser as shown in the Donation example.**

The purchasers would need to make the payment while the student is waiting and then print a receipt from OSP. He/she would have to set up a student to make the payment. For example, if the student is selling cheesecakes, the purchaser could set up a student named Cheesecake Fundraiser with a student ID of 9999.

The purchaser would give the OSP receipt to the student as proof of payment. Basically the student would collect either cash, check, or OSP receipt for every order.

Can tickets be sold online?

No, tickets may not be sold online.

Can OSP be used to collect fees for lost textbooks or library books?

You may allow individuals to pay for lost textbooks or library books using the Obligations section of OSP. (See Obligations – Special Notes) **You may also set up increment amounts for the lost textbook or lost library book fees as shown in the Donation example.** The parent could be e-mailed a notification stating how much is owed for the lost textbook or library book. The e-mail would include specific instructions about how to use the Obligations feature or how to pay using the increments set up, depending on which method the school prefers. The notice with instructions could also be sent home with the student.

How can a business or individual make a donation to the school or pay for a fundraiser if they do not have a student attending the school?

You will need to note in the description of the activity that if the individual or business making the donation does not have a student at the school, they should set up a student named, for example, “Antioch Elementary” and a student ID of “9999.”

Obligations – Special Notes

The Obligations section is not to be advertised widely – it may only be used for very specific situations. At the present time, the Obligations section will only deposit to one account, so the bookkeeper will have to do the following:

- Set up a ‘6’ Fund Account in SchoolFunds Online called Obligations, and
- Set up the Obligations Account in Online School Payments. (See next page)

Each time a deposit is made (15TH & 30TH), the bookkeeper will need to print a detailed report to see what was paid in Obligations. The bookkeeper would then do transfers based on the descriptions with the report as backup. The bookkeeper will receive an e-mail each time an obligation is paid but should only do the transfer each time a deposit is actually made to the checking account.

The company is currently working on an update for the Obligations section that would allow the bookkeeper to set up several accounts that may receive payments through Obligations. When this happens, the bookkeeper would no longer need to do the manual transfers and would no longer be the sponsor. The update should be available soon.

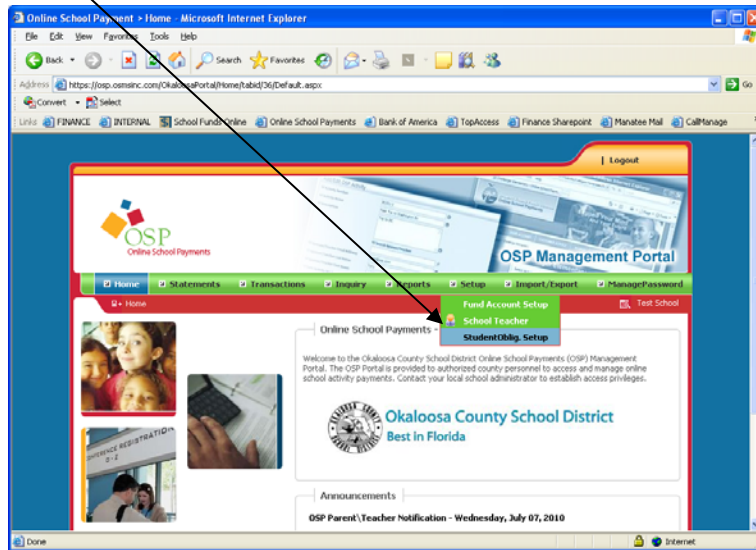
When the Obligations section is used, specific instructions would need to be given to the parent or organization explaining how to make the payment. There is an example on the following pages that could be used with catalog/brochure sales.

If the school is asking businesses for donations, the school would need to include the following instructions on the Obligations instructions:

“Select Student Profile” – Select the student’s name or add the student by clicking “If Student is not listed add them by clicking here.” If you do not have a student attending our school, please enter “Antioch Elementary” as the student name and “9999” as the Student ID.

