

## SECONDARY FINANCIAL PROCEDURES

### Table of Contents

#### GENERAL

Accountability.....	4
Accepting checks from patrons.....	5
Not accepting checks from previous NSF patrons .....	5
Post dated checks.....	5
Auditing	
Internal audits .....	6
External audits .....	7
Accounts receivable - students charging fees (discouraged).....	9
Journal Entries .....	10
Principal Signature Stamp.....	11
School Security (Password Protection for Financial Programs .....	11
Cash/checks/credit cards.....	13
“My School Fees” .....	13
Banking .....	13
Choosing a bank.....	13
Three check signers on account .....	13
Banking supplies.....	13
Checking balances.....	13
Wire transfer.....	13
Bookstores .....	15
Booster Clubs (basic) .....	16

#### CASH PROCEDURES

Student fees.....	17
Separation of financial duties .....	17
Faculty Sunshine Fund .....	18
Not cashing faculty checks .....	18

Documentation for all cash activity .....	19
Students handling school cash .....	19
Student registration procedures.....	20
Stale checks/unclaimed property .....	21
Media center financial accounting.....	22
<b>DONATIONS</b>	
Patron Donations .....	23
Charitable Organization Donations .....	24
In-Kind Contributions (Teacher).....	24
<b>FOUNDATION (WEBER)</b>	
Employee Donations .....	25
Types of Donations.....	26
Requesting Foundation Funds.....	26
<b>LEGISLATIVE MONEY (Teacher's)</b> .....	28
<b>GATE RECEIPTS</b>	
Cash boxes for school events.....	30
Facility conditions where gate receipts will be received .....	31
Reconciling gate proceeds .....	31
Concessions.....	32
<b>FUND RAISERS</b>	
Approvals and Authorizations.....	33
Supervision .....	33
Raffles/Lotteries .....	34
<b>PETTY CASH.</b>	
Establish a petty cash fund .....	35
Petty cash usage .....	35
Replenish petty cash .....	36
Security .....	36

VENDING MACHINES

Facility vending machines..... 37

DISTRICT REQUIREMENTS

Monthly Reports..... 37

## SECONDARY FINANCIAL PROCEDURES

Hundreds of thousands of dollars are received by all of our schools for various activities each year. Administration has a stewardship for the proper accounting of all cash received in the school. Cash controls need to be constantly monitored to ensure that adequate procedures are maintained. The cost of any control should not exceed its benefit. School staff need to constantly monitor all cash activity.

The purpose of cash controls are to:

- Safeguard cash which is entrusted to the school
- Protect those that handle cash
- Discourage theft
- Teach participants responsibility and accountability

Yearly, administration should review the District's cash procedures with all faculty members to ensure that good procedures are in place. **Additional detailed information is available in the form of a sample letter which may be distributed to the faculty.**

### I. GENERAL

#### A. Accountability - involves reporting back to someone.

1. The responsibility of handling cash should never be given without the accountability being outlined.
2. Written procedures and training should be made available to those who handle cash.
3. Yearly, the principal needs to discuss cash controls and purchasing procedures of the District with their faculty.
  - a. A written statement regarding cash controls and purchasing should be given to all faculty members at the beginning of each school year for their reference throughout the year.

- b. Purchasing limits can be found on the District web page under the Purchasing department.

**B. Accepting checks from patrons**

1. Patrons should write checks out to the school and not a teacher.
  - a. If this does happen the teacher should endorse the check and give it to the school.
2. Accepting checks from patrons is a convenience for the patron. The school does not have to accept checks from individuals who have written insufficient funds checks, or shown financial irresponsibility.
  - a. Rather than embarrass a student it is recommended that the school contact the patron by mail or phone and tell them that they can no longer accept checks from that family.
  - b. If patrons have made good on insufficient funds checks the school at their discretion may accept future checks.
3. Two-party checks
  - a. Checks made out to a teacher for the school should be endorsed by the teacher and turned into the financial office for deposit.
  - b. The school should not cash checks made out to a student from a vendor or other source.
4. Postdated checks
  - a. It is unlawful in the state of Utah to write a check that there are not funds to cover the check at the bank.
  - b. Schools should not accept postdated checks for the following reasons:
    - 1- Postdated checks may not meet the three day banking rule
    - 2- Checks not deposited on date requested.
    - 3- Checks may become misplaced and deposited significantly later when the bank account may have been closed or there are not

funds to cover the check.

5. Patrons having non-sufficient funds checks
  - a. Anyone writing a check to the school/district that does not clear the bank has written a NSF check (non-sufficient funds). Immediately the check should be processed through the schools bank within the next 24 hours.
  - b. NSF payments at school- Often a patron will come to school to pay for the non-sufficient funds check to avoid paying the collection agency the service fee.
    - 1- School personnel may tell the patron that the account has been turned over for collection and the school cannot accept the patron's money.
    - 2- If the school desires, they may accept the money from the patron. They would need to call the collection agency and tell them how much money was paid to the school.
      - a- This money is taken out of the next check sent to the school by the collection agency for any collection fees due the collection agency that were paid to the school.

