

# **Whitfield County Schools**

## ***Accounting & Procedural Manual***

***Whitfield County Schools Accounting Manual***

*Version 26 (8/1/2016)*

*Formatted for 2-sided printing as a booklet*

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# FISCAL MANAGEMENT

## ***General***

All funds, both system and pupil activity, will not be conducted for the sole purpose of producing income. Funds or Activities should not hold a deficit balance for greater than 30 days, and there should not be any deficit balances at the fiscal year end. It is the intention that Pupil Activity Funds be operated on a self-supporting basis.

## ***Responsibility***

The responsibility for safeguarding, accounting, and managing the pupil activity funds rests on the principal. Specific duties that must be performed in providing management of the funds may be delegated as determined by the principal, but the final accountability rests with the principal.

## ***Principals***

The following management practices are considered to be essential:

1. Be familiar with, and enforce the provisions of this manual, and district fiscal management policies.
2. Be sure that the secretary and/or bookkeeper are properly instructed as to the duties expected, trained in the proper methods and procedures, and given adequate supervision and guidance.
3. Insure that accurate and timely reporting methods are implemented and maintained.
4. Review and analyze the status and operation of the funds at least monthly. The review should include but not be limited to the following:
  - Questioning of potentially deficit account balances.
  - Noting the cash balances, considering reserved funds and any outstanding balances.
  - Assessing the reasonableness of receipts and disbursements by account and in total, to include comparison with prior periods.
5. Review check requests to determine validity and necessity of “emergency”.
6. Discuss with all staff, including teachers:
  - That check(s) will not be written without proper documentation.
  - That all money (100% collected) must be receipted and turned in daily. Any disbursements to be made from the collection must be made by check, by the bookkeeper, not the person collecting the money.
  - That prior approval from the principal is needed before committing school activity funds.
  - The importance of turning in daily any funds collected, the proper control of funds and the use of receipts.
7. Review check runs presented for signature to insure that expenditures are properly authorized and that proper documentation was provided.

8. Maintain that adequate facilities and physical controls are available and are used for protection of cash and other assets.
9. Insure that deposits are made to the bank safely and in a timely manner.
10. Advise staff members that if they make commitments in the name of the school, without prior approval of the principal, the staff member will be held responsible for the payment of any charges, which may arise.
11. Stamped signatures are not allowed and should not be used in lieu of actual signature by principal, assistant principal, or signature designee. When the checks are printed, the electronic signature of the principal must be selected to print on all check runs.
12. Report any questionable transactions to the Chief Financial Officer within two days of occurrence.

### *Assistant Principals*

Assistant Principals will perform the duties of the principal in his/her absence, as well as any other duties delegated by the principal. All Assistant Principals will be familiar with the provisions of this manual. Assistant Principals are allowed to sign-off on check runs (voucher report) in the absence of the Principal.

### *Bookkeepers/Accounting Personnel*

Under supervision of the principal, the bookkeeper will receive, receipt, account for, and disburse all funds, flowing through the pupil activity fund accounts, unless otherwise directed by the principal. A second person will deposit funds, in a locked bag, into the bank, and return the deposit receipt to the bookkeeper. When deposits are made through a night deposit, the bank will mail the receipt. The bookkeeper's duty to disburse funds will not be construed as authority to sign-off on check runs. Signature authority resides with the principal. A signature form will be collected from each new Principal, and an electronic signature will be created by Finance and setup in the financial software. Bookkeepers and accounting personnel will comply with all provisions of this manual and perform duties as follows:

1. Deposit all funds within 3 days of receipt or within 24 hours when the cash balance exceeds **\$500.00 for elementary schools, \$1000.00 for middle schools and \$1500.00 for high schools**. All cash and checks awaiting deposit should be secured in the vault with limited access. Funds deposited must be the same monies receipted. No change will be made from these funds.
2. Maintain all required records on a current and accurate basis.
3. Submit all required reports promptly and accurately.
4. Inform your immediate supervisor of all real or potential problems, i.e. teachers not turning in checks/cash on a daily basis, teachers turning in their net collections (collections less any disbursements).
5. Inform your immediate supervisor immediately when a fund has, or has a potential for, a negative balance.
6. Report any irregular or fraudulent transactions to the Chief Financial Officer immediately.

7. Reconcile all bank statements by the 15th of the subsequent month (Exceptions: June and July for elementary and middle schools).

