



**SCHOOL'S
FINANCE
ACCOUNTING
MANUAL**



Growing Possibilities...

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SECTION 1: INTRODUCTION



The purpose of this manual is to provide a reference tool for principals, assistant principals, and school bookkeepers on how to deal with financial issues at the individual school level. In order to carry out the requirements of North Carolina Law, procedures of the North Carolina Local Government Commission, and the directions of the local Board of Education, it is necessary to have a standardized accounting system to record the various financial transactions of the individual schools.

Accountability to the public can be achieved as school patrons are kept informed and dissatisfaction and criticism can be prevented. Understanding that individual schools do differ in size and structure, the financial accounting system is very valuable due to the protection it provides in case of criticism or controversy to the school system Finance Officer, principal, and school bookkeeper. The financial accounting system is invaluable in providing accurate financial information that provides comparable and useful data for the administration of special funds for individual schools.

The following manual is an overview that explains how different financial issues must be performed and the tasks involved. In addition to this manual, you must stay abreast of the Union County Board of Education Board Policies (Chapter 2 – Financial Operations).

SECTION 2: STATE LAWS



The sections of Article 31, “The School Budget and Fiscal Control Act” of the Public School Laws of North Carolina, applicable to the Special Funds of Individual Schools are as follows:

Section 115C-442 Fidelity Bonds

The bookkeeper of each individual school and all other officers, employees, and agents of each local school administrative unit who have custody of public school money in the normal course of their employment or agency shall give a true accounting bond with sufficient sureties in an amount to be fixed by the Board of Education. The local school administrative unit shall pay the premiums on these bonds. Instead of individual bonds, a local school administrative unit may provide for a blanket bond to cover all officers, employees, and agents of the local school administrative unit required to be bonded except the Finance Officer. The Finance Officer may be included within the blanket bond if the blanket bond protects against risks not protected by the individual bond.

Section 115C-443 Investment of Idle Cash

- (a) A local school administrative unit may deposit, at interest, all or part of the cash balance of any fund. The Finance Officer shall manage investments subject to whatever restrictions and directions the Board of Education may impose. The Finance Officer shall have the power to purchase, sell, and exchange securities on behalf of the Board of Education. The investment program shall be so managed that investments and deposits can be converted to cash when needed.
- (b) Monies may be deposited, at interest, in any bank, savings and loan association, or trust company in this State in the form of certificates of deposit or such other forms of time deposit as Local Government Commission may approve. Investment deposits shall be secured as provided in G.S.115C-444(b).
- (c) Monies may be invested in the following classes of securities and no others:
 - (1) Obligations of the United State of America.
 - (2) Obligations of any agency or instrumentally of the United States of America if the payment of interest and principal of such obligations is fully guaranteed by the United States of America.
 - (3) Obligations of the State of North Carolina.
 - (4) Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the Secretary of the Local Government Commission may impose.
 - (5) Shares of any savings and loan association organized under the laws of this State and shares of any federal savings and loan association having its principal office in this State to the extent that the investment in such shares if fully insured by the United States of America or any agency thereof or by any mutual deposit guarantee association authorized by the Commissioner of Insurance of North Carolina to do business in North Carolina pursuant to Article 7A of Chapter 54 of the General Statutes.

Duties and Responsibilities

Individual schools are authorized and empowered by the Board of Education to raise, receive, acquire, possess, invest, budget, account, expend, and exercise general responsibility and control over special funds deposited into their school accounts subject to state law, board policies, and administrative regulations. It is the intent of this regulation to prescribe the manner in which special funds of individual schools shall be managed.

Duties and Responsibilities of the “Principal”

1. The principal is responsible for all special funds deposited into his/her individual school accounts. No special funds may be expended without the knowledge and consent of the principal. No obligations may be incurred which cannot be liquidated by the end of the fiscal year (except as recommended by the Superintendent and approved by the Board).
2. In respect to restricted funds, the principal is, in effect, a trustee of these funds and is charged with the responsibility of managing and expending these funds for their intended use.
3. In respect to non-restricted funds, the principal is responsible for the budgeting and accounting of these funds in accordance with the budget format and the accounting procedures described below.
4. The Principal and Bookkeeper shall sign all checks on school accounts with the exception of checks written to them. If check is required, it is to be signed by the Finance Officer.
5. Monitor all aspects of receipting of money.
6. Determine if funds are deposited in the bank in a timely manner.
7. Approve the writing off of uncollected returned checks.
8. Sign approval of school vouchers/invoices and purchase orders.
9. Open and review (fraudulent signatures/vendors) monthly bank statement. Upon approval, sign and date the first page.
10. Monitor all purchasing procedures.
11. Supervise the allotments from central services and make sure appropriate codes are used.

Duties and Responsibilities of the “Bookkeeper”

In addition to co-signing all checks on school accounts, the Bookkeeper appointed by the Board of Education shall keep a complete record of all monies deposited into school accounts in the manner prescribed by the Finance Officer. The Bookkeeper is required to send monthly-reconciled bank reports to the Finance Office concerning the status of each account maintained by the individual school no later than the 20th of each month. It is suggested that bookkeepers give the principals a Receipts and Disbursements report on a weekly basis.

The school Budget and Fiscal Control Act states that the School Bookkeeper “shall keep a complete record of all monies in his/her charge in such form and detail as may be prescribed by the Finance Officer of the administrative unit and shall make such reports to the superintendent and Finance Officer of the administrative unit as they or the Board of Education may prescribe.”

1. Deposit all monies.
2. Process computerized receipts for monies received from staff.
3. Verify School Funds Deposit Forms, money and receipt book balance.
4. Inventory receipt books bi-yearly.
5. Make daily deposits – (no more than \$250 left at school overnight). **General Statute §115C-445: Deposits shall be required when the monies on hand amount to as much as \$250.00 but in any event a deposit shall be made on the last business day of the month.**
6. Process school and central services level purchase orders using AS400, School Funds, and E-Procurement.
7. Participate in changing signature on checks (when banking responsibility is changed from one person to another or person transfers schools). This will be handled through Bookkeeping Specialist.
8. Process invoices for payment by validating invoices with approved PAID stamp.
9. Process checks on timely manner.
10. Keep all books and accounting records for three (3) years.
11. Reconcile monthly bank statements.
12. Prepare Monthly Receipts and Disbursements reports.
13. Prepare and reconcile ticket sale reports for athletics, pageants, assemblies, etc.
14. Prepare and reconcile fundraising activities.
15. Close accounting records as of June 30th year-end.
16. Process monthly Payroll following Payroll Guidelines.
17. Any and all other accounting responsibilities prescribed by the Finance Officer.
18. Any and all other accounting responsibilities required by the principal.

SECTION 3: CASH RECEIPTS



Special funds of individual schools are defined as all monies deposited to the account of an individual school regardless of their source. Therefore, accounting for receipts is a very important task performed at the individual school level.

Employee's Receipt Books

All schools must use a pre-numbered receipt book supplied by Central Services. The School Bookkeeper is responsible for issuing these books to employees and keeping a control of the distribution (3-1). The receipt books are to be collected and balanced at year-end. Each employee in the school receiving or collecting school funds must issue a receipt. These receipts must be prepared in duplicate and the original given to the person from whom the money was received. The duplicate is retained in the book. If additional receipt books are needed, contact the Bookkeeping Specialist.

If a mistake is made in writing a receipt, the original and the duplicate must be marked "VOID" and both retained in the receipt book. Do not try to change or correct any mistakes on a receipt. Always VOID the receipt and prepare a new one. If a receipt is voided without white copy attached, the employee must provide written explanation to include principal's signature.