### C. Auditing

1. Internal Audits by the District
  - a. Periodic audits are performed by the District internal auditors.
  - b. Schools will be notified prior to the audit regarding what is to be audited.
  - c. Internal audits are intended to be educational as well as a review of internal controls of the school or department.
  - d. At the conclusion of the audit, the auditors will have an exit audit with the administrator and others involved in finances for the school.
    - 1- Material weakness and infractions will be reviewed

- 2- Basic recommendations will be made and educational information will be shared.
  - e. The internal auditor will write up a district response to the audit which will be reviewed by the business administrator before being sent to the school/department.
  - f. The administrator over the school/department will need to respond to the audit with a corrective action plan of how district recommendations will be incorporated into the school/district financial practices.
2. External Audits
- a. On a rotating basis, schools/departments will be audited by an external audit company.
    - 1- Principals leaving the district may request an internal audit before they leave the district if they desire.
    - 2- Principals moving to another school may request an internal audit if they desire.
    - 3- Financial secretaries leaving the district may receive an internal audit.
  - b. Membership audits are done based on the October 1<sup>st</sup> enrollment.
  - c. The financial audit is completed in the Summer or Fall of the following school year.
    - 1- Appointments are made in advance
    - 2- Schools receive a list of items to be audited
    - 3- It is recommended that the administrator be at the school during the audit. If the administrator is not available, a designee may represent administration.
    - 4- At the conclusion of the audit the external auditors will have an exit audit with school personnel and discuss problems and infractions.

- d. The information obtained during an audit is given to the District Business Department to review and write up a district response to each individual audit.
  - 1- The department will provide district guidelines and resources to help schools/departments make necessary improvements in the financial internal controls of the school.
  - 2- The Business Administrator approves the district response and sends it out to the schools/department.
- e. Each entity being audited has a fiduciary responsibility to respond to the audit and represent in writing improvements that will be made and controls that are being put in place to answer the concerns found during the audit.
  - 1- Schools are required to respond in writing to an audit within two weeks of receiving the district comments.
- f. Helpful information when being audited:
  - 1- During the audit be honest and truthful.
  - 2- Provide the information requested.
  - 3- Don't be defensive- be careful not to overstate your position.
  - 4- Audit can be positive because they help improve business operations.
- g. When responding to the audit:
  - 1- Address each item listed on the document.
  - 2- Make response to audit items short, stating action taken to resolve the problem.
  - 3- If exposure or problem is minor, state so with facts and a statement of a commitment to improve.
  - 4- Show or demonstrate you are in control.

3. School Internal Audit

- a. Administration should perform periodic and unscheduled audits for all cash activity.
- b. Audits can be formal or casual visits.
- c. All activities involving cash must be supervised by an adult. Part of the supervisor's responsibility is to ensure adequate controls are in place.

4. District Audit Committee

- a. The audit committee is comprised of three board of education members, the superintendent, business administrator, and representatives of the District's external auditing company.
- b. The audit committee reports back to the Board of Education.
- c. Meet periodically to review the external audits of the district.
- d. Offer input and direction to the District for financial internal controls.
- e. Elementary and secondary administration are invited to the meeting where the external auditors report on their audits of the schools.

D. Accounts receivable- students charging fees (discouraged)

Under certain circumstances a secondary school student who is unable to pay their school fees before the first day of the current school year will need to have their parent/guardian work with an administrator to receive approval to charge fees. A "Fee Charge Form" is the document used.

- 1. The "Fee Charge Form" should be signed by parent/guardian before fees are charged.
- 2. The "Fee Charge Form" should include a statement that says a 10% service fee may be added to accounts that become thirty (30) days past due.
  - a. The form should include a statement that unpaid amounts are turned over to our collection agency on June 30<sup>th</sup> of the current school year.
- 3. Accounts receivable statements (bill for unpaid fees) will be sent to parent/guardian once per semester.

4. Students should not be allowed to charge for yearbooks, or other non-curricular items.
5. Two collection letters should be sent prior to the accounts receivable being turned over for collection.
  - a. The first form is the checkout form or the statement that indicates the fees owed and/or lost items.
  - b. The second letter states that the student's account is being prepared to be turned over for collection in a specific time frame. Include the name and telephone number of the collection agency.
    - 1- Send letter certified mail where a signature is needed to receive the letter. Keep on file for seven years.
6. Past Due School lunch accounts. The Unit Manager will give the Principal a list of past due lunch account balances. The Principal will determine which accounts should be turned over to the collection agency. Two collection letters should be sent by the office prior to the lunch accounts being turned over for collection.

**E. Journal Entries**

A journal entry is a manual entry of an accounting event or transaction.

1. Approvals
  - a. Administrator or account designee must review and sign all journal entries.
  - b. Signatures may be done on each journal entry request or on a printed copy of the journal entry.

**F. Documentation**

1. Journal entries need some type of documentation to initiate the journal entry.
  - a. Staple behind the journal entry, or the journal entry register

**G. Reporting**

1. Documentation should be kept with other financial information.
2. Monthly, a copy of the journal entry register should be sent to the District with

other financial information.

#### **H. Principal's signature stamp**

The use of a principal's signature stamp should be limited to extreme exceptions. An example would be Principal and designees extended absence.

1. Stamp must be kept locked up except when in use.
2. Principal/designee should have the only key(s).
  3. The head secretary may use the key in the absence of the principal/designee for extreme exceptions.
  4. A log should be kept with stamp recording; date used, who used it, check sequence and purpose.

#### **I. Security in the Schools**

**Password Protection for Financial Programs** - Security precautions should be in place for the school's financial programs and the school safe.