### *Activity Sponsors and Other Personnel*

1. Activity sponsors and other individuals with duties affecting student activity funds will become familiar with and follow this manual. Those persons responsible for activities for which a student activity fund account is maintained will review the financial operations and position of the account monthly. A fund sponsor, who is appointed to that position by the school principal, will supervise all school activity fund activities. The responsibilities of the activity sponsor include:
  - Assuring that the bookkeeper has copies of contract agreements, etc., which are obligations of the fund account.
  - Assuring that the billings pertinent to the fund have been received by the bookkeeper and are correct prior to final payment.
  - Assuring that proper documentation/forms is/are presented to the bookkeeper for disbursement of funds and collection of funds. Collecting and receipting for funds received from the students.
  - Depositing daily, such funds with the school bookkeeper.
  - Reviewing monthly statements of the fund.
2. Activity sponsors are initially responsible for the solvency of the account and the propriety of the school activity. Final responsibility and accountability lies with the principal.

### *Control of Cash*

The amount of cash and checks flowing through both the school activity and system funds dictates the necessity for stringent safeguards in the control of receipts and disbursements. Throughout this manual there are provisions designed to assure proper control of these funds. These controls are as follows:

1. All new bank/investment accounts must be approved by the Whitfield County Board of Education.
2. Never disclose bank account information such as User ID, Password or other security information to any individual or organization. Never respond to e-mails requesting confidential bank information regardless of how official the e-mail appears. Immediately contact the bank when you receive e-mails requesting confidential banking information.
3. Provide that all expenditures are made by check.
  1. Provide that all revenue collected is receipted. (Receipts that are less than \$10 per student may be receipted as one receipt provided that proper documentation is maintained to support that one receipt, i.e., spreadsheet, list, etc. See Accounting Procedures, Writing Receipts below). Deposit all funds within 3 days of receipt or within 24 hours when the cash balance exceeds **\$500.00 for elementary schools, \$1000.00 for middle schools and \$1500.00 for high schools**. Provide that the funds be receipted on pre-numbered receipt forms. The receipts



should involve two people; i.e. the teacher receipts money from the students then the bookkeeper receipts the total money receipted by a teacher each day.

2. Monthly bank statements will be opened and signed by the Principal. Completed reconciliations will be approved by the Principal or Assistant Principal in the absence of the Principal.
3. Provide the use of a secured container, preferably a locked safe or vault, for all funds on hand. Money should never be left unattended or accessible to unauthorized personnel.
4. District employees' cannot be paid through LSA funds for services rendered unless a W-9 is issued as DBA (doing business as) under a business name NOT the employees' name. The second line on the W-9 form will have the employees' business name.

Example:

Sherrie Mullinax Cline

**DBA: Cline Catering**

The school would only be allowed to pay Cline Catering not Sherrie Mullinax Cline.

### ***Cash on Hand (COH)***

Schools may find it necessary to establish a cash on hand fund to have available for athletic, community events, etc. The COH fund is used for establishing cash boxes that will be available for school events where having change is necessary.

Annually, a request to establish the COH fund should be submitted to the Principal by the bookkeeper. In the request, include a description of the types of events that will utilize the fund, how many cash boxes will be utilized, and the name of the designee(s) responsible for the box(es). When a cash box is needed, a designee will 'check-out' the box(es) to the person in charge of the activity, along with an activity control sheet.

COH funds should be located in a secure area during business hours, and locked in a safe or drawer overnight.

Annually, the fund is initially established by writing a check to Cash/the Banking Institution (no individual). The entry will look like the following:

**When writing a check for cash on hand (COH), please use the following GL number:**

**XXX . 1 . 0102 . 000 . 00 . XXXX . 0000 . 0000 . 0000**

At year end, all COH hand money must be deposited back into the local school funds. The entry will look like the following:

**When depositing the money back into the books (at year end), post J/E as follows:**

**Credit      XXX . 1 . 0102 . 000 . 00 . XXXX . 0000 . 0000 . 0000 (Amount of original check)**

**Debit      XXX . 1 . 0101 . 000 . 00 .XXXX . 0000 . 0000 . 0000 (Cash)**

\*\*\*XXXX denotes school location code

The following general guidelines should be followed:

1. Revenue earned from each event will be receipted into the respective activity.
2. Travel, entertainment, or general expenses may not be paid from COH funds.
3. At all times, the total of the cash box(es) must maintain the original amount requested.
4. An annual audit will be performed for COH funds to verify procedures have been followed.

### ***Investments***

Funds (both system and school level) owned by the Whitfield County Board of Education may be invested upon the authorization of the Chief Financial Officer in the following approved investment instruments:

1. Obligations of the United States and of its agencies and instrumentalities
2. Bonds or certificates of indebtedness of this state and of its agencies and instrumentalities
3. Certificates of deposit of banks which have deposits insured by the Federal Deposit Insurance Corporation; provided, however, that that portion of such certificates of deposit in excess of the amount insured by the Federal Deposit Insurance Corporation shall be secured by direct obligations of this state or the United States which are of a par value equal to that portion of such certificates of deposit which would be uninsured.

