



SCHOOL DISTRICT OF OKALOOSA COUNTY

TECHNICAL ASSISTANCE MEMORANDUM

FINANCE

FINANCE TAM: 2023-018
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Budgeting & Financial Services
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TO: School Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: November 15, 2022
SUBJECT: Internal Funds Accounting Manual – Revised

On November 14, 2022, the School Board approved the revised Internal Funds Accounting Manual. This revised manual is a combination of the previous Internal Funds Accounting Manual, all School Board Policy relating to Internal Funds, State Red Book relating to Internal Funds, and current practices. Current practices include sound business practices, procedures recommended by auditors, and step by step directions.

The manual has been organized by subject area. The PDF version is being sent out to schools with this memorandum. There is also a link to Internal Funds on the Finance website in the “Finance Quick Links” box on the right side of the webpage. If you do not see what you need listed in the Table of Contents, you may search the PDF by holding the “Ctrl” and “F” keys. A search box will open where a word or phrase may be entered. Bookkeepers will also receive a printed manual from the Print Shop.

There are a few changes that I would like to bring to your attention:

- Elementary schools may no longer have the bookkeeper or bookkeeper backup on the checking account as a check signer if the school has two or more administrators. When the original allowance was made, elementary schools did not have Assistant Principals. Please have the checking accounts updated as soon as possible. (Chapter 3, Item A.6.)
- Reminder that schools may not take out loans, installment contracts, or enter into lease purchase agreements without School Board approval. (Chapter 3, Item A.9.)
- As always, fees may be charged for services which schools offer to students that are a benefit to those who elect them. This includes participation/flat fees. There is a new requirement that if a participation/flat fee is charged, the sponsor must provide an itemized breakdown indicating the purpose of the funds. The breakdown must be provided to the bookkeeper, student, and parent. (Chapter 4, Section B.5.)
- The State Red Book requires a financial report to be filed with the principal’s office at the close of each fundraising activity. In order to comply with this requirement, all fundraisers are to be tracked in accounts or sub-accounts. When the fundraiser has been completed, a General Ledger/Account History report must be printed to show the profit or loss of the activity. The report is to be provided to the sponsor and attached to the approved fundraiser request. The bookkeeper should have a folder or book with all approved fundraiser requests for the fiscal year that may be reviewed by the Principal at any time. (Chapter 4, Section F.4.)

- Petty Cash Imprest Fund may no longer be used for small purchases; however, the fund may still be used for small change funds and making change. (Chapter 10)
- One account has always been able to make a loan to another account as long as the loan is repaid by June 1. The bookkeeper must now enter loans on an Account Loan Log and indicate when they have been repaid. This tool will ensure that loans are repaid in a timely manner. (See Chapter 13, Section D.)
- The State Red Book requires perpetual inventories be kept of important documents used in bookkeeping. In order to comply with this requirement, we have added a Checks Inventory Master and Monies Collected Forms Inventory Master. These forms are available on the Finance website and detailed in the manual. (See Chapter 11, Section B. and Chapter 5, Section D.)
- The Annual School Store and Supplies for Resale Inventory Form has been revised and is available on the Finance website. (See Chapter 16, Section E.)

Should you have any questions or require additional information, please contact Nicole McMahon (833-5831), Lynda Bush (833-5830), or me (833-5850).

cc: Senior Staff
Internal Bookkeepers