1. Passwords and combinations should be changed with principal or financial secretary changes.
2. In case of an emergency, the principal should have knowledge of what the financial secretary's passwords are.
3. Who to call for changing combinations and passwords
  - a. Safe combinations call outside vendor.
  - b. Email passwords contact the technology department
  - c. Student System passwords contact data processing
  - d. TES accounting now has password capability contact accounting support personnel.
  - e. IFAS passwords contact IFAS Help Desk.
4. Limited access should be given to the safe combination and access to the financial computer.
5. Safes in Schools - Adequate precaution should be taken to secure cash and provide for the safety of personnel handling cash within the school.
  - a. Safe combinations and keys should be changed as personnel changes.

- b. Principals are responsible to limit the number of people that have access to combinations, and safeguard written combinations.
      - c. Cash should not be stored in areas where general staff or students have access.
  - 6. Principals need to evaluate the safety of money and the protection of employees on a regular basis.
  - 7. Principals should review their situation and use their capital outlay budget when they feel there is a need to purchase a safe to safeguard cash. Adequate sized safes should be at each of the school. If the safe is a portable one it should be bolted to the floor.
  - 8. Once a bank deposit has been prepared it should be kept in a safe location until taken to the bank by an administrator or head secretary at the High Schools.
- J. School Accounts with a Deficit Balance**
- As a general rule, no school account should end the year (June 30<sup>th</sup>) with a deficit balance.
- K. School Fund Balances (Equity Accounts) -** Fund balances are created when the “*Activity’s*” previous years fund balance plus current year income is greater than current year expenditures.
- 1. All “*Activity*” accounts have the possibility of money being available in the fund balance.
- L. ACH (automatic check withdrawal) -(preferred form of accounts receivable)**
- 1. Patrons sign up at the school to have regular payments withdrawn from their checking or savings account. Generally this is done on a monthly basis.
  - 2. A minimal monthly fee may be charged to the patron for this service.
  - 3. After the school has received two notifications that the ACH payment did not go through, patrons are contacted to find a better method of payment.
    - a. Genuine delinquent accounts may be turned over for outside collection at this time.

**M. Cash/checks/credit cards**

1. Patrons may come to school during school hours and pay student fees with cash, checks or with a major credit card.
2. Some schools have limitations on the type of credit cards they accept payment on.
3. Two-party checks
  - a. Checks made out to a teacher for the school should be endorsed by the teacher and turned into the financial office for deposit.
  - b. The school should not cash checks made out to a student or teacher from a vendor or other source.
4. For security purposes, no credit card payments will be taken over the phone.
5. No cashing checks for employees.
6. Minimum \$5.00 for credit card purchases.

**N. “My School Fees”**

1. Patrons may go on-line and access the My School Fees website for schools that are using the program and pay fees, charges, and school lunch.
  - a. There may be a small charge to the patron for this service.

**O. Banking**

1. Schools must have district approval before choosing or changing banks.
2. Schools must have at least three signers on the signatory card at the bank.
  - a. *When a check is payable to one of the three check signers, the payee should never sign a check made out to him/herself.*
  - b. The District Business Administrator will be designated as one of the signers.
3. Banking supplies
  - a. Deposit slips are purchased from the banking entity or other qualified vendor.

- b. Disposable bank bags for child nutrition unit are provided by the District Child Nutrition department.
  - c. The school will provide Child Nutrition with a “For Deposit Only” stamp.
  - d. Disposable bank bags if used by the School Office are purchased by the school.
- 4. Banking balances – schools are encouraged to bank at institutions that pay top interest on their checking accounts.
  - a. The schools TES accounting program Asset - Cash-in-bank account should be reviewed each time checks are issued.
    - 1- If necessary transfer money from investments/savings to schools checking account.
- 5. Schools may invest excess funds with the District PTIF Fund or other FDIC insured institutions.
  - a. Interest received from District investments
    - 1- Monthly, the interest is computed for each school added to their District PTIF investment balance.
    - 2- Quarterly statements are sent to the school and the schools should record the investment income in TES with a Journal entry.
- 6. Deposit overages/shortages
  - a. Because of time constraints excessive amounts of time should not be spent on variances of less than \$1.00.
  - b. Helps for dealing with variances between cash and the receipt register:
    - 1- Recount cash
    - 2- Match checks to receipts
    - 3- Match credit card slips to receipts
    - 4- Review all voids
    - 5- Ensure all voids have been processed
    - 6- Review receipts/register listing to ensure the correct fee

amounts have been recorded.

- 7- Look for missing receipt numbers in register listing.
- 8- If the variance is divisible by 9, chances are that a number has been transposed.
- 9- Compare cash tally slips with actual money and checks.

- 7. Three day banking rule
  - a. Funds received in a school should be deposited daily where possible, where this procedure is not possible school personnel must receipt money and send to the bank at least every third school day.
  - b. Where possible money should not be left in the school safe overnight.

**P. Bookstores**

The bookstore sells a variety of supplies and products. It is normally used as part of the school's business curriculum. The bookstores are staffed by students with teachers overseeing the operation. In most cases it is a profit making operation.