### ***Types of Accounts***

Because it is intended that student activities be self-supporting, only the amount of revenue necessary to establish and maintain the activity is acceptable. Each account must hold a positive or zero balance at the end of the fiscal year. Each account with a negative balance should be reported to the principal.

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## GENERAL OPERATING PROCEDURES

### ***Revenue/Expenditure Controls***

To effectively manage the pupil activity fund, the principal must have knowledge of all future obligations prior to billings or disbursements. The absence of such a system could involve over-obligation of available school activity funds.

### ***Reimbursement of Personal Funds***

Reimbursement of personal funds must be supported by receipts from the vendor. Adding machine tapes are not acceptable forms of documentation in support of reimbursement. The principal has the option to approve or deny the reimbursement request of personal funds. The approved reimbursement request is considered authorization. Sales tax will not be reimbursed to the employee. To avoid paying sales tax, please use the requisition/purchase order process.

### ***Reimbursement of Travel Expenses***

**Travel Forms filled in by hand will no longer be accepted by the Finance Department.**

**EXCEPTION:** The only part of the form that can be handwritten are the signatures and the area where budget numbers are assigned. If you do know the budget number or have a professional leave form that has the number on it, we encourage you to fill out that part of the form on the computer as well. Please complete the **Expense Form** tab in full on the computer and submit the Form with applicable receipts to the Finance Department within **60 days** after the date on which you incurred the expense or **60 days** after the date from which you return from your travel (whichever is later). **This timeline includes routing for all necessary approval signatures. (Expenses turned in after 60 days will be denied).**

Please attach **originals** of receipts supporting your expenses with the form - forms submitted with copies of receipts will be returned to the employee so that the proper documents can be gathered by the employee.

**Important note:** Reimbursement for business use of a personally owned vehicle is calculated per mile from point of base school address and not from home address. If you leave from home, you must deduct normal home to base school mileage from reimbursement request.

**Important note:** Attach a copy of conference agenda to all conference/workshop travel reimbursement forms and note that all meals that are provided at conference and are included in the registration fee may not be requested for reimbursement by the employee on their reimbursement form. **A copy of employee's approval Professional Leave form and a mileage statement must also be completed and attached to each travel reimbursement request.**

## ***Gifts and Bequests***

Gifts will not be accepted or solicited without the approval of the principal. Any gifts accepted will become property of the Whitfield County Schools, and will be for the beneficial use of the school or student body. Gifts of cash accepted for a specific purpose should be separately accounted for in the fund concerned or a separate account established. Unspecified gifts may be receipted into the school operating account.

## ***Gifts to School Staff***

Gifts to school staff members from a student activity account, except from faculty funds primarily comprised of donations or dues from faculty members, ARE PROHIBITED. Although, gifts which are raised by the students or staff in a collective nature, or in memory of, a fellow student or staff member are an exception to the rule. Such circumstances may be properly attended to by an independent student drive for gift purposes. The principal must first grant approval of such gifts. Volunteer Appreciation Expenses are acceptable as long as it is reasonable and not in excess of \$25 for any individual in any given year. The funds for gift cards/monetary gifts should be expended from adult generated funds (i.e. sunshine or hospitality fund). However, volunteer appreciation luncheons or school support/spirit items are acceptable for appreciation gifts.

## ***Personal Loans/Accommodations***

The pupil activity funds will not be used to grant accommodations, loans, advance of pay or any other direct benefit to an individual. Nor will the funds be used to cash checks of any kind.

## ***Gift Card Purchases***

Gift cards may be purchased using adult generated funds (Sunshine/Hospitality Funds or Indigent/Angel Funds). In order to restrict items purchased using a retail store gift card, we ask that a school employee/volunteer purchase items needed to prevent alcohol/tobacco from being purchased. If gift cards are given directly to individuals, purchase the gift cards for vendors who do not sell or who do not allow alcohol/tobacco items to be purchased with the gift card.

## ***Grants & Donations***

Board policy states that the Board, Superintendent or Superintendent's designee (**Principal**) can accept a donation. If the donor (person/business) requests the publicity of the donation (Ex: renaming a building, ball field) then this type of donation must be presented to the board. Please contact the CFO prior to the acceptance of funds.