All monies received are to be turned in to the Bookkeeper on a daily basis. A School Funds Deposit Form (3-2) must be completed when the money is turned in and include cash, coin, and checks. The Bookkeeper adds the employee's receipts to determine if they are in agreement with the money turned in; stamps (with rec'd date stamp) the receipts in the book and the School Funds Deposit Form then initials. If there is a discrepancy, mark through once, write correct amount and initial. The Bookkeeper will then issue an original office receipt (School Funds) showing that the money has been deposited into the appropriate account. The School Funds receipt must reference the receipt numbers from the employee's receipt book and any difference must be fully explained. The employee must list the amount of checks, cash and coin that is being deposited.

Procedures for Receipting Money in Employee's Receipt Books

1. All money received or collected by a school employee shall be receipted. This Includes book fairs, book orders, pictures, uniforms, field trips, etc.
2. Always record the information completely on each receipt:
 - Date receipted
 - Name of person from whom funds are received
 - Purpose for which funds were received
 - Amount of the receipt
 - Signature of the person receiving the money. School employees are the only ones allowed to write receipts.

3. All monies (ex. field trips, damage fees) for less than \$5.00 can be listed on a separate form with the student's name, amount paid, and student's signature (3-3). One (1) receipt must be recorded in the employee's receipt book and attach the list to the duplicate receipt.
4. All money must be receipted in a receipt book PRIOR to being turned in to the Bookkeeper.
5. Employees must turn in money to the Bookkeeper on a DAILY basis by designated time set by the principal. Under no circumstances should money be left in a classroom/office or taken home overnight. Money turned in after school hours are to be secured in a safe until the following day. **General Statute §115C-445: Deposits shall be required when the monies on hand amount to as much as \$250.00 but in any event a deposit shall be made on the last business day of the month.**
6. If a mistake is made in preparing a receipt, mark the original and duplicate VOID and retain both the original and carbon in the receipt book. If a receipt is voided without white copy attached, the employee must provide written explanation to include principal's signature.
7. All receipts issued from the receipt books must be in strict numerical sequence.
8. All receipt books are to be kept in a safe place. When a receipt book is issued to a school employee, it is the employee's responsibility if the book is lost/mishandled or out of balance. The receipt book must be as important to you as your own checkbook.
9. Under no circumstances should students be allowed to write receipts in the employee's receipt book **unless** it is training for the student. However, the employee is ultimately responsible for the book balancing.

Bookkeeper's Receipt Book

All schools use a pre-numbered receipt book (contact Bookkeeping Specialist for extras). The Bookkeeper must follow the same procedures as the employees. For funds received by mail, the original is mailed to the individual/vendor and any accompanying correspondence attached to the yellow copy of the receipt.

It is recommended that all money be counted by the Bookkeeper in the presence of the individual turning in the money. The money must balance with the receipts listed in the employee's book and the School Funds Deposit Form. This avoids any discrepancies arising over the amount turned in. If it is impossible for the money to be counted at the time it is turned in, the individual turning in the money must seal the money in an envelope, list the amount enclosed on the outside of the envelope, and sign or initial the seal. It is recommended the envelope be opened and the money counted in the presence of a witness. The receipt must always be written within the same day. After money, forms, and receipt book balance, stamp the receipts and School Funds Deposit Form with "Received" stamp with current date and initial.

When issuing a receipt, the following information must be completed:

- Date
- Name of person from whom money is received
- Distribution of money received (name & amount)
- Total money turned in

Bank Deposits

General Statute §115C-445: Deposits shall be **required** when the monies on hand amount to as much as \$250.00 but in any event a deposit shall be made on the last business day of the month.

All funds collected in the school are to be deposited in banks selected by the Board of Education. The authorized agents for each school must furnish the bank with “sample” signatures on a form provided by the bank (handled by the Bookkeeping Specialist). If at any time the authorized signature changes, the principal/bookkeeper must notify the Bookkeeping Specialist of this change. The bank will provide updated bank signature cards and the Bookkeeping Specialist will obtain the signatures required.

Banks offer night deposit bags for use in making after hour deposits. These shall be used for all after school events as well.

To Make A Bank Deposit

1. At end of day School Funds Deposit Forms are added together, balanced with money on hand, and processed in School Funds. Original receipt is given to the individual turning in funds. Attach the Deposit Analysis to the office copies of the receipts and then the School Funds Deposit Forms and file in the monthly deposit folder.
2. All checks received must be immediately endorsed on the back of the check with a restrictive endorsement such as “for deposit only to the account of....”. Checks must be endorsed exactly as drawn. If it is drawn incorrectly, endorse it exactly as drawn on the “Payee” line and then write or stamp the correct endorsement beneath the first endorsement.
3. Prepare a deposit ticket, in triplicate, indicating the total coin, currency and checks. If there are numerous checks, you may insert “see attached tape” and list the amount of checks on the deposit ticket. Both copies are taken to the bank for validation. The bank keeps the original and the validated deposit ticket is attached to the Deposit Analysis.
4. The total deposit ticket must agree with the Deposit Analysis.

Returned Checks

Occasionally checks that have been deposited in the school bank account will be returned due to insufficient funds, bank account closed, unauthorized signature, etc. This charge will show as “chargeback” on your monthly bank statement. A Journal Entry (NSF Check) is required to post this chargeback to School Funds.

UCPS is contracted with Payliance to handle all returned checks. Payliance will guarantee payment as long as the check is not returned for *Closed Account or Stop Payment*. If an individual has accumulated two (2) returned checks they will send a Multiple Offender Report notifying the school that the checks will not be guaranteed. The school can decide whether or not to

continue collecting checks from this individual because Payliance will not “guarantee” the check until they collect for the ones on hand. They will continue to attempt collection on the check(s). When Payliance collects the returned check, they will issue a check to the school for repayment.

Do not receipt this check – A separate deposit ticket is completed and a NSF Journal Entry processed in School Funds. Returned Check account #512.10 is used for record keeping on all returned checks.

Do not try to collect on a check at the school level unless Payliance has sent the check back as uncollectable. If a check is returned and you want to collect it instead of Payliance, contact them immediately asking that they send the check to you for collection. This should not happen often.

Internal Controls – Cash Receipts

The following procedures provide internal controls over cash receipts. These procedures must be followed whenever practical.

1. Receipt books must be issued and accounted for by the school Bookkeeper.
2. A receipt must be written for all money received.
3. Original receipts (white) must be given to the individual being receipted and the duplicate (yellow) must be kept in the receipt book.
4. Write VOID over the original receipt and the duplicate if a mistake is made and keep intact in the receipt book. If white copy isn't available, written documentation is required and must be attached to duplicate copy stating reason of void.
5. Issue receipts in strict numerical sequence and the sequence of receipt numbers must be indicated on the School Funds Deposit Form when turning in money.
6. All money received must be deposited through School Funds. **No checks (personal or otherwise) should be cashed, invoices paid, or merchandise purchased from money on hand.**
7. Do not run checks through school books unless it is for school use. (Ex. Business/Personal check written in school's name but intended for Booster's Club)
8. The School Funds Deposit Form must be prepared in ink, signed, and completed indicating the account to be credited, receipt numbers, date, and total money collected.
9. Deposits must be made on a daily basis.

SAMPLE
Original form can be found
under Bookkeeping Forms on
the web.

