LOCAL SCHOOL ACCOUNTING AND PROCEDURES MANUAL

COBB COUNTY SCHOOL DISTRICT
FINANCIAL SERVICES DIVISION
LOCAL SCHOOL ACCOUNTING

Revised June 30, 2010
# COBB COUNTY SCHOOL DISTRICT
## LOCAL SCHOOL ACCOUNTING AND PROCEDURES MANUAL
### TABLE OF CONTENTS

**Section I: Introduction** 5

**Section II: Principal Responsibilities** 6
- Ethics 6
- School Budget and Financial Records 6
- Checking, Savings, and Investment Accounts 7
- Control Documents 10
- School Safes 10
- School Payment Boxes 12
- Armored Car Service 12
- Contracts 17
- Payroll 20
- Property Control 21
- Cell Phones and Blackberry Devices 21
- Disposition of Financial Records 21
- School Support Organizations 22
- Student Organizations 22
- Field Trips and School Activities 22
- School Fundraising 24
- Athletics and Special Events 26
- Change Funds 30
- Parking 31
- Performing Arts 32
- Travel 32
- Use of School Facilities 33

**Section III: Revenue Cycle** 34

**Revenue Sources** 34
- The After School Program 34
- Picture Commission 34
- Vending Operations 34
- Cell Tower Funds 36
- Book Fairs 36
- Donations 38
- Interest Income 38
- Grants 38
- Summer School 38

**Remittance of Revenue** 39

**Revenue Collection** 39

Revised June 30, 2010
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Receipting</td>
<td>40</td>
</tr>
<tr>
<td>Elementary and Middle School Receipting</td>
<td>43</td>
</tr>
<tr>
<td>Depositing</td>
<td>44</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>45</td>
</tr>
<tr>
<td>Reconciling Items</td>
<td>46</td>
</tr>
<tr>
<td><strong>Section IV: Spending Cycle</strong></td>
<td>47</td>
</tr>
<tr>
<td>County Funds</td>
<td>47</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>47</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>48</td>
</tr>
<tr>
<td>Disbursements</td>
<td>48</td>
</tr>
<tr>
<td>Transfers</td>
<td>50</td>
</tr>
<tr>
<td>Procurement Card</td>
<td>50</td>
</tr>
<tr>
<td>Open Accounts</td>
<td>51</td>
</tr>
<tr>
<td>Credit Accounts</td>
<td>51</td>
</tr>
<tr>
<td>Petty Cash</td>
<td>51</td>
</tr>
<tr>
<td><strong>Section V: Reporting</strong></td>
<td>52</td>
</tr>
<tr>
<td>Types of Reports</td>
<td>52</td>
</tr>
<tr>
<td>Daily Reports</td>
<td>52</td>
</tr>
<tr>
<td>Weekly Reports</td>
<td>52</td>
</tr>
<tr>
<td>Monthly Reports</td>
<td>52</td>
</tr>
<tr>
<td>Quarterly Reports</td>
<td>52</td>
</tr>
<tr>
<td>Annual Financial Reports</td>
<td>53</td>
</tr>
<tr>
<td>Index</td>
<td>54</td>
</tr>
</tbody>
</table>
Section I: Introduction

The Local School Accounting and Procedures Manual (the “manual”), developed by the Financial Services Division of the Cobb County School District (CCSD), is designed to assist schools in administering an efficient local school activity funds accounting system. The manual has been developed in accordance with and references the CCSD Board Policies and Board Administrative Rules and related regulations.

The manual contains five main sections:

- Introduction
- Principal Responsibilities
- Revenue Cycle
- Spending Cycle
- Reporting

Local School Activity Funds (Local School Funds) are collected from students, parents, staff, community organizations, individuals and student support organizations and are used to provide support to student activities, academics, athletic programs, clubs and student and staff recognition. These funds are not taxpayer generated funds.

This manual is maintained by the Local School Accounting Department. Requests for deviations from the procedures contained in the manual and questions regarding interpretation of the manual must be directed to Local School Accounting.