The following procedures should be followed:

- 1. Bookstores must be well lit and behind locked doors.
- 2. A school administrator and the teacher should be the only key holders.
- 3. Proceeds must be given to the financial secretary before the end of the day.
  - a. The funds should include a "*Cash Tally Sheet*" which has been signed and dated by the teacher, or person collecting the funds.
- 4. Cash over \$200 cannot be held in the bookstore overnight.
- 5. The cash change box must be locked and put into the school safe at the end of the bookstore's business hours or locked in bookstore safe.
- 6. As much as possible, different students must be rotated through the operation and additional care should be given to the cash handling procedures.
- 7. Set up cash for change box
  - a. A check should be issued to the school and charged to an asset account called "Bookstore Petty Cash."

- b. A Bookstore “*Activity*” account is created if the account will be managed by a teacher.
  - 1- Create expenditure accounts for the purchases and sales of the “*Activity*.”
  - 2- The financial secretary will apply sales tax to all appropriate bookstore activity at the time the proceeds are receipted in the accounting system unless proceeds are used for a school fund raiser.

**Q. Booster clubs/ camps and clinics**

The purposes of District guidelines are to provide direction and procedures for camps, clinics and other extra-curricular activities. Because of the magnitude of important issues this topic is covered in its own section later in the *Procedures Handbook under the Camps & Clinics Section*.

## II. CASH PROCEDURES FOR SECONDARY SCHOOLS

### A. Student fees, etc.

1. Student fees, dues, contributions, fines, class projects and all other activities where money is received from a student must be paid directly to the school financial office.
2. Receipts will be generated at the time money is received.
  - a. It is the student's responsibility to keep the receipt to show to teachers and others that money has been paid.
3. Current school year fees should be paid by the first day of school. However, special arrangements may be made between the administrator and a parent to pay fees throughout the school year. The last day for accepting money for the current school year is the last school day of the year. After the last school day unpaid student amounts will be turned over to the School collection agency for collection.
4. Do not accept "postdated" checks for payment of any type.
5. Checks made out to an individual/teacher instead of the school.
  - a. The person/teacher needs to endorse the back of the check and write below their name, "Pay to the order of" and print the name of the school on the back of the check.
  - b. As soon as a secondary payer's check is received it should be stamped with the "For Deposit Only" with the school's stamp.

### B. Separation of duties -

The High School Bookkeepers and the Junior High financial secretaries perform all aspects of the finances at their school. The minimum requirements are listed below:

1. The Principal opens and signs the monthly bank statement and reviews the returned checks for the month.
2. The Principal reviews and signs the monthly bank reconciliation.

**C. Employees Depositing Money into a Personal Account**

1. School or district personnel should never deposit money collected for school/district purposes into their own personal bank account. It is considered a criminal offense and will be prosecuted.

**D. Faculty Fund (Sunshine Fund)-** Most schools have a faculty fund which generates money through annual donations paid by each faculty member. This account is generally used for flowers, gifts, or cards in the case of a birth, death, marriage etc.

1. If the faculty fund is run through the school books, it is necessary that all district procedures be followed.
  - a. Prior approval of purchase
  - b. Follow District purchasing policies for bid requirements.
2. Faculty members may designate a teacher or staff member to be responsible for this account.
  - a. The teacher may choose to open a separate checking account to manage the various expenditures.
  - b. If a separate account is opened, nothing should be processed through the school.
  - c. The teacher representative should reconcile the bank statement monthly and provide a financial report to the faculty at least yearly.
3. The faculty "Sunshine" fund should never be in a deficit situation.
4. Sales tax should be paid on these purchases because they benefit faculty and not students.

**E. Faculty check cashing**

1. The financial office should not cash checks for faculty members.
  - a. The school is unable to reconcile cash and checks to the daily deposit report.
  - b. An insufficient funds check from a faculty member becomes awkward for the school to collect.

- F. Documentation - all cash activity, receipts, disbursements, journal entries should be substantiated by supporting backup documents.**
1. Documents should be available and demonstrate that proper cash controls are in place.
  2. Required documentation for receipts:
    - a. "Cash Tally Sheets," signed and dated
    - b. Supporting documents from checks received, usually called the "*voucher*" part of the check.
    - c. Report "*Print Items to Deposit*".
    - d. Copy of the bank deposit slip
    - e. The end strip from the disposable bank bag if used.
    - f. Copy of the bank transaction record.
- G. Students and cash**
1. Generally students should not be responsible for handling cash at the school. However, in the educational environment where students are learning about marketing, business or dealing with money, checks and balances should be in place to help students learn the proper methods of handling money. The following procedures should be followed:
    - a. Students should be supervised by a teacher or administrator when they are working with cash.
    - b. Students from business clubs or classes may be used in the gate receipt process if it is part of their curriculum.
    - c. Adequate on-site adult supervision is required for all student help
    - d. Two students who are closely supervised by a teacher should count money and fill out a reconciliation report, which is then signed by both students and teacher.
  2. Students should not be asked to empty vending machines.

## H. Student registration procedures

1. Change boxes for each registration work station.
  - a. Issue a check in the name of the school for cash for registrations boxes if using multiple stations. Charge check to “petty cash.”
  - b. Prior to registration personnel assigned to each work station will receive a cash box and verify the money in the box.
  - c. At the conclusion of each day’s registration the workstation personnel will complete the reconciliation for that station and prepare the deposit slip.
    - 1- Money and checks will be removed from the cash box.
    - 2- Initial petty cash amount will be returned to the box.
    - 3- Petty cash boxes will be locked in the safe at the end of the day.
  - d. Registration personnel and the Bookkeeper will review each station’s deposits.
  - e. The money, deposit slip, registration register, “*Remote Receipt Registration Worksheet Reconciliation*” form, receipts, and registration disk should be put into an envelope and given to the financial secretary.
  - f. At the end of registration the petty cash used will be deposited back in the bank. It should be credited back to the petty cash fund bringing it back to zero.
2. Credit Card Payments
  - a. Where applicable credit cards will be processed at the registration work stations.
3. End of the day
  - a. The financial secretary will review each work stations’ reconciliation and bank deposit slip before money is taken to the bank.