Any grant or donation awarded to an individual school should be reported to the offices of Finance and the Superintendent. The notification should include any and all documentation received from the grant/donor(s). Any grant award that is \$5000 or more must be maintained through the district Finance Department. Account numbers and budgets will be set up for grants in excess of \$5,000 as to comply with the District procurements code regulations and emailed to all personnel involved. Reimbursements

for grants that are awarded as “reimbursement only” must be requested in a timely manner to ensure that funds are received prior to June 30 of each year. **EXCEPTION: all LPL Financial donation checks must be sent directly to the Central Office (Superintendents Office) and will be maintained through the district Finance Department.**

### ***Athletics/Gate Procedures***

If admission is charged to an event, a ticket control sheet and pre-numbered tickets must be used. Accounting for athletics must be maintained by the school bookkeeper.

1. Admission- anyone entering an event should purchase a ticket or have authorization to enter that is acceptable to the school.
2. Pre-numbered Tickets-Should be obtained by the principal or designee in a sufficient quantity and kept in a safe place.
3. All tickets MUST be signed in and out on a ticket log form. At the end of the event all unsold tickets plus money collected must be turned into the bookkeeper, with the ticket control sheet.
4. All tickets signed out must be accounted for by:  
Returning the unsold tickets, and/or  
Returning the money collected.
5. The money collected plus the unsold tickets returned should balance back to the original face value of the tickets signed out.
6. Prior to the activity, the principal or designee should meet with the sponsor of the activity; supply him or her with an adequate quantity of tickets along with the appropriate forms.
7. The principal or designee should see that at least one individual is assigned the job of selling tickets and a different individual is responsible for taking up and tearing the tickets at the gate/entrance.
8. As soon as all tickets are sold, all precautions should be taken to see that the money is secured, counted, and kept in a secure location if unable to turn into the bookkeeper.
9. The bookkeeper should reconcile the ticket control sheet to the revenue collected, collect all unused tickets and appropriately receipt and file the forms by activity.
10. Game Expenses-All game expenses will be paid by school check, not from any collected proceeds.
11. The identical procedures utilized above should be followed for all athletic events; however, primary accountability, as well as performance of specified tasks, at the discretion of the principal, may be delegated to the athletic director.

# ACCOUNTING PROCEDURES

## ***General***

It is the principal's responsibility to see that all money collected and disbursed by the school is handled in an auditable manner. The following should be the standard guidelines utilized to establish and maintain adequate records.

## ***Writing Receipts***

Writing a receipt serves to protect those who handle money as well as to provide the security of funds. It serves as documentation to prove the handling of funds. Receipting also provides for a more thorough annual audit of school funds. All persons, including teachers and staff members, are responsible and totally liable for all funds that they receipt.

1. Teachers collecting \$10 or less per student must maintain a dated list of the following information, and along with funds the list must be turned into the office daily:
  - Date
  - Student's Name
  - Form of Payment, i.e. check/currency
  - Amount Collected
  - Activity/Reason for Collection
2. Teachers collecting more than \$10 per student must write a receipt for each student:
  - Receipt(s) copies must be turned into the office daily with the deposit.
  - Receipt(s) turned in must be traceable to the deposit.
3. Only pre-numbered, triplicate receipt books will be used.
4. The bookkeeper has the responsibility to track, or another member of the school office should keep a list of, all receipt books by number and to whom each has been issued. Receipt books are to be issued to specific individuals, not to a class or group. If a teacher is replaced, the current receipt book can be re-issued to the replacement or if needed a new receipt book should be issued. If a receipt book is lost or stolen, the individual staff member must provide a written explanation. Students are not permitted to use receipt books unless authorized by the bookkeeper.
5. Receipts will be issued, by the teacher or other school personnel, for all funds received by the school.
6. All monies collected by teachers must be turned into the office daily. The receipt copies must be presented to the appropriate personnel for verification when turning in funds.
7. Every precaution must be taken to assure that receipts are not lost or stolen. In the event this does occur, the bookkeeper must submit a letter to the principal stating the nature of the incident.