The following sections contain important guidelines that must be used to manage the school’s financial operation.
Section II: Principal Responsibilities

Per CCSD Board Administrative Rule DIF, principals are responsible for the management of all funds involving school activity. The principal is ultimately responsible for the school’s entire financial operation. Management of school funds requires strict compliance with Georgia State Law, the CCSD Board Policies and Board Administrative Rules, the Local School Accounting and Procedures Manual, and the Chart of Accounts.

Ethics

Per CCSD Board Administrative Rule GBEA, “Staff Ethics,” all District employees have the responsibility to uphold the public trust and refrain from using their position for private benefit. These include, but are not limited to, occasions when the employee makes purchases for the school system.

All professional employees are expected to adhere to the Code of Ethics promulgated by the Georgia Professional Standards Commission. Please refer to the Standards in Board Administrative Rule GBEA specifically dealing with financial transactions, Standard 5: Public Funds and Property and Standard 6: Improper Remunerative Conduct.

CCSD Board Administrative Rule GBEA also prohibits the solicitation of sales and services, advertisement of products, or the endorsement of one product over another by District employees in their relations with students, parents/guardians, or other employees.

Following are requirements regarding safeguarding assets:

- Principals will be held personally responsible when funds have been mismanaged due to noncompliance with required financial procedures.
- No school funds are to be taken home or stored on personal property.
- Principals are to ensure the school staff complies with these procedures.
- This may include requiring reimbursement from the staff for the theft or loss of school funds or property.
- If a principal or any other school employee is aware of a situation relating to abuse, loss of school funds or property, or suspects that such a problem might exist, Internal Audit must be notified immediately.

School Budget and Financial Records

It is recommended the principal prepare a school budget to forecast local school revenues and the allocation of these revenues to anticipated and appropriate local school expenditures. This budget must be kept with the school’s financial records. For assistance in the school’s budget preparation, contact Local School Accounting.
School financial transactions are recorded in Activity Accounting. This program produces financial reports to assist school administration in monitoring the financial position of the school. The school bookkeeper is trained on this program and is responsible for assisting the principal in obtaining and interpreting financial information.

**Checking, Savings, and Investment Accounts**

Following are requirements for all school checking, savings and investment accounts:

- Each school is authorized to maintain one checking account for school funds. Additional savings and investment accounts may be opened for the purpose of investing idle school funds.
- The opening of all school bank accounts (checking, savings or investment accounts) must receive the authorization of the Cash Manager.
- All new school checking accounts must be opened in the District’s bid bank.
- All accounts (checking, savings and investment accounts) must be opened in a federally insured banking institution or credit union and must be held in the name of the school.
- All accounts must be FDIC or NCUA insured.
- Bank account information should never be provided to any vendor for debiting or crediting local school bank accounts directly.

**Opening Bank Accounts**

The Cash Manager in Financial Services must give approval for the school to open all new checking, savings, and investment accounts. Once the principal has received authorization from the Cash Manager and completed and returned the signature card with any additional documentation required from the financial institution, the school may proceed to use the account(s). A copy of the signed signature card must be kept with the school’s financial records.

**Check Signing Authority and Responsibility on Accounts**

The principal is required to be a signing authority on each bank account. The principal is the only person authorized to have signing authority or access to savings and investment accounts. The principal may designate two additional school administrators to have check signing authority on the school’s checking account. At the beginning of each school year, the principal is responsible for verifying signing authorities are correct for all bank accounts. Any changes in school administration may result in needed changes in the signing authority on the bank accounts (checking, savings, and investment accounts).

All administrators who are authorized check signers will be held responsible for each check they sign. Each administrator’s signature must be original and signed in black or blue ink. A signature stamp is not allowed. The authorized check signer is responsible for reviewing the disbursement package for the following requirements:

- Purchase was pre-approved by the principal or designee.
- Validity and propriety of the disbursement.
• Proper supporting documentation, signatures and account number(s).
• Compliance with disbursement procedures in this manual.