- b. The secretary will download the various work stations data into the main TES accounting program.
- c. An administrator will take the deposit to the bank.

**I. Stale checks/unclaimed property**

1. School checks that are six months old or older need to be voided, or written off from the school books.
  - a. Before checks are written off it should be determined if payments were made in some other way, such as by purchase card.
  - b. Vendors should be contacted to see if they have outstanding invoices.
    - 1- If invoices are still open a stop payment should be placed on the check by the bank, and then reissue another check to vendor.
  - c. Often the checks were written to a teacher, or student, who is embarrassed to say that they lost the check.
    - 1- Be gracious about voiding the check and reissuing a new check.
    - 2- Explain to the individual that they must cash the check within thirty days.
  - d. Checks written in the previous fiscal year will need to have a journal entry completed to write of the stale dated check.
    - 1- Inside bank reconciliation menu do an expenditure journal entry. In comment put Void Check #.
    - 2- Credit the account the check was written on.
    - 3- Debit the ASSET=Cash-in Bank account
    - 4- Clear the stale dated check and clear the journal entry.
    - 5- Re-issue check from appropriate account.
2. Unclaimed property
  - a. When it is determined that the stale check is truly outstanding and it is not possible to re-issue the check the information must be given to the

Utah State Tax Commission's - Division of Unclaimed Property.

- b. A journal entry will be completed crediting the GEN-Unclaimed Property account and debiting the ASSET - Cash in bank account.
  - 1- Inside the bank reconciliation menu clear the journal entry and the outstanding check.
- c. A check will be written to the Weber School District for the total amount and charged to the GEN -Unclaimed property and sent to the District.
  - 1- Include with your check the name of the individual, and the dollar amount.
  - 2- Send the checks to the attention of Sherie Charlesworth in the finance department.
- d. The District issues one check to the State Tax Commission on November 1<sup>st</sup> each year.
- e. The school should keep a central file for unclaimed property.
  - 1- Information should be kept for six years.
  - 2- It should contain the following:
    - a) Copies of outstanding checks, invoices, addresses & follow-up information.
    - b) Student deposit refunds not refunded, lists with amounts including the date and address.
    - c) List of unclaimed property sent to the District
    - d) List of school donations by students/parents.

**L. Media centers financial accounting**

- 1. Media centers need to account for the product sales, copying services, lost books and fines.
- 2. Fines less than \$1 can be paid to the media center, any fine over \$1 must be paid to the bookkeeper.

3. Change box may be kept in media center.
  - a. The box should contain no more than \$25.
  - b. The box needs to have a lock on it and kept in a stored locked cabinet when not needed.
  - c. The number of people with access to the box should be limited.
4. Media center purchases
  - a. Actual money collected in the media center may not be used to make purchases.
  - b. Purchases must conform to District purchasing guidelines by having a budget, or prior approval for all purchases.
    - 1- Purchases for \$1,000 or more must have three telephone bids, be on the sole source or state contract. A "*Purchasing Authorization*" form must accompany these purchases.

### III. DONATIONS

The school has a fiduciary responsibility to the public to spend funds for the purposes for which they were collected. Upon request the school must be able to demonstrate this fiscal responsibility during an audit. Consequently, all income and purchases relating to that fund or fee must be applied to the correct "*Activity*" and "*Account*." Generally, funds should be spent in the school year they are collected.

#### A. Patron Donations - General

1. Fees for class projects, trips, projects need the prior approval of the administrator.
2. Patrons should be made aware that when they pay money for a class project or trip, they are "donating" the money to the school thus the unused funds do not need to be reimbursed.
3. Trips and class projects should not be used as fund raisers for other organizational needs.

4. Patrons donating to the Weber School District Foundation.
  - a. Appropriate donations- Patrons donating in general to the school, a classroom, a project, trip or event.
    - 1- Example: A patron of Weber High School donating to the band program.
    - 2- A patron donating to one of their children's class in general.
  - b. Inappropriate donations- Patrons may not pay for fees, projects, trips or activities by donating to the Foundation and having it be applied to a specific student to pay for those things.
    - 1- Example: A parent of a Weber High band student donating to the Foundation to pay for their student to go on a band trip.
    - 2- Donating to the Foundation to pay for a student's project materials.
5. Donation checks to the Weber School District Foundation should be made out to the Weber School District Foundation.

#### IV. GRANTS

Most schools receive money for various grants. Grants have been written with specific criteria and goals in mind. Guidelines for the grants need to be followed.

##### A. Finances -Accountability

1. When the grant is accepted a file folder should be created to contain the following:
  - a. Copy of the grant with authorized signatures
  - b. Name of the person who will administer the grant
  - c. Name and address of the individual/organization who provided the grant
  - d. During the course of the grant note in the file if a different person assumes the responsibility for the grant.