8. No part of the receipt should be filled in prior to the time that the money is collected from the individual.
9. Receipts must be written in ink.
10. The activity(ies) for which the money is collected is (are) to be recorded on each receipt.
11. All receipts must contain information regarding amount of check(s) and/or currency.
12. Bookkeeper receipts must contain both activity number and revenue source number for which the money is collected along with description of the activity and must be signed by the person collecting the money.
13. When any error is made on a receipt, it should be voided and a new receipt issued. When a receipt is voided, the original must remain in the book and the word "void" written across both the original and the duplicate. If the original has been removed, it must be securely replaced in the receipt book over its corresponding duplicate.
14. The triplicate page in the receipt book must not be altered or destroyed in any way.
15. All spaces on the receipt must be filled in and the amount indicated in both letters and numerals in the appropriate space.
16. When teacher's collections for the day have been made, he/she will perform the following steps:
  - Count all of the money collected.
  - Add the amounts of all receipts written.
  - Confirm money collected equals receipts and/or other documentation.
  - Take money and carbon copies of receipts and/or other documentation to the designated person.
  - The designated person will verify that the documentation and money are in balance. If any discrepancies exist, that person will immediately notify the individual staff member.
  - After funds and receipts/documentation have been verified, a receipt will be issued by the bookkeeper.
17. Receipts ***should*** be entered into the district's accounting system (Infinite Visions) on a daily basis; however, if receipts are written late in the day it is acceptable if those transactions take place the following day.

### ***Depositing Monies***

18. All checks received and receipted should be marked for deposit only and deposited.
19. Deposit all funds within 3 days of receipt or within 24 hours when the cash balance exceeds **\$500.00 for elementary schools, \$1000.00 for middle schools and \$1500.00 for high schools**. All cash and checks awaiting deposit should be secured in the vault with limited access. Funds deposited must be the same monies receipted. No change will be made from these funds.
20. Prepare deposit slips for cash/checks received. Verify amount of deposits to total of related receipts. Indicate the receipt numbers on the deposit slip or indicate total deposit on receipt book.

21. The bookkeeper who receipts to the source of the money being submitted (teacher, club sponsor, etc), posts the receipts in the financial software system, and reconciles the local school bank statement **may not take the deposit to the bank.** In this situation a member of administration or their designee needs to be assigned for deposit duty. For additional security you may contact your Bank regarding a locked bank bag as an option.

### ***Disbursements/Procurement***

ALL PURCHASES MUST ADHERE TO THE BOARD OF EDUCATION PURCHASING POLICY (descriptor code DJE). Purchases of goods or services made from the pupil activity fund accounts are to be supported by Purchase Orders or submission of a "Check Request for Payment" form by the fund sponsor to the bookkeeper. Purchases made or committed without prior approval (as evidenced by PO's) are subject to the acceptance of the billing invoice for payment by the principal, who may decline responsibility for the payment on the part of the pupil activity fund and have the vendor concerned seek settlement from other sources.

Purchases committed without prior approval that financially obligates the Local School requires a memo to document the reasons for deviation from normal purchasing procedures. If a vendor is not in the system (thereby preventing a PO) and if the order needed is to be expedited, an email requesting prior approval to Principal and their corresponding response would suffice as evidence of prior approval. Email request must be dated before committed purchase date.

1. Checks must never be written to "cash" unless it is for Cash on Hand, see page 9 [500.1.0102].
2. All requests should be prepared and signed by the appropriate fund sponsor, and submitted to the bookkeeper.
3. The bookkeeper will verify the availability of funds and submit to the principal for his/her approval.
4. The individual receiving the goods is required to indicate in writing the date of receipt and his/her name on the invoice or other appropriate document.
5. Reimbursement for expenditures of personal funds must be supported by receipted billings, cash register tapes, invoices, etc.
6. All disbursements are to be made by check and signed by the principal. No cash transactions should occur.
7. Under no circumstances should the school write checks to supplement payroll by paying employees for stipends, additional duties, overtime, etc. All payments for work performed must be processed through payroll.
8. All employee travel expenses/reimbursements must be paid through the central office. The pupil activity fund can reimburse the system for any employee travel expense/reimbursement upon principal authorization.
9. Funds must not be retained on hand for the purpose of supporting a check cashing accommodation.

10. All disbursements should be supported by the following documentation:
- Requisition, Purchase Order and/or Request for Payment (authorization)
  - Packing Slip/Bill of Lading (evidence of receipt of goods or services when applicable)
  - Invoice
  - Check Stub
11. All disbursements should be entered into the District's accounting system (Infinite Visions) on a daily basis.
12. Disbursements for expenses relative to staff only, i.e. (Christmas parties, Staff Appreciation, Birthday celebrations, etc) must be funded from faculty funds primarily comprised of donations or dues from faculty members.
13. Light refreshments may be provided for staff meetings but require a formal agenda to be used as backup documentation for purchasing from Local School Funds. The funds need to be taken from the Principal's Activity account (1100).
14. Referring to technology quotes, an electronic 'E-Quote' number must be denoted on the requisition and a copy of the E-Quote must be sent to the technology department referencing your school location and requisition number. Purchase orders will not be processed from technology until the E-Quote has been received.
15. Checks payable for book fair expenses (Scholastic Book Fair), should be charged to the revenue line that proceeds were deposited to. When the book fair is complete, and the invoice is submitted for the items purchased minus the school profit, a Check Request will be attached and the invoice will be charged to the revenue line where the book fair monies were deposited.