SCHOOL FUNDS DEPOSIT FORM

ACCOUNT NAME	ACCT. #	AMOUNT	ACCOUNT NAME	ACCT. #	AMOUNT
Annual	421.00	\$	Field Trips	506.00	\$
Athletics	502.00	\$	Exchange Fund	505.00	\$
Baseball	502.10	\$	Guidance	508.00	\$
Basketball	502.15	\$	Media Center	514.00	\$
Boy's Soccer	502.40	\$	Parking	417.00	\$
Football	502.25	\$	ROTC	320.00	\$
Girl's Soccer	502.41	\$	Teacher Fund	521.00	\$
Volleyball	502.65	\$			\$
Wrestling	502.70	\$			\$
Cheerleading (JV)	503.20	\$			
Cheerleading (Varsity)	503.10	\$			
Clubs			Event Code		
Art	601.05	\$	Event Code		
DECA	604.00	\$	Event Code		
Drama	604.04	\$	Event Code		
FBLA	606.02	\$	Event Code		
FCCLA	606.04	\$	Event Code		
FCA	606.03	\$			
French	606.11	\$			
FTA	606.13	\$			

Cash	\$
Coin	\$
Checks	\$
Total	\$

Employee: _____

Date: _____

Receipt #(s): _____ **thru** _____ **(REQUIRED)**

SECTION 4: DISBURSEMENTS



Purchasing Procedures

School Level

UCPS' Purchasing Guidelines are to be followed with all purchases made at school level. No purchases should be placed without approval from principal by use of Purchase Requisition (4-1) **and** purchase order is processed in School Funds. Purchase orders are to be approved by principal after checking on the availability of funds. Purchase orders are required for all purchases. Blanket purchase orders can be processed for vendors such as Java Jeff's Coffee, Diamond Springs, etc.

When invoices are received for payment, they must be:

- Checked for accuracy of quantity, quality, unit price, and total amount
- Paid promptly in order to claim any allowable discounts.
- Do not pay late fees or finance charges.

When obligations are paid, it is recommended a copy of the invoice be included with the check to the vendor to indicate what is being paid. The school must always support the disbursement with original invoices and **not copies**. Invoice must be stamped "paid", validated, approved by the principal and attached to the check copy. Purchase order must be attached to check and validated in School Funds. Keep checks in numerical order in monthly check folder.

Before entering a contract/lease agreement, approval is required by the Purchasing Coordinator. All unpaid invoices must be paid prior to the June 30.

Central Office Level

UCPS' Purchasing Guidelines can be located under the "Purchasing" section. No purchases (including call in orders) are placed without approval by the Principal and Purchasing Agent. Purchase orders are processed through NC E-Procurement and/or AS400. Once printed E-Procurement orders are sent electronically and AS400 orders are mailed directly to the vendors. The purchase order is sent through the electronic On-Line PO System for bookkeeper and principal processing.

Invoices are mailed directly to UCPS' Accounts Payable Department. Once merchandise is received at school level:

- Check merchandise for accuracy and note as "Complete" or "Partial" (listing items received/backordered if partial) in the On-Line PO. Notes are required in order for Accounts Payable to determine if the invoice should be paid.
- Packing slips along with any other documentation is kept at school level and/or can be scanned and attached to the On-Line PO.

- If equipment (follow Fixed Asset Guidelines) is ordered, assign Fixed Asset #, enter information in Inventory Plus and send a copy to Fixed Asset Specialist.

It is the Bookkeeper's responsibility to see that the allotments are not under/overspent by running GL reports in AS400. AS400 Spreadsheets are available and show balances in all accounts. State money spending deadline is normally January 30th and Local spending deadline is March 31st. Any money remaining in these accounts at year-end will not carry over. Overspent accounts will be the school's responsibility and an invoice will be sent from Central Services requesting payment from School Funds. All purchase orders are to be cleared out by announced deadline (date to be announced each year @ June 20th).

School Vouchers

All disbursements must be supported by documents that indicate what was purchased. A Voucher Request (4-2) is used for reimbursements to individuals and must be completed to support the disbursement with detailed description. Before payment can be made to the individual they must supply a copy of the cancelled check or copy of the bank/credit card statement. If cash was used, the receipt must be reflected. Individuals are encouraged to use vendors that will accept purchase orders. No reimbursements over \$100 will be allowed unless prior approval by the Principal. Examples of when a Voucher Request is used are: (1) to reimburse teachers, office staff, or other employees who have used personal funds to buy supplies however, sales slips, cash sales, forms, etc. must be turned in and attached to the Voucher Request; (2) refunds; (3) gate change for athletic events, dances, pageants, etc. However, if the school reimburses an individual, the school will not recover sales tax at year-end.

Writing Checks

Checks are to be kept in a locked cabinet or safe. To reorder checks, contact the Bookkeeping Specialist and provide the last check number and the preferred color.

Checks must be written only when supported by documents indicating evidence of a receipt of goods/services and has the principal's approval.

In issuing a check, the following information is completed on the check and check stub: date, payee, and amount. A "paid stamp" (includes date, account #, PO#, invoice #, sales tax, amount paid, check #, and approval signature) is supplied by the Bookkeeping Specialist and used to process all payments made. A copy of the purchase order must be attached to the office copy of the check written behind invoice. It is suggested that all documentation be placed on 8 ½ X 11 paper if not already. Document the check number on the paid stamp and present the original check(s) along with the supporting documents to the principal for approval. **Checks must never be signed in advance!**

All checks written for the month must be filed in numerical order and kept by month. Both principal and bookkeeper signature is required on all checks prior to being distributed. If signature is skipped, a written statement is required by the principal and bookkeeper.

No checks are to be written to the principal, bookkeeper, or their family members. If a check is needed for one of these individuals, (ex. Reimbursement for travel), it requires the Finance Officer's signature. All supporting documentation is required prior to approval.

Voiding Checks

If an error is made in writing a check, mark the check "VOID" in ink and render it nonnegotiable by **removing the signature block and account #**. The check must be attached to the check stub and filed in your monthly folder in numerical order. Make necessary adjustments in School Funds and attach report to top of check. For checks that print incorrectly, follow School Funds Manual on how to post voided checks.

Stop Payments on Checks

If a check written and/or released by the school is stolen, lost, issued to the wrong person, or for any other reason you do not want the check honored, you must stop payment by using BOB Advantage.

Procedures

- Stop Payment on the check through BOB Advantage Online
- Process void in School Funds with explanation

Petty Cash

The following guidelines must be followed if you use petty cash:

A petty cash fund may be established by drawing a check to the School Petty Cash (ex. ABC Middle School Petty Cash) in the following amounts:

- Elementary \$50.00 Middle/High \$100.00
- Once the check is cashed, the school Bookkeeper becomes custodian of the petty cash fund. Funds are disbursed using petty cash receipt and never greater than amounts to exceed \$35.00 for any one purchase.
- No payment should be made in cash unless the nature or amount of the expenditure made is impractical to be handled by a check.
- When expenditures are made out of petty cash, the paid invoices must be attached to the petty cash receipt to show what the money was spent for.

The following guidelines are to be followed when replenishing petty cash:

- Add up all petty cash disbursement invoices/cash register receipts.
- Add the cash on hand to this total.
- This must always equal the original amount of the fund.
- Write a check to the School Petty Cash (ex. Union Middle School Petty Cash) for the total amount of the expenditures from the petty cash fund to bring it back to its original amount. Process the check through the fund the receipt applies to (ex. Mower gas – 6.515.00).

- Attach receipts to office copy of check.
- At all times the Bookkeeper must have cash or receipts on hand equal to the amount of the original established fund.
- Attach receipts to the check copy when petty cash is replenished.

In handling the petty cash fund, always remember:

- **NEVER** mix petty cash with your own funds.
- **NEVER** make change from it unless you can make the exact change.
- **NEVER** borrow from the petty cash.
- **ALWAYS** keep the petty cash locked up.

4-2 Voucher Request

UNION COUNTY PUBLIC SCHOOLS
VOUCHER REQUEST

SAMPLE
Original form can be found
under Bookkeeping Forms on
the web.

Vendor Name _____

Vendor Number _____

Address (if not on attached invoice) _____

Account Code: _____ Amount: \$ _____

Description: _____

Requested By/Special Handling Request: _____

Authorized By: _____
Principal/Administrator Date

THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE SCHOOL BUDGET & FISCAL CONTROL ACT

Finance Officer/Designee Date

Please allow ten (10) days for check to be mailed.