Avoiding Acceptance of Counterfeit Money

We recommend purchasing a counterfeit detector pen from our office supply bid vendor. Please refer to the websites below for additional information regarding counterfeit money.

http://www.ustreas.gov/ussm/money_detect.shtml

If you are presented with suspected counterfeit money, do not return the money to the customer.

1. Notify your administrator
2. Contact CCSD Public Safety immediately.
3. Advise your Local School Financial Specialist.

Changing Check Signers

Approval from Local School Accounting is required to change the signing authority on all school accounts (checking, savings, and investment accounts). An e-mail or letter from the principal must be submitted to the Manager of Local School Accounting indicating the bank name, account number, and the name(s) and title(s) of the new check signer(s).

If the school’s account is with the District’s bid bank, Local School Accounting will prepare the new signature card(s) and then forward to the school. The principal will obtain all necessary signatures and will forward the original copy of the new signature card to the Cash Manager. A copy of the new signature card must be kept with the school’s financial records. The Cash Manager will notify the bank of the requested change(s) and provide a copy of the authorization request to the principal.

If your school’s account is not with the District's bid bank, Local School Accounting will forward the principal's e-mail or letter to the Cash Manager. The Cash Manager will notify the bank of the requested change(s) and provide a copy of the authorization request to the principal. The bank will send the signature cards to the school for updating.

Lunchroom Account

Food Services maintains a separate depository account for all lunchrooms. Questions regarding the lunchroom account should be directed to the Food Services Accounting Department.

Taxpayer Identification Number

The CCSD’s taxpayer identification number is to be used only for the local school accounts. This number must not be given to booster clubs, parent teacher
organizations, school foundations, student organizations or other school support organizations to be used as their taxpayer identification number for bank accounts and vendors.

**Ordering Checks**

Checks are ordered by Local School Accounting. Bank supplies, deposit slips and deposit bags should be requested directly from the bank by the school bookkeeper. You will find a bank supply order form for the District’s bid bank on the Form Bank. Additional bank endorsement stamps may be ordered from an office supply company.

**Investment of Idle Funds**

Idle funds are the portion of cash balances not needed to pay current bills. Many schools can benefit from higher interest yields earned from the investment of idle funds.

Idle funds can be invested through CCSD centralized funds, savings accounts or Certificates of Deposit.

During the year, the portion of the ending cash balance not utilized for daily operating expenses should be invested with either CCSD centralized funds, Certificates of Deposit or savings accounts. Principals electing to invest in Certificates of Deposit must request the financial institution to hold these investment documents in safekeeping for the school.

Schools have the option of investing idle funds with Financial Services. Schools are only required to leave their initial deposit in the District’s centralized funds for one month before making withdrawals. Interest earned is remitted and posted to the school’s books monthly. After the initial month, the amount and length of the investment is decided by the principal. For schools with a checking account at the same bank as the District’s bank, funds can be electronically transferred in or out within 24 hours. Schools with checking accounts at other banks must wait for a District check to be processed. Schools should contact the Cash Manager for additional information.

Documentation pertaining to all school investments must be maintained in a separate file with statements or advices and filed with the school’s annual financial records.

**Cashing Personal Checks**

The cashing of personal checks from cash on hand at the school is prohibited. This includes change fund checks for athletic or other extracurricular activities and local school checks made payable to staff, faculty or security officers. Cash per student receipts or envelopes should agree to cash per the deposit slip.

The school may not give change from checks or cash. All cash and checks received must be deposited in the same form they were receipted. Checks received including funds for another entity (ex: lunchroom, PTA) must be deposited and a check issued from a clearing account for amounts owed to the other entity.
Returned Checks

Local School Accounting receives returned check notifications from the banking institutions. Local School Accounting will instruct the school bookkeeper how to handle the returned check.

At the principal's discretion, parents or students who issue two or more returned checks may be banned from writing checks to the school. Refer to the Bookkeeper Operations Manual for specific instructions on writing off a returned check.