### **PURCHASING OF UNIQUE ITEMS**

When purchasing unique, non-traditional items with local or district money, an explanation of purchase must accompany the requisition/purchase order (scan and attach). Some examples of unique, non-traditional items are:

Corn hole boards

Go Pros

Drones

### **CREDIT/PURCHASE CARDS**

ALL CREDIT CARDS ARE PROHIBITED WITHOUT APPROVAL FROM THE SUPERINTENDENT. Credit cards are defined as revolving purchase accounts that authorized individuals to purchase goods or services without prior approval such as requisitions/purchase orders. Credit card purchases are not limited to one specific vendor. Examples of credit card include, but not limited to, VISA, Mastercard, Discover and American Express.

Purchase cards are allowed with the approval of the building level administrator. Purchase cards are defined as a revolving credit account relative to a specific vendor. Approved purchase cards must adhere to the following procedures:

1. Card can only be used at the issuing vendor's place of business.
2. Issuing vendor must accept purchase orders before initiating purchases and purchase orders must be referenced on monthly statement.
3. Card is secured in locked safe with limited access
4. Issuing vendor must be an approved vendor.
5. Account must be paid in full each month
6. All purchase and procurement procedures (outlined above) must be adhered to when using purchase card.
7. Personal purchases are absolutely prohibited and will result in termination of account.

### ***Voiding of Checks***

Several sets of circumstances which may surround the voiding of checks are discussed below:

1. Voided before check is mailed: The check should clearly be marked as "Void". Retain the check in the files with a footnote stating reason for voiding. The following procedure is necessary:
  - Void should be entered into the District's accounting system (Infinite Visions).
2. Voided after check has been issued/mailed: Such a situation occurs when you have knowledge that a check has been lost or destroyed and a new check is to be issued as a replacement, or that a check was issued in error. The following procedures are necessary:
  - Call the bank to make sure the check has not already cleared the bank.
  - If it has not cleared, then a stop payment must be issued.
  - Void should be entered into the District's accounting system (Infinite Visions).

### ***Interest/Bank Fees and Charges***

1. ALL Interest earned (including Certificates of Deposits and Money Market Accounts) should be entered into the District's accounting system (Infinite Visions) *through the bank reconciliation program.*
2. Fees, charges for checks, returned checks, etc., should be entered into the District's accounting system (Infinite Visions) *through the bank reconciliation program.*

### ***Correction of Posting Errors***

Posting errors should be corrected before month closing if possible. If the error is discovered after the monthly closing, correction will be by adjusting entry and the erroneous entry will remain intact.

### ***Bank Reconciliations***

1. Bookkeepers are to perform bank reconciliations on a monthly basis by the 15th of the succeeding month.

2. There should only be one checking account established for the school activity fund for each school.
3. No check should be outstanding for more than 3 months. Bookkeeper have the responsibility to follow up on old outstanding checks.
4. All banking accounts, including any investments, should be fully collateralized by the financial institution.

### ***Technology Purchasing Procedures***

In order for Technology to most efficiently meet the needs of the schools please note the following:

1. You must have a quote when ordering Technology-if you are asked to do a requisition without a quote, please work with your school tech to obtain one
2. When doing a requisition, please click the Notes tab and enter the quote number here
3. Check the expiration date on quotes-HP products change their prices each month-PC MacExchange quotes are good only for 2 weeks
4. When doing a requisition for Telenet please include the room # in which the work is to be done
5. When you do your yearly planning for Title funds, the quotes you are given are for planning purposes only. Since the prices could increase, you will need to take that into consideration. A new quote will be required when you are ready to submit the actual requisition.
6. Please send the following items to the IT Secretary when order is ready to be placed:
  - Vendor Copy
  - Copy of Quote
  - Receiving copy for Windstream, AT&T, Verizon, Telenet as technology will sign-off on these purchases
7. Technology places the orders for the following companies (no matter the funding). Our vendors prefer to have one contact and that helps us track technology shipments for you.
  - Accu-Tech
  - Aluron
  - Apple
  - CDW
  - Dell
  - Edco
  - EdiAtlanta
  - Flex Imaging
  - G-Tech Security
  - Graybar
  - PC & MacExchange
  - Phones - AT&T-Verizon-Windstream

- SCW
  - Telenet
  - Tiger Direct
  - Troxell
  - Worthington
8. Please use object 609.00 for all toner and ink cartridge expenses.