Rules for Reimbursements

1. This form can be refused if the school's purchasing guidelines have been violated. Purchases should be made through vendors that accept purchase orders. **(Plan ahead using purchase orders!)**
2. Original invoice/receipt **MUST** be attached to this form along with copy of payment method:
Check Copy (front/back): Marked out routing/account #'s will be accepted.
Credit/Debit Card Statement: Marked out account # and balance will be accepted. All purchases that do not apply to this reimbursement can be marked out.
Cash: Receipt MUST show payment was made with cash.
3. Original invoice/receipt must show vendor name, address, telephone # and method of payment.
4. Reimbursement for expenses shall not exceed \$100 per day unless prior approval by administrator.
5. Reimbursement for expenses must be requested within 30 calendar days of purchase.
6. This form is **NOT** to be used for registrations or travel expense reimbursements.

SECTION 5: ATHLETICS & OTHER CHARGE EVENTS



General Statute §115C-445: Deposits shall be **required** when the monies on hand amount to as much as \$250.00 but in any event a deposit shall be made on the last business day of the month.

Principals can award individuals that work these events with compensatory time or payment (at principal's discretion). **If payment is given, an Additional Wage form will be required.**

Ticket Inventory

Admission fee to athletic events, dramatic performances, dances, etc. are to be accounted for by the use of pre-numbered tickets kept in secure location by bookkeeper. High schools can contact NHSAA for pre-numbered tickets that are issued free. The Ticket Verification Report (5-1) is to be completed after each event to show the number of tickets sold. **ALL TICKETS MUST BE SECURED AT ALL TIMES.** All unused tickets at end of season must be documented and filed away with records. Ticket Inventory records must be kept in file for auditing purposes.

Collection of Admission Fees

The Bookkeeper will issue tickets, Ticket Verification Report, triplicate deposit slip, white plastic moneybag, and a change box to each seller prior to the event. The change check must be written from the exchange funds account #505.00 and made payable to the school/gate change (ex. Union High School/Gate Change). The bank requires a schedule be sent prior to each season showing how much change and what denomination will be needed at each game. After the event the gatekeeper is responsible for completing the Ticket Verification Report, balancing the money, and writing out the deposit slip. The Bookkeeper is responsible for verifying that the Ticket Verification Report balances with what the gatekeeper reported, receipt the money in receipt book, post to School Funds and file accordingly. All tickets and verification reports are to be accounted for at all times. A minimum of two people must be available to sell tickets for athletics and other charge events. One individual (the seller) must be in a secured location, preferably in a ticket booth, with the money in a secure location at all times. For events that require more than one individual to sell tickets, each seller will be responsible for their cash box.

An individual other than the ticket seller must collect the tickets from patrons to assure that all attendees pay admission fees. Complimentary tickets must not be given without prior written approval of the school principal. In any event, complimentary tickets are to be kept to a minimum. Only school employees are allowed to sell tickets at events where money is being collected. If a school employee is used as a ticket collector and will be paid, then an Additional Wage Form must be completed and sent to the payroll department with a School Funds check for payment. **UNDER NO CIRCUMSTANCES should an individual be paid cash from the gate proceeds.**

Depositing Funds Collected After Banking Hours

At the end of each event, the ticket seller will count the money collected, complete the Ticket Verification Report, and process the deposit slip. The money, along with two (2) deposit slips, is put in a white plastic night deposit bag and given to the administrator responsible for making deposits after hours. **UNDER NO CIRCUMSTANCES SHOULD MONEY BE PUT IN THE SCHOOL SAFE OR TAKEN HOME UNTIL THE FOLLOWING DAY.** The pink deposit slip is attached to the Ticket Verification Report and turned in to the bookkeeper the following day.

TICKET VERIFICATION REPORT

EVENT: _____ VS _____

DATE: _____

A Beginning Gate Change	B Beginning Ticket #	C Ending Ticket #	D Total Tickets Sold (C – B = D)	E Admission Price	F Total Gate Receipts (D x E =F)
\$				\$	\$
\$				\$	\$
\$				\$	\$
\$				\$	\$
\$				\$	\$
\$				\$	\$

Money To Be Turned In (A + F)	\$
Actual Money Turned In	\$
Shortage/Overage	\$

It is the gatekeeper's responsibility to make sure the gate money is counted, balanced, and deposited at the end of the event. Please make sure this form is COMPLETED and returned to the bookkeeper!

Gatekeeper's Signature: _____

SAMPLE
Original form can be found under
Bookkeeping Forms on the web.

SECTION 6: SCHOOL FUNDS & ACCOUNTING

PROCEDURES



Confirmation of Balance Accounts with Sponsors

The Bookkeeper must furnish balances to the sponsors monthly. The report includes year-to-date receipts, disbursements, transfers and balances (School Funds Account History).

Reconciling the Bank Account

The Principal must be the first to open the bank statement. After reviewing the statement, he/she must sign and date the first page.

The balance shown on the bank statement rarely agrees with the balance on the school books. Items may appear on the school books which have not been entered on the bank statement (outstanding checks and deposits in transit) and items can be on the bank statement, which have not been entered on the school books (service charges and returned items). Therefore, reconciliation between the balance per bank statement and the balance per books must be prepared upon receipt of the bank statement. To complete these steps, refer to your School Funds Manual. Never force the bank statement to balance by using Step #5 on Bank Reconciliation in School Funds.

Monthly Reports

At the close of each month, the Bookkeeper must complete the following reports and send to the Bookkeeping Specialist. These reports are due by the 20th of the following month and require both the Principal's and Bookkeeper's signature on the Bank Reconciliation and Available Funds only. Upon verification from Bookkeeping Specialist, a Monthly Report Card (6-1) will be sent to the principal and bookkeeper. Report Cards with issues must be answered within one week.

Reports are to be submitted in the following order if you **can** send SF Central:

- B – Bank Reconciliation (both signatures required)
- S – Bank Statement (front page showing principal signature ONLY)
- A – Available Funds Report (principal's signature required)
- T – Monthly Sales Tax Coupon (front and back)

Do not staple - just paper clip and make single-sided copies **only**.

Year-End Closing Procedures

At the end of the school year, a year-end checklist will be supplied from Finance. School Funds will be closed out through Central Services in order to prepare for the upcoming school year.

1. All outstanding bills on hand must be paid before the end of the year. Any unpaid bills must be listed for the auditors.
2. Deficits in any accounts remaining must be eliminated by transfers from the Opening Balance or other account as designated by the principal and approved by the account controller.
3. All non-restricted accounts will be transferred to Opening Balance (500.00) during the year-end closeout.
4. Prepare the final monthly financial report and forward copies to the Bookkeeping Specialist no later than July 15th.
5. High and Middle schools will be audited during the summer months of each year. You will be notified of the auditor's arrival at your school. Elementary schools will be randomly audited at year-end and asked to have their records sent to Central Services.

6-1 Monthly School Funds Report Card

MONTHLY SCHOOL FUNDS REPORT CARD

ABC School

REPORTING MONTH: April 2010

SAMPLE
Original form can be found under
Bookkeeping Forms on the web.

- Congratulations, you balanced!
 Sorry, you are out of balance!

After reviewing your School Funds reports, the following concern(s) were found:

- Monthly Reports were received late -
- Cash doesn't match Bank Reconciliation.
- Signatures on checks must match the signature card. Initials are not acceptable.
- Bank Reconciliation missing principal and/or treasurer signature.
- Your checking account shows a balance of \$
() \$6,000 (Elementary)
() \$12,000 (Middle)
() \$18,000 (High)
- Check(s) # written to principal or treasurer. These checks require Finance Officer's signature.
- Check(s) # missing principal and/or treasurer signature.
Send written statement telling why check not signed.
- Investment interest wasn't posted. Post
- Total Regular Accounts does not match Total Asset Accounts. Please call TRA @ 1-800-449-4872 to correct.
- Clear up outstanding check(s) # - one (1) year old.
- Reminder to send Tuition money to Dr. Ashford's office.
- Sales Tax coupon missing. Please fax a copy of the backup you sent to NCDOR!!!
- Available Funds Report missing – please fax.
- First page of Bank Statement with principal's signature missing – please fax.
- PO's are not being processed!!