Control Documents

The principal has responsibility for all control documents issued to the school. Control documents include checks, Master Receipts, Student Receipt Books, Classroom Remittance Report Books and Local School Purchase Orders. These documents should be properly secured. The principal may choose to delegate the safekeeping of documents to the school bookkeeper, if the bookkeeper has a secured area in which to store control documents.

School Safes

The principal is responsible for the security of school funds and maintaining the access to the school safe. Electronic locks monitor each compartment of the safe and can provide a computer audit report listing each time the safe is opened and by whom. A Personal Identification Number (PIN) is used to identify the individual who opened the safe. This information will be used in case of a loss of funds at a school.

A school may keep up to $2,500 in cash and/or checks overnight in the safe. This amount includes all school and ASP funds. This limit does not include any change funds or deposits dropped into the bottom armored car compartment.

Occasionally, the principal may decide to temporarily allow the PTSA, booster club, or other school support organizations to store their money in the school safe because the money will be more secure in this location. This money must be retrieved within one or two business days by the support organization member and at a time considered convenient by school staff.

Any problems with school safes or safe locks should be reported immediately to Local School Accounting.

Top and Middle Locks

Personal Identification Number (PIN)

Based upon the needs of the school, the principal must authorize who will have access to each lock. Each authorized person allowed to use the school safe has a Personal
Identification Number (PIN) enrolled in the lock(s) to which the user has been assigned. Principals are required to have PINs enrolled in the top and middle locks.

All PINs must be kept confidential. Each person with a PIN enrolled in a lock on the school safe must sign an FS-340 PIN Confidentiality Agreement form and send the original to Local School Accounting. This form is available on the Form Bank on the Cobb County Financial Web Site, hereafter referred to as “the Portal”. Please maintain a copy of the FS-340 form(s) in the school files.

PIN Access Changes and Deletions / Personnel Changes

When a person who has access to the school safe leaves their position, their PIN access enrolled in the lock(s) must be removed. The principal is responsible for ensuring one of the following is done before the employee leaves the school:

- The safe access is transferred from the exiting employee to the replacement employee, if both are available; or

- If the replacement employee is not available, safe access is transferred from the exiting employee to the principal or the principal’s designee temporarily. Later, when the replacement employee is available, the principal or designee transfers their temporary access to the new employee; or

- If the exiting employee is not replaced or the new employee does not require the same access to the safe, the PIN must be deleted from the lock(s). Contact Local School Accounting to arrange the removal of the PIN.

Transfers occur by changing the PIN. The transfer only takes a few minutes. Instructions on How To Change A PIN On The School Safe can be found in the Safe Manual and on the Form Bank on the Portal under General Information, Documentation and Procedures, School Safes and Drop Boxes. The FS-340 PIN Confidentiality Agreement form must be signed and sent to Local School Accounting each time a person enrolls a PIN.

The FS-339 School Safe Authorization form, located on the Form Bank on the Portal, must be completed annually and sent to Local School Accounting. It must also be completed each time a change in users occurs during the school year. The principal is responsible for ensuring the required forms are current. Please maintain a copy of the FS-339 and FS-440 forms in the school files.

Bottom Lock (Armored Car Compartment)

Each school has an assigned school PIN for the bottom lock. When the PIN is used with the special armored car service key, the bottom compartment can be opened. The armored car guard carries the key during pickup service. It is important that the armored car guards never know the school PIN.
The principal is responsible for ensuring staff members familiar with armored car pickup procedures, the school PIN, and the bottom lock are available to open the bottom compartment for the armored car service.

**School Payment Boxes**

In addition to the school safe, elementary schools, middle schools, and some high schools have a payment box (or boxes) for receiving student money. Each payment box has an electronic lock with only one (1) Personal Identification Number (PIN). The principal is responsible for deciding how limited access to the PIN will be handled within the school. The principal should know the PIN and serve as (or designate) a backup for the bookkeeper. The PIN should be changed anytime the number has been compromised. Please refer to the Portal for “How to Change PIN Instructions.”