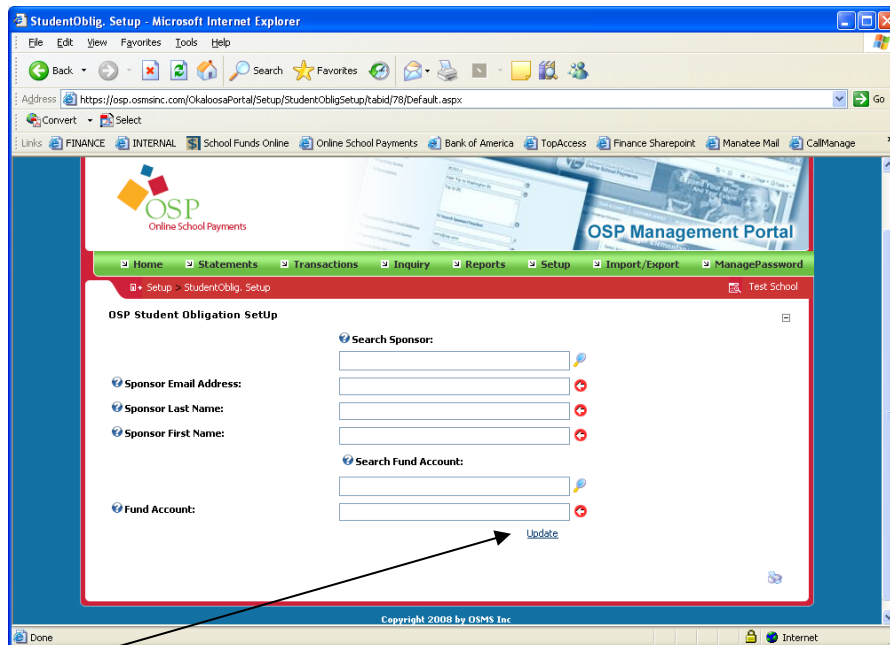
How to Set Up Obligations Account in Online School Payments (Bookkeepers Only)

Click “Setup” and “StudentOblig.Setup”



Enter the following information:

- Sponsor Email Address – Bookkeeper’s e-mail
- Sponsor Last Name – Bookkeeper’s Last Name
- Sponsor First Name – Bookkeeper’s First Name
- Fund Account – 6.xxx.000 (account you set up in SchoolFunds Online)



Click Update

You may now return to the “Home” screen.

SAMPLE OBLIGATIONS INSTRUCTIONS – CATALOG/BROCHURE SALES

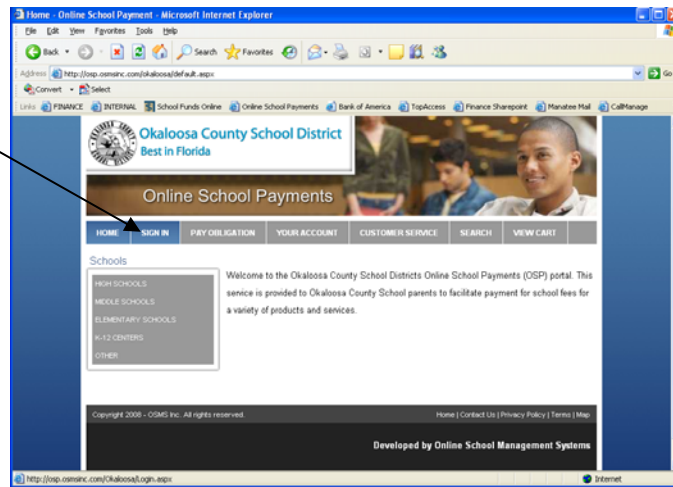
Thank you for your order and your support of ABC Elementary School. Please make payment in one of the following ways:

1. Cash,
2. Check made payable to ABC Elementary School, or
3. Credit/Debit (Visa or MasterCard) payment through Online School Payments

How to Make a Credit/Debit (Visa or MasterCard) Payment Through Online School Payments