SECTION 7: INVESTMENT & TRANSFERS



Savings and Investments

Schools are to keep no more than the following amounts in their checking accounts. Funds over these allotted amounts are to be invested by using BOB Advantage.

\$ 6,000 Elementary \$12,000 Middle \$18,000 High

Asset Accounts (Checking & Investment) Balances

Schools must keep no more than the following in their available funds as per Superintendent. Superintendent receives bank reports bi-yearly (December and June) for review.

\$ 50,000 Elementary \$75,000 Middle \$125,000 High

Investment of Idle Funds

First Citizens Customers:

- Go to firstcitizens.com; BOB Advantage, Payments/Transfers.
- Once confirmation is received, print confirmation report

Other Bank Customers:

- Investing Funds: Write check to First Citizens Bank and use CMM Deposit Tickets.
- Requesting Funds: Process Voucher Request and send to amount requested to Heather Honeycutt using code 2.2112.000.000.???(School #).
- Send note to Bookkeeping Specialist once check is received so transfer can be made in BOB.

Final step: Post an **Asset Transfer** in School Funds for both investing and requesting funds:

100.00 (Checking)
100.10 (Investment)

Post Checking/Investment Interest Earned

The depository will credit investment accounts with interest earned monthly. Investment interest can be obtained by going to firstcitizens.com – sign on to BOB Advantage, click on Time Share Account and enter the ending date of the month (cannot be a weekend date) being closed out. Click on the box that says statement to print a copy. ****Make sure the ending balance is the same as 100.10 in School Funds after posting the interest. If it isn't, call Bookkeeping Specialist.**

Journal Entry (Bank Interest)

Post to:	512.00	Interest Income
Offset account:	100.10	Investment

Move Money from Investment to Checking

First Citizens customers:

- Go to *firstcitizens.com* BOB Advantage and click on payments/transfers.
- Print a copy of the transfer
- Enter Asset Transfer in School Funds and enter the confirmation # in reference:
100.10 (From) 100.00 (To)

Other Bank customers: Process Voucher Request (transfer amount) and send to Accounts Payable using code 2.2112.000.000.???(School #).

Transfers

Definition of a Transfer

When an amount is subtracted from one account and added to another account, a transfer has occurred. Generally, there is one type of transfer: Account Transfers.

Account Transfers do not involve an expense or cash transaction. Part of the fund balance in one detail account is being “moved” to another account to be disbursed there.

Transfers do not increase or decrease total cash. They do not increase total receipts or disbursements and are therefore recorded separately for Cash Receipts and Disbursements.

Reasons for a Transfer

The following are examples of possible reasons for account transfers (the examples are not intended to be all inclusive). If transfers are made within restricted accounts, a Restricted Funds Transfer forms (7-1) is required.

1. Certain accounts have overspent and the principal authorizes transfers from the Opening Balance and/or any other non-restricted account to eliminate the deficits in the accounts.
2. Money transferred for special events: (ex. Student Council is sponsoring a Blood Drive and National Honor Society would like to donate money for refreshments).
3. Principal decides to use picture money to purchase equipment. The purchase cannot be made directly from pictures; however, money can be transferred to make the purchase.
4. School is raising money for special event (Tsunami Relief) and clubs want to donate. Instead of writing a check to the special event, transfer can be made.

7-1 School Funds Restricted Funds Transfer

SCHOOL FUNDS
RESTRICTED FUNDS TRANSFER

Please make the following transfer from my restricted fund:

From: Account Name _____ Account # _____ \$ _____

To: Account Name _____ Account # _____ \$ _____

Reason:

Sponsor's Approval: _____ Date _____

Principal's Approval: _____ Date _____

SECTION 8: FUNDRAISING



Fundraising Activities

Clubs and athletics are allowed to have fundraisers at the principal's discretion.

I. Prohibited Fundraising Activities

1. Lotteries and games of chance (50/50 drawings), as provided in Part 1 of Article 37 of Chapter 14 of the North Carolina General Statutes
2. Granting extra academic credit, excusing homework or other assignments or giving any other type of academic award or penalty for a student's participation or lack of participation in a fundraising project

II. Acceptable Fundraising Activities

1. Picture sales
2. Gifts and donations
3. Sale of merchandise by school to students/parents
4. Spring/Fall Barbeques
5. Fundraising projects by clubs or organizations, as approved by principal
6. Admission to games, plays, and dances
7. Solicitation of advertising (middle and high schools for annual, programs, etc.) as long as the following are provided:
 - a. The principal grants approval, and
 - b. The student possesses a letter, on school stationery, signed by the principal stating that they have permission to solicit advertising to businesses.
8. Bingos and raffles, as provided in Part 2 of Article 37 of Chapter 14 of the North Carolina General Statutes
9. Any other activity approved by the Finance Department

Fundraising Guidelines

- Fundraising Approval Form (8-1) must be completed and approved by the **principal** prior to all fundraisers. All items on the “Fundraiser Approval Form” must be completed.
- Sponsor/Coach having fundraiser must complete a Purchase Requisition along with the approved Fundraising Approval Form prior to placing any orders.
- Sales tax guidelines for buying and reselling merchandise must be followed as per the Sales & Use Tax Guidelines.
- Receipts **must** be written to the student who is turning money in to be deposited to the club/athletic account. Money must be turned in daily. When money is posted in School Funds, bookkeepers should use the “event code” for tracking purposes.
- It is recommended that money be collected prior to the individual receiving the merchandise. This will help with NSF check issues.
- At the completion of the fundraiser, sponsor/coach turns in the completed Fundraising Approval Form along with any unsold items. It is recommended that fundraisers last no longer than two (2) weeks.
- Any discrepancies with fundraisers should be reported to principal.

Fundraising Procedures

- Fundraising Approval Form (8-1) is approved
- Purchase Requisition is completed by Sponsor/Coach
- Purchase Order is completed by Bookkeeper and sent to vendor
- Merchandise arrives and is verified by Bookkeeper and Sponsor/Coach
- Merchandise distributed using Accounting/Collection Form (8-2)

8-1 Fundraising Approval Form

_____ School

Fundraising Approval Form

Fall _____ Spring _____ Beginning Sale: _____ Ending Sale: _____

Name of club or organization: _____ Number of members: _____

Purchasing from: _____
Company

_____ Sales Representative

_____ Telephone

Item(s) to be sold

Type of Item	A Cost Per Item	B Sale Price Per Item	C Anticipated Profit (B - A = Profit)

Total anticipated profit \$ _____

Please indicate for what the profit will be used: _____

_____ Signature of Sponsor/Coach Date

_____ Signature of Athletic Director Date

Approved **Denied** _____

_____ Signature of Principal Date

.....
For Office Use Only

Total Items Received		Total Receipts from Sale	\$
Total Items Returned		Total Invoices Paid/Due	\$
Total Items Sold		Net Profit (Include SF Event Report)	\$

****Copy of report given to Principal, Sponsor/Coach, Bookkeeping Specialist****

SECTION 9: GENERAL INFORMATION



Loan of School Funds

Personal loans from school funds **are not** allowed!

Bank Service Charges and Intangible Tax

Occasionally a bank may make an error in posting checks/deposits. Notification of these charges are sent by the bank and/or shown on the monthly bank statement as Other Debit or Other Credits. Normally, the bank will not reverse bank charges unless they are \$2.00 or more. If you have questions concerning charges on your bank statement, contact Amanda Cameron @ 704-282-4009.

Deposit slips are ordered through the Bookkeeping Specialist. Schools are not charged for these items.