**Armored Car Service**

An armored car service is provided to all schools to pick up deposits that have been dropped in the bottom compartment of the school safe. The principal is responsible for ensuring staff members who are familiar with armored car pickup procedures, the school PIN, and the bottom lock are available to open the bottom compartment for the armored car service.

All schools receive service on Monday, Wednesday and Friday. The service for the District is scheduled between 8:00 a.m. and 3:00 p.m. It is the principal’s responsibility to ensure school staff is available between these hours to complete the scheduled pick up of deposits. Times of service may vary each day. Per the armored car service contract, the school is allotted four minutes for deposits to be picked up. It is advisable to have several people trained and available daily to handle this service.

School personnel responsible for meeting the armored car guard must be available, have access to the armored car log book, know the school PIN, and be familiar with operation of the safe’s bottom lock and armored car service procedures. **After the first missed pickup, the school will become responsible for the cost of any subsequent missed pickups for the remainder of the school year due to the unavailability of school staff.**

**Pickup Procedures**

When the armored car driver arrives at the front office, they should inform staff of their arrival and sign the armored car sign-in sheet attached to the green clipboard provided by Local School Accounting. The driver will scan the locator card attached to the green clipboard with their time of arrival. The school staff authorized to assist the guard must check the guard’s badge and note the guard’s name for reference. School staff must take the key from the guard and unlock the safe’s bottom compartment. **The armored car guard must not assist with opening the safe except to supply the key.**
Once the safe is opened, the school staff must remove the bags, count the bags, close the safe’s bottom compartment, and give the safe key and bags to the guard. The guard will scan the authorization card and the bar code on each deposit bag. School staff must verify the guard signed each line of the log sheet for each deposit bag removed from the safe. School staff will sign the armored car service’s digital mobile logistics system for the number of bags given to the guard.

**Service Issues**

If the armored car guard does not arrive between 8:00 a.m. and 3:00 p.m. on a scheduled day, the school must complete the FS-407 Armored Car Service No Pick Up Documentation and fax this form to Local School Accounting at 678-594-8589. Unless notified by Local School Accounting of route service issues, all “no shows” must be reported on this form.

A pickup is considered missed when either of the following occurs:

1. The route driver does not arrive at your school on a scheduled day.
2. The school staff is unable to complete the pickup of deposits after the driver arrives.

**Armored Car Service:** If the driver does not arrive at your school on a scheduled day, the pickup is reported to Local School Accounting on form FS-407 and the cost is adjusted on the District invoice.

**School:** If the driver reaches your destination on a scheduled day and the pickup is missed because school staff is unable to complete the pickup, the missed pickup is reported to Local School Accounting on form FS-407 and the cost will be paid by the District. The schools will be allowed **one** missed pickup because school staff could not complete the pickup of deposits when the route driver arrives at your school. The District will pay for the first missed pickup. However, after the first missed pickup by the school, the school will become responsible for the cost of the second and any subsequent missed pickup for the remainder of the school year. The current cost is $10.89.

The principal and bookkeeper will be responsible for monitoring missed pickups. Any remittance due the District will be noted on the school month-end requirement form and payment will be remitted to the District per the instructions on the month-end form.

To minimize costs to the school, we recommend careful consideration is given to the school personnel assigned to complete pickups per instructions on the school safe form.

**Important:**

**Power Up Safe Each Morning On a Scheduled Pickup Day**

To avoid problems with opening the bottom compartment of the safe when armored car driver arrives:
1. Upon arrival at your school in the morning, turn dial counter clockwise (left) until EPI is displayed.

2. The above step will “wake up” the dial lock and should enable you to open the safe in a timely manner.

**Armored Car Service – General Operations**

If the route driver should arrive before or after the above listed contractual times and school personnel are available, please assist the driver with the pickup of deposits.

For the security of the route driver and our deposit packages, the arrival time of the driver will vary at the school from day-to-day and week-to-week. Local School Accounting will e-mail school bookkeepers when the routes are delayed or not operating due to armored car service personnel or maintenance problems.