### ***Indirect Cost Allocation***

Indirect cost can be allocated to applicable federal programs based on a formulated rate administered by the state department of education from submitted financial data from the district. The Superintendent determines whether or not to apply the indirect cost to federal programs. Our procedures for posting indirect cost are as follows:

1. Prepare a schedule of indirect cost for all federal programs based on the indirect cost rate % listed in the “Restricted Indirect Cost Allocation Plan” for the applicable fiscal year provided through the DOE financial portal.
2. Forward schedule of indirect cost by federal program to the respective director/coordinator for each federal program fund for approval.
3. Each director/coordinator of federal funds will review the respective program's guidelines to ensure that the indirect costs are in accordance with the grant guidelines.
4. Post the indirect cost amounts to general ledger for the applicable federal programs through a journal entry.

### ***Audit Preparation***

Preparation for the annual fiscal year-end audit should include provision for work space for the auditors. The following records must be readily available to the auditors:

1. Ledgers and journals
2. Deposit slips
3. Bank statements
4. Monthly financial statements
5. Bank reconciliations
6. Reconciliation to District accounting system
7. Paid bills files
8. Receipt books
9. Records of savings accounts or investments
10. Athletic records, including ticket records
11. Any other pertinent records

## ***Federal Grants – Internal Controls***

***Program Director /Coordinator-*** Supervises respective grants

***Program Secretary*** - Assist program director in all areas of federal grant management.

***Finance Specialist*** – processes grant transactions, drawdown requests, completion reports and assists program director in all areas.

***Finance Director*** – supervises all areas of the business and finance department

1. Budget is created and submitted by Program Director/Coordinator and approved by DOE.
2. Local School bookkeepers enter requisitions from teacher requests. Requisitions are approved by principal.
3. Requisitions are transferred daily into accounting system as purchase orders.
4. Submitted purchase orders are approved as follows:
  - Program Director
  - Technology Director if purchase order is for any technology
  - Assistant Superintendent – Direct Instruction if purchase order is \$2,500.00 - \$9,999.00
  - Superintendent if purchase order is \$10,000.00 to \$ 24,999.00
  - Board of Education if purchase order is \$ 25,000.00 or over
  - Finance Director
5. Accounts Payable receives approved purchase order and marks approved in accounting system. Purchase Order is sent to originator via email, and then is available for the originator to fax, email or mail.
6. Purchase order copies are available in the accounting software for reference purposes if needed by the originator.
7. Invoices are received by Accounts Payable and copy of invoice is forwarded to schools to verify price and receipt of items. The signed receiving copy of the PO is returned by school bookkeeper to the Accounts Payable and attached to original invoice to be processed for payment.
8. Invoices are entered into accounting system by Accounts Payable.
9. Finance Specialist reviews Invoice Entry Report and signs as authorization to issue checks to vendors.
10. Checks are created and updated to accounting system, then mailed to vendors.
11. Check copy is attached to original invoice and purchase order and filed in finance vault to be review by auditors for yearly audit.

## ***Grant Procedures for Drawdown Request***

1. Monthly summary expenditure reports are generated and reviewed by Finance Specialist.
  - DE0147'S are then submitted for each grant for the monthly expenditures according to the summary expenditure reports that are generated within the accounting system.

2. Submitted DE0147 reports are forwarded to the Assistant Superintendent of Teaching & Learning. A copy of the approved DE0147 is attached to the monthly expenditure report for each grant and filed.
3. Requested funds are deposited via ACH into the general operating cash account and posted by accounting supervisor within accounting system by fund and program.
4. Cash receipt posting approved by Finance Director.



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## **PURCHASING PROCEDURE FOR FEDERAL FUNDS**

### ***Purpose of Federal Funds***

Purchases using Title funds (Title I-A, Title I-C, Title II-A, Title III-A, and McKinney-Vento EHCY Grant) must always be of a supplementary nature. The intent of Title I and other federal funding is to provide services in addition to those which are required by regulations or otherwise normally provided to all students through state/local funding.

Title I-A must be focused on language arts/reading, math, social studies and science [content areas included in state assessments]. Purchases align directly with needs assessment data [assessments and survey], Title I Schoolwide Plan, and School Improvement Plan.

### ***Supplement not Supplant***

When purchasing instructional services, materials, or professional learning services, it is important to determine what would be provided if federal funds were not available. Then, services may be supplemented—providing they are aligned with the needs assessment and other data used to develop the school improvement plan or district plan. For example: After state and local funding for technology has been exhausted, federal funds may be used to provide additional-supplementary student laptops for instruction. This need for additional technology must be established during planning and documented in the school improvement plan and approved Title program budget.