Additional Pay to Employees/Individuals

Direct payments to school employees from school activity funds for overtime or additional duties are **not allowed**. (ex. Payments to ticket sellers and collectors, ticket and stadium managers, and custodians responsible for cleaning up for after school extracurricular activities). Payments to UCPS employees must be made on an Additional Wage Form. A check from School Funds (using Salary Account 518.00) should be attached and sent to Payroll Specialist. Payments to athletic officials may be made directly from school funds, as these contracted services are not subject to the same withholding requirements as employees. These vendors must complete a W-9 and must be set up to receive a 1099 at calendar year-end. These reports will be requested by Finance at the end of December 31st.

Audit of School Accounting Records

By law, at the end of the school year, all accounting records of the school system, including those of individual schools, must be audited by a CPA. The local Board of Education selects the auditing firm and individual schools will be notified of their audit date. However, the Finance Department can audit school records any time during the year.

All accounting records of each school must be closed out in good order prior to the final independent audit. Each year, the schools will be informed of all year-end audit procedures.

The auditing firm, upon completion of the audits, will issue a report to the Board of Education covering the financial statements of the school's funds. Copies of the complete audit are furnished to the Local Government Commission, the Controller of the State Board of Education, and others as required.

Retention of Records

The following procedure will be used as a guide for the retention of outdated financial records for the school activity and athletic funds:

- Keep accounting records for three (3) years in a secured location.
- Keep payroll records for five (5) years in a secured location.
- All records are to be shredded after three (3) years (including receipt books).
- Receipt books can be reissued (remove receipts, attach them to Receiptee History and file with appropriate year). All receipts must stay intact until the yearly audit is complete.

Audit Reports and Exceptions

After each unit, the auditor will prepare a report of all exceptions to recommended procedures and policies noted during the audit. The type and severity of the exceptions noted vary from school to school. The more common or important exceptions have been compiled from audit reports and listed as an aid to the school Bookkeepers. After each exception, a brief explanation of the nature of the exception and the suggested procedures has been written to help schools avoid these common problems in the future.

Cash Receipt Exceptions:

1. **EXCEPTION:** Monies turned in for deposit are not always counted by the Bookkeeper in the presence of the individual turning in the funds.
EXPLANTION: Occasionally a person will turn in for deposit money different than indicated on a turn-in document. Counting the money in the presence of the individual will point out any differences, which can be resolved immediately. This serves to protect both the Bookkeeper and the individual turning in the funds from any errors.
PROCEDURES: All funds turned in for deposit must be counted by the Bookkeeper in the presence of the individual turning in the funds. If this is impractical, the Bookkeeper must have the individual seal the money in an envelope and initial seal. The envelope can be opened and the money counted later by the Bookkeeper in the presence of a second party who can verify the amount turned in.
2. **EXCEPTION:** Excessive funds are allowed to accumulate before deposits are made OR deposits are not made on a timely basis.
EXPLANTION: This exception most commonly occurs from retaining substantial funds on hand overnight or for several days. Occasionally this results from allowing change funds to accumulate for school stores or concessions. Whenever money is kept, there is always the risk of theft or loss through other incidents. Frequent deposits reduce this risk by minimizing the amount on hand that can be lost.
PROCEDURES: State law requires daily deposits.
3. **EXCEPTION:** Purchases or payments of invoices, bills etc. were made from undeposited receipts on hand OR checks were cashed from undeposited receipts on hand.
EXPLANTION: This is most common with club fund raisers where prizes or additional items for resale are purchased from receipts collected or checks are cashed for students or employees from change funds maintained by a school store or concession. Purchases paid from receipts do not leave an adequate record of disbursements made by a school and in the case of fundraisers; make it difficult to determine profitability. With checks there is always a risk of uncollectability. To reduce this risk, checks should only be accepted as payment for required fees, items sold, or services provided.
PROCEDURES: All receipts must be deposited intact as received. Purchases must not be made nor checks be cashed from undeposited receipts on hand.

Cash Disbursement Exceptions:

- EXCEPTION:** Cash disbursements were not supported by documentation or were inadequately supported.

EXPLANATION: All checks must have some document, which lists the purpose of the disbursement. Not only does this provide a record of the purchases and payments made by the school but help to prevent the question from arising as to the validity of certain checks by detailing the nature and reason for the disbursement.

PROCEDURES: Whenever possible, payments must be supported by some “outside” document such as an original vendor invoice or billing. Payments must not be made from vendor statements unless the school also has detailed invoices, which are agreed to the statement. Only an original invoice must be used as support for payment. Paying copies of vendor invoices leaves the chance that the payment could erroneously be made a second time from the original document. Occasionally, outside documents are not available. For these, the school must use a voucher, which details the purpose of the disbursement. Reimbursements to employees for expenses incurred on behalf of the school must have cash register receipts or invoices of their purchases attached as support for the reimbursement.
- EXCEPTION:** Supporting documentation was not cancelled and/or approved by the principal prior to the disbursement.

EXPLANATION: While the supporting documents serve as verification of the validity of obligations of the school, only the principal has authority to approve the disbursement. His/her signature or initials on the supporting documentation serve as authorization for the check to be written. Once paid, invoices must be cancelled to show payment and prevent any confusion, which could result in a double payment.

PROCEDURES: Before the checks are written, the principal must review all documents and approve valid obligations for payment. Once the check is written, the supporting documentation must be cancelled by listing the date paid and check number on the page along with any additional useful information desires such as detail account paid from and the amount of payment. Any differences in the amount paid from the document amount such as footing errors, calculations of tax or commissions, or items not received must be detailed.
- EXCEPTION:** Payments to individual for extra work, substitution for regular teacher, or services was made directly from school funds.

EXPLANATION: All payments to individuals for salaries or wages are subject to State and Federal withholding requirements. Additionally, schools are responsible for any matching Social Security taxes and retirement benefit contributions. These withholdings and matching requirements can only be adequately made centrally through the Payroll Department.

PROCEDURES: All payments to employees must be made by the Payroll Department. Schools should submit a list of the individuals to be paid, the reason for the payment, and the amount. The list must be accompanied by a check from the school for the total amount to be paid plus the matching Social Security taxes and any matching retirement benefit contributions.

Miscellaneous Exceptions:

- EXCEPTION:** The amount of funds held in non-interest bearing accounts during all or part of the year was in excess of current needs.

EXPLANATION: Schools should have interest bearing bank accounts. The interest earned by the schools is money that can be used by the school for additional purchases.

Gift Cards/Credit Cards

Gift cards and gift certificates **are prohibited!**

Travel

Travel reimbursement is to be paid at the State per diem rate. Travel reimbursement above the State rate is to be approved by the principal.

Travel Authorization forms (9-1) are required for any travel. The travel form is completed, approved by the principal, and two (2) copies sent to Accounts Payable (If registration payment is required). Allow 10 days for check to be processed (this includes time in courier). **All out-of-state events require Superintendent's approval.**

To request travel reimbursement after event, individual completes a Travel Reimbursement Request Form (9-2). If request is not made within 15 days of travel, only meals will be reimbursed. Bookkeeper must check for accuracy and send to Accounts Payable. Reimbursement checks are mailed on the 15th of each month to the home address.

Local Travel (9-3) is paid as State per diem rate to individuals (bookkeepers, principals, counselors) for mileage used to perform their job responsibilities (ex. Bank deposits, athletic events, taking students home, etc.). These forms are due to Accounts Payable by the 5th of each month and checks are mailed to home address on the 15th of each month.

Travel Hints

- Meal Reimbursements: Receipts are not required if claiming the state per diem rate.
 - *Breakfast on the day of departure - must leave before 6:00 a.m.
 - *Dinner on the day of return - must return after 8:00 pm.
 - *Lunch - there must be an overnight stay. Lunch will not be provided for day events.
- Taxi or shuttle bus reimbursement: Receipt must accompany the request if the one way trip is over \$20.00.
- Parking: Over \$3.00 per day requires a receipt.
- Hotel Reimbursement: Original hotel bill must be submitted.
- Registration Reimbursement: Original receipt must be submitted.
- All reimbursements for expenses must be made within 15 days of trip.
- Out of State trips require Superintendent's approval.