**Sign-In Procedures**

Although the armored car service driver is at the school on official business, they must sign-in to comply with Board Administrative Rule KI, Visitors to the School.

**Signing in at a school by the armored car service driver is a two-step process.**

1. **Armored car route driver signs the sign-in sheet.**
   a. When the armored car driver arrives at the front office, they should inform staff of their arrival and sign the armored car service sign-in sheet attached to the green clipboard provided by Local School Accounting.
   b. The driver will scan the locator card attached to the green clipboard with their time of arrival.

2. **Armored car route driver signs the log book for each deposit retrieved from the bottom compartment of the school safe.**

The armored car route driver must sign in at the school’s front office. If your driver is not doing this, please ensure this procedure is followed.

**Note:** The sign-in sheets must be filed with the bookkeeper’s year-end financial records for audit purposes.

**Armored Car Service Logbook**

1. There are two different types of pages. As you open the book the page to the right is for "Currency/Other Shipments". The page to the left is for "Coin Only Shipments". The left page for "Coin Only Shipments" will not be used. Please "X" or "VOID" these pages upon receipt of your new log book.
2. On the "Currency/Other Shipment" page you will see each line has been assigned a barcode number and a barcode label. The barcode number and the barcode label number indicated in each column should be the same on each line.

3. Record the bag number, deposit description (date of deposit and deposit type, i.e. school, ASP, lunchroom) and deposit amount on the first blank line on the "Currency/Other Shipment" page.

4. Following across the page on the same line the deposit is recorded, remove the bar code label and attach it to the deposit bag. It is very important you make sure the correct label is attached to the corresponding deposit bag. Be very careful when working with multiple bags/deposits.

**Armored Car Service – When Route Driver Arrives:**

1. Route driver signs the sign-in sheet.
   a. When the armored car driver arrives at the front office, they should inform staff of their arrival and sign the armored car service sign-in sheet provided by Local School Accounting.
   b. The armored car service driver must sign in at the school’s front office. If your driver is not doing this, please ensure the procedure is followed.
   c. The driver will scan the locator card attached to the green clipboard with their time of arrival.

2. School staff assisting the route driver will check the driver’s identification badge.
   a. Note the name for reference.
   b. Never release a deposit to a driver who is not wearing an armored car service badge.

3. School staff and the armored car service driver will go to the safe with the red armored car log book.
   a. It is permissible to provide the bottom compartment access code and authorization card to several staff members because it is under dual control.
   b. The red armored car log book should be stored in a location available to staff that has access to the bottom compartment of the safe to assist with pick up of deposits. It is important this log book is kept in a secure area as it is the confirmation of deposits picked up by the armored car service to transport to the bank.

4. School staff will take the key from the route driver.

5. School staff will open the bottom compartment of the safe.
   a. Using the school’s code and the driver’s key, unlock and open the bottom compartment of the safe. **Count each deposit bag removed from the safe to arrive at the total number of bags.**
   b. Other than supplying the safe key, the armored car route driver must not assist with opening of the safe.
c. The route driver should not become familiar with the safe operation.

d. The school code must be kept confidential and not be given to the driver nor repeated in the driver's presence.

6. School staff will:
   a. Inspect bags to ensure properly sealed. Inspect bags for tears. If bags are torn or not sealed properly, do not release the bag to the route driver.
   b. Draw one line through the entry on the red armored car log book, initial and date the change and note the bag was torn or not sealed to indicate why the deposit was held at the school.
   c. Phone Local School Accounting immediately for instructions to prepare a new deposit bag.

7. Close the door to the safe and hand the key and deposit bags to the driver.
   a. Do not place the deposit bags in the driver's bag. This is the driver's responsibility.

8. The route driver will verify the number of deposit bags and sign each line on the red armored car log book.
   a. School staff should ensure:
      • The total number of bags entered on the log book agrees to the total number of bags signed for and scanned in the DMLS device.
      • The route driver signs each line of the log book for each bag listed.
      • Drawing a line in the signature block on the log book is not adequate. Request the driver sign each line of the log book. If the driver is not doing this, request the driver sign each line of the log book.
   b. The route driver will scan the bar code on each deposit package and enter the bag number and amount in the DMLS device.