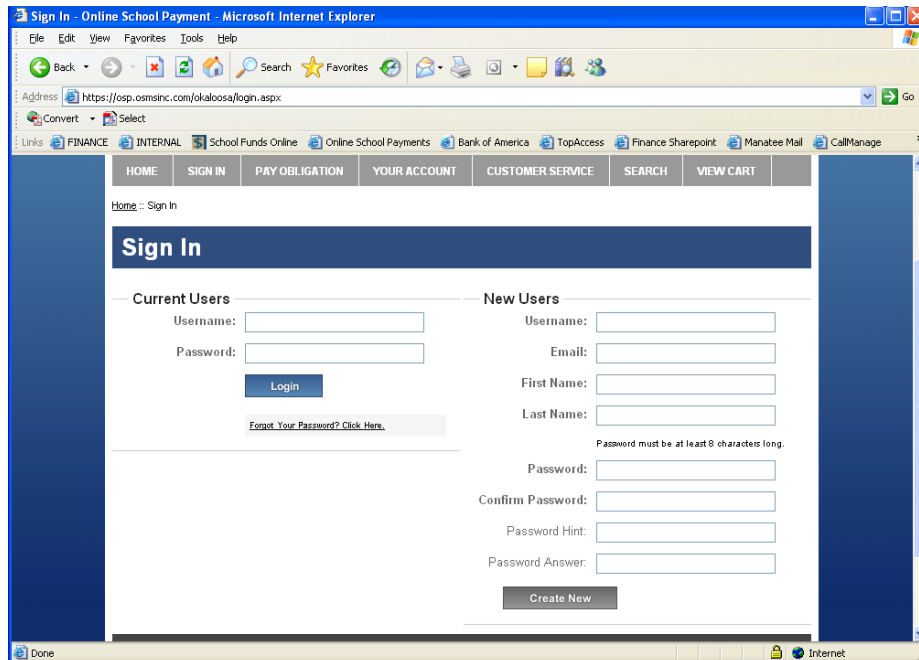
Go to <http://osp.osmsinc.com/Okaloosa> (a link may also be found on www.OkaloosaSchools.com)

Click “Sign-In”



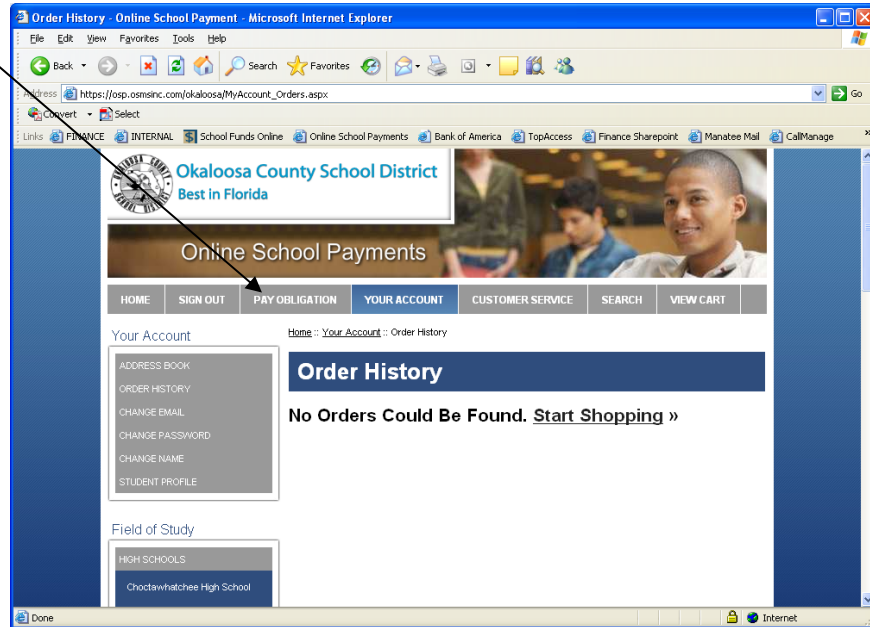
If you already have an account, enter your Username and Password under “Current Users.”

If you do not have an account, please sign up in the “New Users” section.