Credit Cards

The only credit cards that are allowed at the school level are: Wal-Mart, Target, and Harris-Teeter. Do not apply for VISA, MasterCard, etc.

Central Services credit cards are for use of **hotel accommodations, airfare, and car rental only**. No meals are to be charged on these cards!

Procedures for obtaining a credit card:

- Complete Credit Card Request Form (9-4) and send to Darlene Garris
- To reserve rooms, tickets, rentals, etc. prior to trip, approved Credit Card Request must be in hand before issuing a credit card number. Destroy the card # IMMEDIATELY after making the necessary arrangements

- Original request form is required when picking up the credit card one (1) day prior to trip
- Original receipts are required when returning the credit card the following day of the trip

Activity Buses

During the school year, schools will schedule field trips for students. All field trips require approval from administration and for out of state trips, superintendent's approval is required.

Activity buses are requested through WhereBus. The school is responsible for obtaining a driver. The driver must be an employee of UCPS or a volunteer who has been cleared of a criminal background check and be a member of the random drug screen pool. Driver will be given an Activity Bus Use Report (A-14) showing mileage and hours driven for the trip. The school is responsible for payment of the driver and mileage (which is billed through WhereBus).

Buses must be returned with the inside of the bus clean and ready to use for the next trip. There will be a \$25.00 cleaning fee assessed to any school or group who returns a bus that is not cleaned.

When planning a field trip, the following items should be included to incur charges for the trip:

- How many miles (round trip)? Multiple total miles by the rate per mile set by Transportation.
- Will a substitute be required for the teacher? If so, add to cost.
- Will a bus driver be paid? If so, add cost per hour for driver \$12.00 (elementary), \$13.00 (middle), \$14.00 high times the number of hours.
- Admission/meal costs – if collect by teacher.

Take total costs and divide by number of students planning to go on trip. This is what each student should be charged.

EXAMPLE: Field Trip to NC Zoo from 8:00 – 10:00 for 25 Students

150 Miles (round) x \$1.15 (rate) = \$172.50

Substitute \$72.00

Driver 2 hrs. @ \$12.00 = \$24.00

Admission \$6.00 per student = \$150.00

Trip cost is \$418.50 divided by 25 students = \$16.74 per student for trip

Upon return, form Activity Bus Use Report must be turned in to the WhereBus Administrator and the driver keeps the gold copy for their records. WhereBus Administrator will send the pink to Transportation Specialist once mileage is entered into WhereBus. The bookkeeper checks form for accuracy and makes payment for driver by submitting to Payroll along with check and canary copy of form. At no time should the school pay the driver directly from School Funds. Mileage will be billed through WhereBus invoices by Transportation. Schools will pay invoices directly to Transportation from the School Funds Activity Bus account.

9-1 Travel Approval Form

SECTION 1 REQUEST FOR PAYMENT OF REGISTRATION/TRAVEL APPROVAL

Event/Workshop _____ City/State _____
 Dates: _____

Attendees		Estimated Expenses				
Name	Sch #	Travel \$	Meals	Lodging	Other	Total

SECTION 2 REQUEST FOR SUBSTITUTE/VOCATIONAL PROGRAMS ONLY

Substitute Required? Y/N _____ Substitute Code: _____ Cost \$ _____

Principal's Signature _____ Date _____
 Director's Signature _____ Date _____
 Department Head (if applicable) _____ Date _____
 Superintendent (Out-of-State travel) _____ Date _____

Requires payment of registration as follows: ****Submit two copies of registration forms with this form****
Bookkeeping Use Only

Make Check Payable to: _____ Vendor # _____
 Code: _____ Amount Due _____

Date due to vendor: _____ (Please allow 10 days for check to be mailed.)

1. Obtain proper signatures (Bookkeeping will be responsible for obtaining Superintendent's).
2. Allow 10 days for check to be mailed after turning in the bookkeeping.
3. Faxed copies will not be allowed.

THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE SCHOOL BUDGET & FISCAL CONTROL ACT.

Finance Officer/Designee _____ Date _____ **PAYMENT INFORMATION**
 Check # _____
 Check Date _____
 Amount \$ _____

Please return form to _____ at _____

9-2 Overnight Travel Reimbursement Form

SAMPLE
Original form can be found under Bookkeeping Forms on the web.

**UNION COUNTY PUBLIC SCHOOLS
TRAVEL REIMBURSEMENT REQUEST**

(Purchase Order NOT required - request must be made within 15 days of travel.)

Department/School:	Meeting/Activity:
Payee's Name/Title:	City/State of Activity:
Payee's Address:	Dates Covered - From: _____ To: _____
	Departure Time _____ a.m. _____ p.m.
(PLEASE INCLUDE CITY/STATE/ZIP)	Return Time: _____ a.m. _____ p.m.

DATE	MEALS			ROOM	OTHER	TOTAL
	Breakfast	Lunch	Dinner	Per Night	Parking/ Baggage	
In-State	\$8.00	\$10.45	\$17.90	\$63.90		
Out-of-State	\$8.00	\$10.45	\$20.30	\$75.60	Tips	Each Day

Hotel expenses require **original** receipt and are fully reimbursable less personal expenses (calls,movies,etc).
 Parking expenses require **original** receipt.
 Please use the following when appropriate:

If included in registration - **REG** If used UCPS credit card - **CC**

TOTAL EXPENSES LISTED ABOVE: (DO NOT INCLUDE ITEMS LISTED AS REG OR CC) \$ _____

TRANSPORTATION: PERSONAL VEHICLE MILEAGE _____ MILES @ _____/mi \$ _____

AIR FARE: (MUST PROVIDE **ORIGINAL RECEIPT**) _____

TAXI, ETC.: (MUST PROVIDE **ORIGINAL RECEIPT**) _____

REGISTRATION: (MUST PROVIDE **ORIGINAL RECEIPT**)

TOTAL EXPENSES \$ _____

This is a true and accurate statement of expenses incurred. I understand that if my request for reimbursement is **not made within 15 days of travel, only meals will be reimbursed.**

SIGNATURE: _____ DATE: _____

SUPERVISOR: _____ DATE: _____

SAMPLE
Original form can be found
under Bookkeeping Forms on
the web.

9-4 Credit Card Request Form

**UNION COUNTY PUBLIC SCHOOLS
REQUEST FOR CREDIT CARD**

Person Responsible for Credit Card: _____

Additional Persons Covered: _____

Dates Covered: _____ City/State: _____

Name/Title of Conference Attending: _____

Pay From Budget Code: _____

Authorized By: _____ Date: _____
Administrator

Out-of-State Approval: _____ Date: _____
Superintendent

Date Hotel Reservations Made By Telephone: _____

Name of Hotel: _____

Estimated Hotel Expense: (\$ per night) \$ _____ Total: \$ _____

Estimated Airline Expense: \$ _____ Other Estimated Expense: \$ _____

Reminder: No meals are to be charged unless approved in advance. All receipts should be turned in with credit card upon return.

Instructions:

1. This form is to be completed before credit card is given for use.
2. Signatures are required for approval of travel as well as use of card.
3. If you need to make a reservation by phone, call for the credit card number, complete the form and send a copy to the bookkeeping department. DESTROY the credit card number after use immediately.

THIS INSTRUMENT HAS BEEN PRE-AUDITED IN THE MANNER REQUIRED BY THE SCHOOL BUDGET & FISCAL CONTROL ACT.