## B. Reporting

1. A quarterly financial report should be given to the sponsor of the grant
2. At the end of the grant a detailed and summary report should be placed in the grant file for future reference.

## V. WEBER FOUNDATION

The Weber School Foundation is a 501 C3 non-profit fund raising organization whose mission is to raise funds to enhance the education for students in our District. They are a great resource for schools. Teachers, employees, patrons, PTA's and others should be encouraged to donate to the Foundation. Following are guidelines for schools and teachers in donating to, and requesting funds from the Weber School Foundation. Money received in the Foundation is deposited into separate accounts to ensure proper use of donor intended funds.

### A. Donation of funds through payroll deduction

1. Donations through payroll deductions can be a great benefit to schools, classrooms, grants, and various programs the Foundation supports. Having a payroll deduction allows you to qualify for a tax deduction on your income tax as well as reduce out-of-pocket expenses you may have for your classroom or work site.
2. Signing up for payroll deduction
  - a. All employees may sign up for the payroll deduction program. The employee must submit a "Weber School Foundation Donation Form" with the Payroll Dept.
  - b. Once an employee has donated funds through payroll deduction, they become the property of the Weber School Foundation. They will be designated and provided as per donor request. **These funds do not belong to the employee.**
  - c. In January, the Foundation will provide those who have

contributed a donation slip for tax purposes with the IRS.

3. Cancelling Payroll Deduction

a. The employee must submit a “Weber School Foundation Donation Cancellation Forms” with the Payroll Dept.

B. Types of donations

1. Unrestricted donations

a. Employees may make unrestricted donations where funds are deposited into the Foundation unrestricted fund. These funds are budgeted by the Weber School Foundation Board of Trustees each year for school grants, class grants, field trips, and other district wide awards the Foundation sponsors.

b. For teachers or students to receive funding from these donations, see the Foundation Procedures Manual section “Requesting funds from unrestricted donations”.

2. Temporarily restricted donations by employees

a. Employees may make temporarily restricted donations that will be used as specified by the donor. Restricted donations may be made by a donor to a school, a classroom, a project, a school group to benefit the entire classroom or group. Restricted donations may not be made to any individual such as a specific student or teacher.

C. Requesting funds from temporarily restricted donations.

1 The “Request for Weber School Foundation Funds” form is available on line at [www.weberschoolfoundation.org](http://www.weberschoolfoundation.org). The employee requesting the funds should fill out the form and the principal must approve the request.

2. Upon receiving the approved request, the Foundation secretary will approve the release of funds if available in the restricted account. A check will be sent to the school for the amount requested within 15 days.

3. Once the school secretary receives the foundation check, they may issue

reimbursement of funds to the teacher requesting for any personal funds expended for approved expenses.

4. The principal has the discretion to allow approved purchases by the teacher through school funds pending reimbursement by the Foundation. Once the Foundation check has been received, the principal will use the funds to reimburse for the funds expended.
5. Final approval of all purchases is designated to the principal of the school.
  - a. Approved purchases include teaching supplies and materials, both expendable and non-expendable, equipment, supplementary books and resources. This definition should be broadly construed in so far as the materials are used by the teacher for instructional purposes in classrooms, lab settings, or in conjunction with field trips.
  - b. Foundation money may not be used for personal items such as registration, gas, food for a conference or membership in an organization.
  - c. Ownership of Items Purchased with Foundation Money
    - i. Once an employee has signed up for payroll deduction all monies/or items purchased become the property of the District and the Foundation.
    - ii. The teacher is the steward of the account and responsible for the purchase and proper use of items for their classroom.
    - iii. If a teacher transfers to another school or location within the District, the items purchased with Foundation money may travel with the teacher.
    - iv. If a teacher transfers to another district, or retires,

those items which have been purchased with foundation money remain at the last school that the teacher works in.

v. If a teacher is leaving the District and there is a balance in their school Foundation account, the funds may be given to the teacher taking their place or they may be transferred into the schools' general Foundation account.

vi. If a teacher/employee is leaving the District and they still have money in their Weber District Foundation account, they need to contact the treasurer of the Foundation and designate how they want the money used.

## VI. TEACHER'S STATE LEGISLATIVE MONEY

Yearly, the Utah State Legislature determines if they will appropriate a portion of their budget for teacher supplies and materials. Generally by March, the District knows if teachers will receive Legislative money for the following school year. The funds are not distributed to the schools until the State has verify the final teacher FTE (Full-Time Equivalency) with the District. The money is usually given to the District on the October State Allotment Memo and a check is sent to the school in September. Listed below are state and district guidelines:

### State Regulations: (R277-459-1.Definitions)

- A. "Board" mean the Utah State Board of Education.
- B. "Classroom teacher" means a permanent teacher position filled by one or more teachers employed by a school district, the Utah Schools for the Deaf and the Blind, the Edith Bowen Laboratory School, and charter schools and paid on the teachers' salary schedule or a charter school salary schedule. Teachers shall be employed for an entire contract period and shall provide instructional services to students.