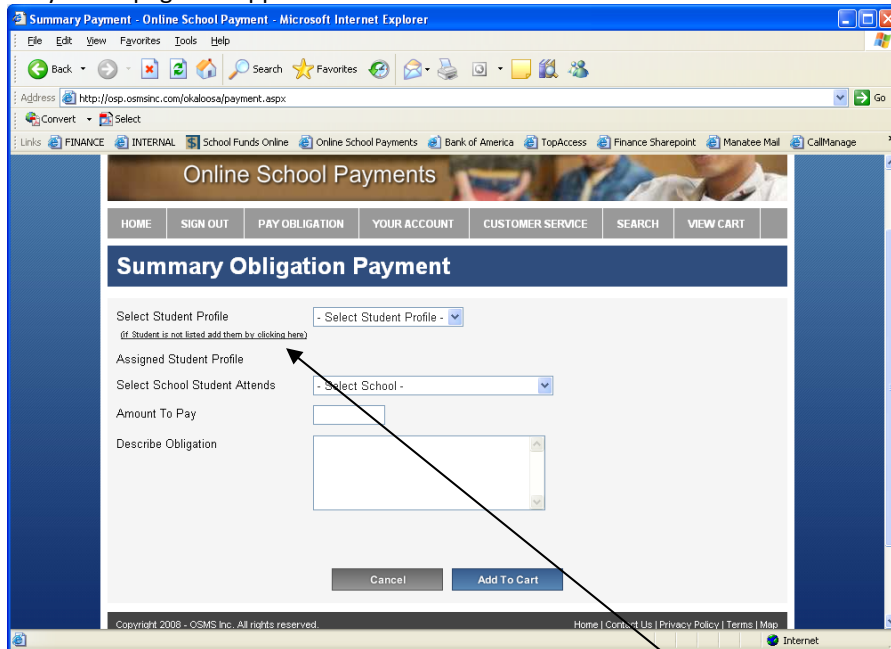
A screenshot of the 'Sign In' page on the Online School Payment portal. The browser's address bar shows the URL 'https://osp.osmsinc.com/Okaloosa/login.aspx'. The page has a blue header with the navigation menu. Below the header is a 'Sign In' section with two columns: 'Current Users' and 'New Users'. The 'Current Users' section has fields for 'Username:' and 'Password:', a 'Login' button, and a link for 'Forgot Your Password? Click Here.'. The 'New Users' section has fields for 'Username:', 'Email:', 'First Name:', 'Last Name:', 'Password:', 'Confirm Password:', 'Password Hint:', and 'Password Answer:', and a 'Create New' button. A note states 'Password must be at least 8 characters long.'

Once you are signed in, you will see the following screen.

Click on “Pay Obligation”



The “Summary Obligation Payment” page will appear as shown below.



“Select Student Profile” – Select the student’s name or add the student by clicking “If Student is not listed add them by clicking here.” The student should be the name of the student from whom you are purchasing the fundraiser items. If you are adding a student, the Student ID may be any number.

“Select School Student Attends” – Select the name of the School.

“Amount to Pay” – This would be the amount you are paying for the fundraising items.

“Describe Obligation” – Please enter the name of the fundraiser.

Click “Add to Cart.” You will be taken to your “Shopping Cart.” Click “Checkout” and follow prompts onscreen to complete checkout.

Print two copies of your receipt – one for yourself and one to give to the student as evidence of payment.

Thank you again for your support!

NON-SUFFICIENT FUNDS (NSF) CHECKS

School District of Okaloosa County

The following is an overview of the NSF process:

It is suggested that the different stages be kept in separate sections of a classification folder. It is not required that your school follow this method exactly; however, there should always be a folder that can be balanced to your school's 6.694.000 NSF Check Holding account. (See 'Reconciling the NSF Account' below.)

1. Section 1 – NSF Checks Pending

- (a) The bank sends the NSF check to the collection agency. The collection agency will notify the bookkeeper via e-mail.
- (b) Once NSF notice is received, the bookkeeper prints two copies of the notification and places them in a folder for bank reconciliation.
- (c) When the bank statement is received, the bookkeeper will compare the NSF notifications to the bank statement.
- (d) The bookkeeper enters a journal entry/adjustment for each NSF check using the date on the bank statement. See example on "JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS" Section III.C.
 - 1) Each NSF check must be entered as a separate journal entry and must include details such as name and check number. Be sure to use the date that is on the bank statement.
 - 2) The adjustment decreases the checking account and the '6' NSF Check Holding account.
 - 3) One copy of the notice is used as the backup for this adjustment.
- (e) The second copy of the notice is filed in Section 1 of the NSF folder. The bookkeeper will note the adjustment number and date on the NSF notice.
- (f) If the bank has charged a NSF check fee, the fee must be entered as a separate journal entry/adjustment. NSF check fees will decrease the checking account and the '9' General account.

2. Section 2 – NSF Checks Paid

- (a) The collection agency will notify the bookkeeper once the NSF check has been paid by direct deposit.
- (b) Once the paid NSF check/deposit notice is received, the bookkeeper prints two copies of the notification and places them in a folder for bank reconciliation.
- (c) When the bank statement is received, the bookkeeper will compare the deposit notifications to the bank statement.
- (d) The bookkeeper enters a journal entry/adjustment for each paid NSF check using the date on the bank statement. See example on "JOURNAL ENTRIES – TRANSFERS & ADJUSTMENTS" Section III.D.
 - 1) Each paid NSF check must be entered as a separate journal entry and must include details such as name and check number. Be sure to use the date that is on the bank statement.

