

Internal Funds – Audit Areas

CASH

- Bank reconciliations should be completed by the end of the following month (i.e. June's bank statement must be completed no later than July 31). If a secretary/bookkeeper is getting assistance from the District, she should keep the first attempt (print out) and any emails back and forth during the process.
- Idle funds should be invested as determined by the principal.
- Investment interest earned should be posted in a timely manner.
- Bank signature cards should be current and a copy on file.
- Voided checks should be defaced AND signature blocks removed.

DISBURSEMENTS

- **Prior** written approval by the principal or designee should be documented via RFP (Request for Purchase) or a PO (Purchase Order).
- RFP should be **completed** by person making request which includes sponsor's signature and account to be charged.
- Adequate support for disbursement should be attached to check stub (i.e. invoice, cash register receipt, signature documenting receipt of goods, etc.).
- Payment should be made promptly.
- Purchases should be made in accordance with established policies and procedures of the Board, State Statute, and the District.
- County monies (budgeted dollars) should be used before internal funds for certain items such as postage, supplies, equipment, etc.
- Items exceeding \$7,500 should have documented superintendent approval (there are some exceptions such as fundraising items, year books, graduation items).
- Capital outlay items > \$1,000 and all computer purchases should have a PC-3 on file.
- Schools are tax-exempt *except* for certain items such as re-sale items (i.e. fundraising items) and items where ownership passes from school to individual (i.e. t-shirts, uniforms). When required, sales tax should be remitted to the vendor or the Florida Department of Revenue.

RECEIPTS/DEPOSITS

- MCF (Monies Collected Form) should be filled out properly by person (sponsor/teacher) collecting the monies and then submitted to the secretary/bookkeeper. This includes date, account to be credited, list of names/amounts, differentiate between cash and checks, total, and signature. Any changes made on the MCF should be initialed by the sponsor/teacher.
- Sponsor/teacher should submit **in person** the completed MCF and money collected to the secretary/bookkeeper. They should be present while the bookkeeper counts and verifies for accuracy. The secretary/bookkeeper should sign and give the yellow copy of the MCF as receipt to the sponsor/teacher.
- Donation letters should be on file. Donation letters should contain the proper language (donation/contribution is voluntary and all students will be allowed to participate regardless if donation/contribution is made or not).

- Fund Raising Request/Reconciliation Forms should be on file. The top section is the approval section and should be completed by the sponsor/teacher conducting the fund raising activity and approved by the principal **prior** to event. A specific purpose should be stated. When the event is complete, the secretary/bookkeeper should provide the sponsor/teacher with a general ledger of their account. The sponsor/teacher should then complete, on a timely manner, the bottom section as financial oversight.
- Sponsor/teachers collecting monies should submit monies in a timely manner; in other words, they should not be holding monies.
- Ideally the secretary/bookkeeper should make deposits daily; but no less than once a week. In other words, they should not be holding monies.
- All funds should be deposited intact.
- No personal checks should be cashed to accommodate employees.

JOURNAL ENTRIES

- Journal Entries acting as an adjustment should be documented (this can be as simple as making a copy of the bank statement to support the interest amount posted or bank charge amount, or a copy of the NSF check).
- Journal Entries acting as a transfer should be documented by a completed RFT (Request for Transfer). The sponsor/teacher whose account is being charged (taken away from) should sign the RFT.

TICKETS (Football/Basketball)

- Ticket Reconciliation Forms should be completed and on file.
- Ticket Inventory Log should be maintained and on file.
- Ticket rolls should be kept locked and accounted for.

Monthly Log Report

Monthly general ledger reports are to be given to all teachers/account sponsors and are evidenced by their initials on a log sheet. They are to verify the following:

- All collections remitted to the school are posted to their account.
- All items posted belong to their account.