- C. "Field trip" means a district, or school authorized excursion for educational purposes.
- D. "Teaching supplies and materials" means both expendable and non-expendable items that are used for educational purposes by teachers in classroom activities and may include such items as;
  - 1. Paper, pencils, workbooks, notebooks, supplementary books and resources;
  - 2. Laboratory supplies, e.g. photography materials, chemicals, paints, bulbs (both light and flower), thread, needles, bobbins, wood, glue, sandpaper, nails and automobile parts;
  - 3. Laminating supplies, chart paper, art supplies, and mounting or framing materials;
  - 4. This definition should be broadly construed in so far as the materials are used by the teacher for instructional purposes in classrooms, lab settings or in conjunction with field trips.
- E. "USOE" means the Utah State Office of Education.

**Authority and Purpose R277-459-2.**

- A. This rule is authorized under Utah Constitution Article X, Section 3 which gives general control and supervision of the public school system to the Board, by Section 53A-1-401(1)(b) which directs the Board to establish rules and minimum standards for school programs, and by state legislation which provides a designated appropriation for teacher classroom supplies and materials.
- B. The purpose of this rule is to distribute money through school districts, the Utah Schools for the Deaf and the Blind, the Edith Bowen Laboratory School, and charter schools to classroom teachers for school materials and supplies and field trips.

**Distribution of Funds R277-459-3.**

- A. Each school district, the Utah Schools for the Deaf and the Blind, the Edith Bowen Laboratory School, and charter school, shall provide the USEO with a teacher count of full-time classroom teachers, as defined above, as of October 1 of each year.
- B. The USOE shall distribute funds through each school district, the Utah Schools for

the Deaf and the Blind, the Edith Bowen Laboratory School, and charter school proportionally per eligible position to the extent of the appropriation.

- C. Individual teachers shall designate the uses for their allocations with the criteria of this rule. Districts and other eligible schools shall develop procedures and time lines to facilitate the intent of the appropriation.
- D. Each school district shall ensure that each eligible individual has the opportunity to receive the proportionate share of the appropriation.
- E. If a teacher has not spent, or committed to spend the individual allocation by April 1, the school or district may make the excess funds available to other teachers or may reserve the money for use by teachers the following years.
- F. These funds are to supplement, not supplant, existing funds for these purposes.
- G. These funds are to be accounted for by the district or eligible school using state or district procurement and accounting policies.

Other Provisions R277-459-4.

- A. District, the Utah Schools for the Deaf and the Blind, the Edith Bowen Laboratory School, and charter schools shall allow, but not require, teachers to jointly use their allocations.
- B. Districts, the Utah Schools for the Deaf and the Blind, the Edith Bowen Laboratory School, and charter schools shall allow part-time or job-sharing teachers a proportionate allocations.

**VII. GATE RECEIPTS**

Secondary schools receive hundreds of thousands of dollars in gate receipts every year. Gate receipts include fees for sporting events, dances and plays. It is important that the gate personnel and school administration have a good understanding of the environment surrounding the event, so that appropriate cash controls can be instituted.

- A. **Cash boxes for school events**
  - 1. Cash boxes should not contain more money than is absolutely necessary. The

amount will differ between a high school and a junior high.

2. Those handling money for a school event should sign a cash tally sheet indicating they have received the money that will be used to make change.
3. After the event, the initial amount of cash will be returned to the box and locked in the school safe.
4. The remaining cash will be tallied, noted, and locked in the school safe.
5. The Bookkeeper will record the amounts in an appropriate account on the next school day.
6. All cash box transactions must be recorded in the cash box accounts on the TES accounting balance sheet.

**B. Facilities where gate receipts will be received**

1. The facility must be safe, secure and have a physical layout that will ensure effective money collection.
2. The physical layout will require limited access to the event.
3. Fences, gates, and entrances need to be reviewed for security purposes.
  - a. The fewer entrances to the event the better.
  - b. The objective is to make the monitoring of events simple and easy.
4. Workstations must be well lit and very visible.
  - a. Cash boxes in all ticket workstations, or booths must be placed so that they are inaccessible to patrons in case of crowding, or disruption.
  - b. A reasonable distance between those that collect the money and those taking the tickets should be maintained for security purposes where tickets are used.

**C. Reconciling the gate proceeds**

1. Prior to the event, the financial secretary and the gate personnel need to determine the entry method used.
  - a. Tickets or hand stamping are all possible choices.
2. Whenever possible pre-sale tickets before the event, using a different colored

ticket.

3. The financial secretary will tell the gate personnel how many pre-sale tickets were sold.
4. After the event, cash boxes will be locked in a secure area.
5. The following day, the Bookkeeper will count and reconcile the cash to ticket sales if tickets are used, and record receipts on the cash tally sheet.
6. Periodically, the financial secretary should audit gate activity/procedures.

**D. District forms**

1. The following forms are available on line to assist with gate receipts:
  - a. Cash Tally Sheet and School Ticket Sales Report.

**E. Concessions**

Most concession activities in a school environment are held during athletic events. They are staffed by volunteer parents and students. Usually the merchandise sold is candy and pop. It is bought and then resold with the intention of making a profit to be used as a fund raiser. The following procedures are listed below:

1. Sales tax
  - a. Concessions can be exempt from sales tax if the conditions for non-taxable are met. (See the fund raiser section for details)
2. Safety and security
  - a. Concession stands must be well lit and visible to those responsible for monitoring the activity. However, they shall not be in a corner by themselves.
  - b. Concessions should be located in areas that will not interrupt the flow of traffic.
  - c. After the event, the cash boxes will be locked in a secure area.
  - d. The following day, the Bookkeeper will count and reconcile the cash and record receipts on the cash tally sheet.
3. Concession sales

- a. A separate account should be set up to record and track concession activity.
- b. Periodically the account should be reviewed by individuals responsible for the activity.
- c. At the end of the sport season, the balance can be transferred to the appropriate account (football, basketball, baseball, etc.).
- d. Cash purchases must not be made from the cash proceeds received.
- e. Recording the proceeds and costs separately will provide a better audit trail and the ability to analyze the activity.