NON-SUFFICIENT FUNDS (NSF) CHECKS

School District of Okaloosa County

- 2) The internal funds software provides a drop-down menu from which the bookkeeper will choose the appropriate NSF check.
 - 3) The adjustment increases the checking account and the '6' NSF Check Holding account.
 - 4) One copy of the notice is used as the backup for this adjustment.
- (e) The bookkeeper will remove the original NSF check notification from Section 1 – NSF Checks Pending, attach the paid notification to the front, and note the adjustment number and date on the paid notification. This packet is then filed in Section 2 – NSF Checks Paid of the NSF folder.
- (f) If the collection agency has reimbursed the original bank charge for the NSF check, the bookkeeper will enter a journal entry/adjustment to increase checking and increase the '9' General account.
3. Section 3 – NSF Checks Unpaid
 - (a) If a NSF check has not been reimbursed within 30 days, the school must contact the collection agency.
 - (b) If a check does not qualify for reimbursement, the collection agency must notify the school by e-mail.
 - (c) The bookkeeper will move the original NSF check notification from Section 1 – NSF Checks Pending to Section 3 – NSF Checks Unpaid, attaching the non-reimbursement notification to the front of the packet.
 4. Section 4 – Worthless (Uncollectible) Checks Pending
 - (a) Once each quarter, the school shall request permission to write off any checks in Section 3 – NSF Checks Unpaid.
 - (b) The bookkeeper shall prepare a memo from the principal requesting the School Board's approval to write off the checks. The memo shall include a list of the worthless checks with the following information: name, check number, amount, and account.
 - (c) A "Worthless Check Information Worksheet" must be completed for each check. Each worksheet shall include the original check and signed green return receipt or undeliverable letter. (See Sample – Worthless Check Information Worksheet)
 - (d) All worksheets are to be attached to the memo and submitted to Accounting and Financial Reporting.
 - (e) A copy of the memo, copies of the checks, and copies of any paperwork should be filed in Section 4 – Worthless (Uncollectible) Checks Pending.
 5. Section 5 – Worthless Checks Written Off
 - (a) When the memo is received from Accounting and Financial Reporting approving the request to write-off checks, the bookkeeper will enter a journal entry/transfer for each check.

NON-SUFFICIENT FUNDS (NSF) CHECKS

School District of Okaloosa County

- 1) These journal entries/transfers will increase the '6' NSF Check Holding account and decrease the account that originally received the funds.
 - 2) Delete the returned check from the list of "Returned Checks Not Repaid" by going to "Journal Entry," "Returned Check," choosing the check that is being written off, and clicking "Remove."
 - 3) A copy of the memo must be used as backup for the adjustment.
- (b) The bookkeeper will attach the approval memo to the front of the request memo and move the paperwork from Section 4 – Worthless (Uncollectible) Checks Pending to Section 5 – Worthless Checks Written Off.

Recovered Checks – Receiving Funds After Write-Off

1. Should an individual come to the school to pay for a check that has been written-off, the school may not accept the funds. The school must direct the individual to make payment at Accounting and Financial Reporting.
2. Any funds received after a check has been written-off shall be returned to the school by Accounting and Financial Reporting.
3. The District check shall be receipted on a MCF by the office staff.
4. When the receipt is entered into the accounting software, the funds shall be placed into the account that was decreased when the NSF check was written-off.

Reconciling the NSF Check Holding Account

1. The '6' NSF Check Holding account shall be reconciled before the close of the fiscal year and submitted to Finance with the June reports. In addition, it is recommended that the '6' NSF Check Holding Account be reconciled at least quarterly. NSF Check Reconciliation form shall be used for the reconciliation process.
 - a. Step 1 – Enter the NSF checks that are pending (Section 1 – NSF Checks Pending in the example). These are checks that are pending reimbursement by the collection agency.
 - b. Step 2 – Enter the checks that the collection agency will not reimburse (Section 3 – NSF Checks Unpaid in the example).
 - c. Step 3 – Enter the checks that have been requested to be written off but permission has yet to be received (Section 4 – Worthless/Uncollectible Checks in the example).
 - d. Step 4 – Print a general ledger of the '6' NSF Check Holding account and enter the balance. The difference should be zero. If it is not, the discrepancy must be investigated and corrected.
-