Finance Officer/Designee

Date

9-5 Bus Use Report

UCPS Activity Vehicle Use Report

Vehicle #: _____ Trip #: _____ Ending Mileage: _____
 School: _____ Beginning Mileage: _____
 Person Requesting: _____ Total Mileage: _____
 Date Picked Up: _____ X (current mileage rate): _____
 Date Returned: _____ Total Charge: \$ _____
 Destination: _____ Charge Account: _____

To be completed by driver, approved by trip sponsor, and copy returned to school bookkeeping office.

Defects or damage noticed by driver PRIOR to trip

Clean _____ Dirty _____ Body (Rt. Side) _____ Body (Lt. Side) _____ Front of Bus _____ Rear of Bus _____
 Mirrors _____ Tires _____ Seat Covers _____ Fire Extinguisher _____ First Aid Kit _____ Flare Kit _____ Fuel _____
 Comments: _____

Defects or damage noticed by driver DURING/AFTER trip

Clean _____ Dirty _____ Body (Rt. Side) _____ Body (Lt. Side) _____ Front of Bus _____ Rear of Bus _____
 Mirrors _____ Tires _____ Seat Covers _____ Fire Extinguisher _____ First Aid Kit _____ Flare Kit _____ Fuel _____
 Comments: _____

DRIVER'S TIME

Beginning Time: _____ a.m./p.m. Driver's Name: _____
 Ending Time: _____ a.m./p.m. S.S #: _____ - _____ - _____ CDL #: _____
 Total Hours: _____ Driver's Signature: _____
Hours to be rounded to nearest 1/4 hour Sponsor's Signature: _____

To be completed by School Bookkeeper
 Total Hours: _____
 x Rate: \$ _____
 (Elementary \$12.00, Middle \$13.00, High \$14.00)
 Total Pay: \$ _____
 School Funds Check #: _____
 Principal's Approval: _____
Make check payable to Union County Public Schools
Send check w/canary copy to Payroll Specialist

To be completed by Payroll Specialist
 Total Hours: _____
 x Rate: \$ _____
 Total Pay: \$ _____
 Budget Code: 2.6550.931.171. _____ (School #)

****For Transportation Dept. Use ONLY**

Clean _____ Dirty _____ Body (Rt. Side) _____ Body (Lt. Side) _____ Front of Bus _____ Rear of Bus _____
 Mirrors _____ Tires _____ Seat Covers _____ Fire Extinguisher _____ First Aid Kit _____ Flare Kit _____ Fuel _____
 Comments: _____

Signature of Garage Employee: _____ Date: _____

White: School **Blue:** WhereBus Admin. **Canary:** Payroll **Pink:** Bus Garage **Gold:** Driver

SECTION 10: UNIFORM CHART OF ACCOUNTS



Central Office Allocations

In simple terms, a numerical budget code is a skeleton by which various components and programs are connected in a logical manner. This numeral budget code then allows for expenses and revenues to be properly categorized into an accounting system, which presents a financial picture of the organization and its operations.

Why is it important for you to have a working understanding of the coding structure? Answer: Coding is more than an accountant’s tool; it is an administrator’s vehicle for understanding as to how and where his/her resources are being expended.

It is the bookkeeper’s responsibility to not overspend these allocations. It is recommended that these reports be ran prior to posting purchase orders to ensure no overages.

The following is a breakdown of any given code’s structure and used within the Uniform Chart of Accounts:

Uniform Chart of Accounts Budget Code Breakdown

X Fund	XXXX Purpose Codes	XXX Program Report Codes	XXX Object Codes (Expenditures)	XXX Site	XXX User
1 = State	5000 = Instructional Programs	001 = Classroom teachers			
2 = Local	6000 = Supporting Services	002 = Central Office Admin.			
3 = Federal	7000 = Community Services	003 = Non Inst. Supp. Pers.	100 = Salaries	000 = Central Office	N/A
4 = Capital Outlay	8000 = Non-Programmed Charges	028 = Staff Development	200 = Employee Benefits	306 = East Elementary	
5 = CNS	9000 = Capital Outlay	032 = Exceptional Teachers	300 = Purchased Services	316 = Forest Hills High	
		061 = Instructional Supplies	400 = Supplies & Materials	346 = Parkwood Middle	
		031 = Special Projects	500 = Capital Outlay	ETC.	

Fund: The Uniform Chart of Accounts designates six funds and one self-balancing group of accounts, which are appropriate for use by a local school administrative unit.

Purpose Codes: Purpose means the reason for which something exists or is used. Purpose includes the activities or actions that are performed to accomplish the objectives of a local school administrative unit. For budgeting and accounting purposes, expenditures of a local school administrative unit are classified into five purposes.

Program Report Codes: A program code is a plan of activities or funding designed to accomplish a predetermined objective. This dimension of program report codes allows the unit a framework for classifying expenditures by program to determine cost.

Object Codes: Object means the service or commodity obtained as a result of a specific expenditure. Seven major categories are used in our Chart of Accounts.

SCHOOL ALLOTMENTS CHART OF ACCOUNTS

***Insert school # at the end of each code**

STATE	DESCRIPTION
1.5110.061.411	Instructional (Classroom) Supplies
1.5110.061.418	Computer Software
1.5110.061.413	Textbooks
1.5110.061.414	Library Books
1.5110.061.461	Non-Capitalized Equipment (Under \$5,000)
1.5110.061.462	Computer Equipment (Under \$5,000)
1.5110.061.541	Capitalized Equipment (Over \$5,000)

OFFICE	DESCRIPTION
2.5400.061.326	Contracted Repairs & Maintenance
2.5400.061.327	Rentals/Lease of Equipment
2.5400.061.341	Telephones
2.5400.061.342	Postage
2.5400.061.411	Office Supplies
2.5400.061.418	Computer Software
2.5400.061.461	Non-Capitalized Equipment (Under \$5,000)
2.5400.061.462	Computer Equipment (Under \$5,000)
2.5400.061.541	Capitalized Equipment (Over \$5,000)

LOCAL	DESCRIPTION
2.5110.061.326	Contracted Repairs & Maintenance
2.5110.061.327	Rentals/Lease of Equipment
2.5110.061.411	Instructional (Classroom) Supplies
2.5110.061.414	Library Books
2.5110.061.413	Textbooks
2.5110.061.418	Computer Software
2.5110.061.461	Non-Capitalized Equipment (Under \$5,000)
2.5110.061.462	Computer Equipment (Under \$5,000)
2.6520.061.315	Copier
2.5501.061.311	Rescue Squad (High Schools)
2.5500.061.411	Choir/Band/Drama Supplies
LOCAL STAFF DEVELOPMENT	DESCRIPTION
2.5870.061.163	Substitute Pay
2.5870.061.166	Teacher Assistant Pay for Subbing
2.5870.061.312	Workshop Expenses/Registration

SPECIAL PROJECTS (Plan must be approved by Dr. Ellis)	DESCRIPTION
2.5870.031.312	Workshop Expense/Registration (Certified)
2.5110.031.411	Instructional (Classroom) Supplies
2.5110.031.418	Computer Software
2.5110.031.414	Library Books
2.5110.031.461	Non-Capitalized Equipment (Under \$5,000)
2.5110.031.462	Computer Equipment (Under \$5,000)
2.5110.031.541	Capitalized Equipment (Over \$5,000)
2.5110.031.461	Non-Capitalized Equipment (Under \$5,000)
2.5110.031.462	Computer Equipment (Under \$5,000)
2.5110.031.541	Capitalized Equipment (Over \$5,000)

Transportation & Band Equipment given to schools by form of check this year.

**School Funds
Chart of Accounts**

Contact Bookkeeping Specialist for listing

I have read and understand the guidelines/policies in this Finance Accounting Manual. In addition, I will stay abreast of the policies in The Union County Public School's Board of Education Policy Manual under Chapter 2.

Today, I attended a training session in which this manual was reviewed.

I understand that if these guidelines/policies are not followed, I will be recommended for disciplinary action to Human Resources.

Bookkeeper's Signature _____ Date _____

Bookkeeping Specialist's Signature _____ Date _____