## **VII. FUND RAISERS**

Fund raisers involve student participation with the intent of providing a service or product to raise money for a class or school activity. The environment from one fund raiser to another can vary greatly. Consequently, it is necessary to have adequate security, supervision and cash controls.

### **A. Approvals and authorizations**

1. All public and internal fund raisers must have the school administrator's approval, including those organized and run by booster clubs and parent groups in advance of the activity.
2. The request must state the purpose and description of the activity, dates involved, supervision provided, time involved, participants, proceeds expected and any other pertinent information.
3. Approved fund raiser information should be kept on file.
4. To ensure that the taxability of all fund raisers are handled correctly, a copy of all approved requests must be given to the financial secretary.

### **B. Supervision**

1. All fund raisers must have adequate adult supervision.
2. The number of adults per student may vary depending on the activity.

3. Supervision must ensure proper security and that school and district policies are followed.

**C. Fund raiser cash procedures**

1. If product is being sold, an inventory must be counted and recorded prior to the actual fund raiser by whoever is in charge.
2. All cash procedures as listed in section "III. Gate Receipts," listed above must be followed.
3. Before inventory is returned to the vendor it should be counted and amounts sold recorded.
4. The proceeds should not remain in the school or a teacher's home, or office for an extended period.
5. Fund raisers that involve multiple days should not have all proceeds turned in at the completion of the event.
  - a. Where possible the money should be receipted daily with a minimum of every three school days.
6. At the conclusion of the fund raiser the costs and receipts should be compared.
7. Fund raiser proceeds should be receipted into the appropriate fund raiser income account.
  - a. Product should be paid for from the appropriate activity expense account.

**D. Raffles or lotteries**

1. Under Utah law, it is illegal to operate a scheme where a person gives something of value in order to obtain a chance to win something of value.
2. A raffle or lottery which requires the purchase of a ticket to obtain a chance to win a prize is illegal.
3. Door prizes are legal as long as the tickets used are the price of admission to the event.

- a. Additional tickets cannot be sold for more chances to win.
4. Refer to Utah Criminal Code 76-10-1101, 76-10-1102

## VIII. PETTY CASH FUND

Some schools find it necessary to pay for small items such as freight, parcel post, etc. Because the school is at risk for multiple petty cash funds, schools are limited to one petty cash fund which is managed by the financial secretary, who acts as the custodian of the fund. A \$100 cash limit has been approved for schools having a petty cash fund. The petty cash fund should not be confused with the change boxes used for various activities at the school. The following procedures will establish, manage and reconcile the petty cash account:

### A. Establish a petty cash account

1. Write a check to the school and charge to the ASSET- Petty Cash account.
2. Take the check to the bank and cash in the denominations desired.
3. Placed in a locked cash box
4. A record book should be established

### B. Usage of the account

1. Individuals needing petty cash will fill out a petty cash voucher (see example under District Forms on District Website.)
  - a. Record date, vendor, what is being purchased and an estimate of how much will be spent.
  - b. Person receiving the money will sign the voucher that they have received funds.
  - c. The custodian of the account, (the financial secretary) will approve the voucher and give the said amount of cash.
2. When the purchase is complete the rest of the voucher will be completed showing:
  - a. Actual amount spent

- b. Amount returned
  - c. The signature of the secretary for the amount of money returned.
3. In order to avoid the appearance of impropriety, administrators should not access the petty cash fund when the custodian (financial secretary) is not present.

**C. Replenish petty cash**

- 1. When cash becomes low it is time to replenish the cash in the box.
  - a. A check is written out in the name of the school.
- 2. Rarely will the replacement check be for the total amount of the petty cash account.
  - a. Various account numbers have been charged on the vouchers it is necessary to charge those expenditure accounts when replenishing petty cash.

Example: Petty cash established for \$100 voucher receipts for \$33.25 the new check will be for amount used \$33.25, not \$100.
  - b. Receipts plus remaining cash should equal beginning balance.
  - c. Never replenish petty cash by using the ASSET-petty cash account.
- 3. The sum of the vouchers plus the remaining cash must always equal the amount of the petty cash account.
- 4. In order to avoid the appearance of impropriety, administrators should not access the petty cash fund when the financial secretary is not present.

**D. Security**

- 1. The financial secretary and one administrator should have the only keys to the petty cash box.
- 2. The petty cash box should be kept locked in the safe until needed and then returned to the safe.

**VIV. VENDING MACHINES**

**A. Facility vending machines**

- 1- Generally not considered profit making.
- 2- Checks received from the vending companies will be deposited in the vending account and used at the Administrator's discretion.

**X. DISTRICT REQUIREMENTS**

**A. Monthly reports to the District**

1. School will submit their monthly financial information to the District by the 15<sup>th</sup> of each month.
2. Information required:
  - a. Computer bank reconciliation
  - b. Copy of actual bank statement signed and dated by principal.
  - c. Monthly balance sheet
  - d. Copy of journal entry register