9. School staff will verify the correct number of bags is recorded in the DMLS device.

10. School staff will sign the DMLS screen.

11. **DO NOT GIVE THE AUTHORIZATION CARD TO THE DRIVER.** Store the authorization card in a secure location.

**Releasing Deposits to Armored Car Service**

- When handing the deposit bags to the driver, ensure all bags are sealed properly including your school and lunchroom deposits.
- If a deposit bag is torn or not sealed, do not release the bag to the armored car driver and contact Local School Accounting immediately for instructions to prepare a new deposit bag.
Do not discuss school safe issues with the driver. Contact Local School Accounting with all questions, problems or concerns regarding your pickup or school safe.

Special Instructions for Student Holidays/Teacher Workdays

On Student Holidays when staff works:
- It is the principal’s responsibility to ensure school staff is available to open the safe for the armored car pickup.
- The allotted time for pickup is four minutes.
- If the authorized person will not be available to open the safe, please post instructions where the driver signs in so they will know who to see to complete the pickup within the allotted time.

Local School Accounting Recommendations:

1. Careful consideration should be given to staff assigned to complete pickups based on availability.

2. Establish a rotation schedule:
   - Include all personnel assigned to complete pickups
   - Ensure school staff is current on operation of the safe
   - Ensure school staff has the 4-digit school code to the bottom of the safe

3. Review the armored car procedures at regular intervals.

4. Rotate lunch periods on in-service/workdays so someone is available to complete the pickup.

5. Schedule luncheons and other staff activities on non-pickup days so all staff can participate.

6. The above steps will minimize the missed pickups and costs to the school.

Set up a file named Armored Car Procedures at your workstation. Print these instructions and form FS-407 to place in the file for a quick reference regarding armored car service.

Share these procedures with all staff members responsible for assisting with the pickup process. Call Local School Accounting if you have any questions.

Contracts

Principals may enter into contracts obligating the school. The principal must sign all contracts obligating school funds. There is no delegation of contractual authority to school staff. The following general guidelines apply to all contracts:
• Per Board Administrative Rule JJE, principals may not sign fundraising contracts obligating school or county funds for a time period longer than their current employment contract period.

• All contracts must comply with current State of Georgia and CCSD accounting and purchasing policies, including the Georgia Security and Immigration Compliance Act (OCGA 13-10-90). Current purchasing policies and thresholds may be obtained from the Purchasing section on the Portal.

• All contracts must comply with CCSD Board Policy SD-6 and Board Administrative Rule JJE.

• It is the principal’s responsibility to ensure State of Georgia and CCSD procedures are followed.

Contracts with Non-Employees Paid from County Funds

The Performance Contract (FS-213) and the Contract Remittance Form (FS-212) are to be used for all services, commissions or other forms of compensation paid to corporations or individuals who are not employees of the CCSD when paid from county funds.

Form FS-213, Performance Contract, must be completed and approved PRIOR to Contractor’s performance of services and prior to the processing of FS-212, Contract Remittance forms for payment when using county funds.

Effective July 1, 2009, all contracts must have a Contractor Affidavit (FS-214). A Subcontractor Affidavit (FS-215) must also be attached if the contractor subcontracts its services.

All original contracts paid with county funds will be held by Accounts Payable. Bookkeepers must ensure copies are maintained with school financial records.

Questions about contracts paid with county funds should be directed to Accounts Payable, Contracts Technician at 770-590-4579.

Contracts with Non-Employees Paid with Local School Activity Funds

The Performance Contract (FS-213) and the Contract Remittance Form (FS-212) are to be used for all services, commissions or other forms of compensation paid to corporations or individuals who are not employees of the CCSD when paid from local school activity funds.