FIELD TRIPS

School District of Okaloosa County

I. General Provisions

- A. Field trips are not fundraisers . . . no profit is to be made.
- B. When a class, organization, etc., decides to collect funds from students for a field trip, a sub-account must be set up to track all receipts and disbursements, thereby verifying no profit is made.
- C. Examples of Accounts and Sub-Accounts:
1. Band (Main Account) – Account #2.201.000
Band Field Trip (Sub-Account) – Account #2.201.010
 2. 3rd Grade (Main Account) – Account #3.303.000
3rd Grade Field Trip (Sub-Account) – Account #3.303.010
- D. All field trip funds collected from students are to be deposited into the field trip sub-account.
- E. All disbursements related to the field trip are to be written from the field trip sub-account. Do not pay for field trip expenses from a main account, fundraiser sub-accounts, etc.
- F. It is permissible for a sub-account to be negative if the overall balance of the account and sub-accounts is positive. See the examples below.

Overall Balance Positive

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

Overall Balance Negative

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

II. Field Trip Fundraisers

- A. Fundraiser sub-accounts should contain only receipts and disbursements related directly to the fundraiser.
- B. Do not pay any other expenses from a fundraiser sub-account.

FIELD TRIPS

School District of Okaloosa County

- C. Once the fundraiser is complete, transfer the profits to the field trip sub-account.
- D. If the balance remaining in the field trip sub-account, after all receipts and disbursements, is less than the fundraiser profit, the balance may be transferred to the main account. See Field Trip sub-account example #1.
- E. If the balance remaining in the field trip sub-account, after all receipts and disbursements, is more than the fundraiser profit, the fundraiser profit may be transferred to the main account. The remaining balance will be dealt with as any other field trip overage. See Field Trip sub-account example #2.
- F. When transferring the fundraiser profit to the main account, a copy of the Field Trip General Ledger should be attached as backup. Be sure to highlight the fundraiser profit for verification.

Field Trip Sub-Account Example #1

	Description	Receipts	Disbursements	Balance
CR	Student Payments	50.00		50.00
CR	Student Payments	75.00		125.00
CR	Student Payments	125.00		250.00
CD	Tickets		250.00	0.00
CR	Student Payments	75.00		75.00
TR	Fundraiser Profits	250.00		325.00
CD	Transportation		150.00	175.00
TR	FR Profit to Main Acct		175.00	0.00

Field Trip Sub-Account Example #2

	Description	Receipts	Disbursements	Balance
CR	Student Payments	150.00		150.00
CR	Student Payments	175.00		325.00
CR	Student Payments	125.00		450.00
CD	Tickets		250.00	200.00
CR	Student Payments	75.00		275.00
TR	Fundraiser Profits	250.00		525.00
CD	Transportation		150.00	375.00
TR	FR Profit to Main Acct		250.00	125.00

Balances
After
Field
Trips

Overage

III. Field Trip Donations

- A. If an organization, such as PTO, makes a donation for a field trip, it should be receipted into the field trip sub-account.
- B. If the balance remaining in the field trip sub-account, after all receipts and disbursements, is less than the donation, the balance may be transferred back to the donating organization.

FIELD TRIPS

School District of Okaloosa County

- C. If the balance remaining in the field trip sub-account, after all receipts and disbursements, is more than the donation, the donation may be transferred back to the donating organization. The remaining balance will be dealt with as any other field trip overage.

IV. Field Trip Overages

- A. As it is very difficult to ascertain an exact cost for a field trip, overages may occur.
- B. Large overages must be spent directly on the students or refunded by check to the parents.
- C. Small overages may be spent directly on the students, refunded by check to the parents, rolled to the next grade level's field trip sub-account, or donated to General.
- D. Clubs/organizations may roll small overages to their main accounts.
- E. Under no circumstances should the money be donated to Principal's Discretionary.

V. Permission Slip

- A. A statement must be added to the Parent Permission Slip indicating how overages will be handled. Examples include:
 - 1. "If, at the end of the school year, there are any small leftover amounts from charges for the trip, these funds will be donated to the General Fund."
 - 2. "If, at the end of the school year, there are any small leftover amounts from charges for the trip, these funds will be donated to the Band general fund."
 - 3. "If, at the end of the school year, there are any small leftover amounts from charges for the trip, these funds will roll to the next grade level's field trip account. If you child is in the (5th grade/8th grade/Senior), the funds will be donated to the General Fund."
- B. The following statement may also be helpful in certain situations:
"There will be NO REFUNDS once the collected monies have been committed to trip expenses."