### ***Purchase Orders and Contracts***

1. NO OPEN PURCHASE ORDERS MAY BE PROCESSED WITH FEDERAL FUNDS. Purchase orders must list all items to be purchased. Only listed items may be purchased. All purchases must be made in one visit (one receipt per purchase order).
2. Title I-A purchases: receipts attached to the receiving copy of the PO for local vendor pick-up purchases (Wal-mart, Office Depot, etc.) must be submitted to the Title I office (not to finance department).
3. Purchase orders may not exceed approved amount. Only items listed on purchase order may be purchased. The following statements; to include, but not be limited to; such as; or etc., may not be used.
4. Materials and services purchased using Title I-A, Title I-C, and McKinney-Vento EHCY Grant Funds must be processed for approval by the Title I office and have the electronic approval of the Title I office and Finance to be valid. Contracts must be signed by the superintendent as well. Title II-A and Title II-D must have electronic approval from the Title II-A Coordinator.
5. Purchase orders for materials and services must include a link to one Scientific/Evidence-Based Research article which directly supports the purchase. Contracts for professional development services must be supported by articles that address the effectiveness of the strategies on which the training is focused.

6. Purchase orders for parent involvement events must clearly identify the name, time, and date of the event (in the body). The agenda/flyer to be sent to parents for the "Title I Event" must be attached (electronically) to the requisition for approval. Contracted services for parent events should be supported by scientific/evidence-based research.
  7. Purchase orders for project/product-based learning require additional documentation to be submitted to the director of federal programs before approval:
    - Lesson Plan with the school, teacher/s name with content area/s of certification, name/title of the project, a description of the activity to be funded, content area clearly identified (grade level and subject area classroom in which the activity is being completed), Georgia Performance Standards [CCGPS] (number and descriptor), and the final destination of the project.
    - Purchase order for project/product-based learning must list items to be purchased (in body of PO), and identify the content area addressed by the project.
8. The Title I Director will monitor purchases in order to ensure funds are available and are being used appropriately to supplement, not supplant services.
9. Additional guidance regarding Title I purchase orders, travel, professional leave expense, substitutes, purchases related to parent training/engagement sessions, and contracted services is provided in the Annual Title I Start-Up Guidance - located in the "Title I, Part A School Procedures Manual."
10. Purchases must adhere to processes outlined in the Whitfield County Schools Board Policy for Purchasing [DJE].
11. Federal programs funds (Title I-A, I-C, II-A, II-D, III-A, and McKinney-Vento) may not be used to purchase instructional gift cards.

# FOOD SERVICE EQUIPMENT INVENTORY PROCEDURE

## ***Requirements***

Whitfield County Board of Education Policy:

1. A record of inventory should be maintained on all tangible and intangible fixed assets, which meet the cost threshold, and a normal life expectancy of one year or more.
2. Equipment must be capitalized if cost is \$10k or more

Georgia Department of Education:

1. A record of inventory should be maintained on all tangible and intangible fixed assets, which meet the cost threshold, and a normal life expectancy of one year or more.
2. Equipment must be capitalized if cost is \$5k or more

Summary:

Kitchen equipment inventory should be maintained for all equipment with a cost of \$5k or more.

## ***Inventory Listing Procedures***

All equipment should be tagged with a Whitfield County Inventory Control Tag that contains an identification number.

Equipment should be recorded on an equipment inventory listing. Inventory listing should contain the following:

1. Date of Purchase (date of invoice)
2. School Cctr number
3. Whitfield County Identification Number
4. Serial Number if Applicable
5. Description of Equipment
6. Original Cost (amount of invoice)

If new equipment is purchased as a bundle price which includes installation, then the vendor should provide a detail cost of each piece of equipment including installation that when summed equals the total bundled price.

If there are no records for existing equipment, an estimated date should be utilized and a projected cost that is reasonable based on replacement cost.

## ***Disposal***

Disposal of equipment must be approved by the Food Service Director and follow the Whitfield County Board of Education Policy for School Properties Disposal Procedures. Disposed Equipment should be identified as such on the equipment listing as follows:

1. Date of disposal (date sold or salvaged)
2. Sales price if applicable

## ***Year End Procedures***

Equipment inventory listing must be verified at the end of each year by the Food Service Manager. Equipment numbers will be physically traced from the floor to the schedule. When equipment inventory schedule is verified, the Manager must provide the schedule to the system Food Service Director with a statement that the equipment inventory schedule has been verified. The Food Service Director/Designee shall check at random the schedules during the annual Onsite Review. An electronic version of the completed equipment inventory schedule shall be forwarded to the CFO for inclusion in the system's fixed asset listing.