Form FS-213, Performance Contract, must be completed and approved PRIOR to contractor’s performance of services and prior to the processing of FS-212, Contract Remittance Forms for payment when using local school activity funds. Effective July 1, 2009, all contracts must have attached a Contractor Affidavit (FS-214). A Subcontractor Affidavit (FS-215) must also be attached if the contractor subcontracts its services.
All original contracts paid with local school activity funds will be held by the school bookkeeper with the school’s annual financial records. The FS-212 must be faxed to Local School Accounting at 678-594-8589. Questions about contracts paid with local school activity funds should be directed to the Manager of Local School Accounting at 770-426-3313.

Payments for security officers and game officials do not require an FS-214 Contractor Affidavit.

Performance contracts are not required for picture and vending contracts; however, an annual written agreement is required between the principal and company.

**Contracts with Non-Employees Paid with both Local and County Funds**

If a contract is entered into using both county and local school activity funds, it must be clearly defined on the contract. Forms FS-212 and FS-213 must be completed, sent through the approval process, and assigned a contract number by the Contract Technician in Accounts Payable. All contracts must have attached a Contractor Affidavit (FS-214) and if applicable, a Subcontractor Affidavit (FS-215). The bookkeeper will then send a check for the local portion of the contract to the Cash Specialist in Accounting Services with instructions to deposit into the appropriate county charge code. All original contracts paid with county funds will be held by Accounts Payable. Bookkeepers will ensure copies are maintained with school financial records.

**Contracts with Employees**

All CCSD employees must be paid through the Payroll Department for any services performed beyond their contracted workday. It is the principal’s responsibility to obtain prior approval from the appropriate Human Resources administrator before services are performed. Most types of additional compensation to employees are recorded on the Supplemental Pay Form (FS-187). This form and instructions are available on the Form Bank on the Portal. It is the principal's responsibility to ensure dual pay does not occur.

**Picture Contracts**

A written agreement between the school and the picture company must be signed by the principal and filed with the annual financial records for each fiscal year. All picture packages available for purchase and the commission to be received by the school must be clearly stated in the contract. Refer to Board Administrative Rule JJE, for details on the minimum commission requirements.

The school must request a detailed listing of all students photographed in order to verify commissions received. The bookkeeper must verify the commission check is the appropriate amount per the contract. Picture contracts must conform to the general requirements listed in the Contracts section of this manual.
**Vending Contracts**

An annual written agreement between the school and any company providing vending services to the school must be signed by the principal and filed with the annual financial records for each fiscal year. The contract must clearly state the amounts of commission to be received on all products and the frequency of commission payments. Commission statements must be provided by the vending company to support the amount of commission paid. Vending contracts must conform to the general requirements in the Contracts section of this manual.

**Payroll**

**Supplemental Salary**

Payment to employees of the CCSD for services, which are unrelated to their regular duties, is permitted, provided the services are not rendered during the employee’s regular workday.

All payments to employees for these services must be processed through the Payroll Department without exception. The payment of supplemental salary and wages directly from school funds is prohibited. It is the principal’s responsibility to ensure dual compensation does not occur and prior approval from Human Resources has been obtained before services are performed. For additional information, refer to the Contracts, Contracts with Employees section of this manual.

**Salary Advances**

Salary advances and personal loans from county or school funds are strictly prohibited.

**Cash Gifts to Employees**

Any cash gift, prize, award gift card or gift certificate given to faculty or staff members from local school discretionary funds controlled by the principal must be processed through the Payroll Department. To ensure taxable gifts are given in compliance with Internal Revenue Service regulations, all gifts must be paid through payroll via supplemental pay using your school's reimbursement charge code (0100-624-1101-9990-1109-sch#). This supplemental pay may be entered on the Service Report Module at your school on a pay period selected to ensure the employee receives a separate check for the gift. Your school will be billed for the value of the gift plus the employer’s share of FICA. Please contact the Assistant Director of Disbursement Services with any questions regarding taxable gifts to employees.

The following items do not have to be reported to Payroll: gifts made by individuals, class and clubs, student and school support organizations; and faculty/hospitality contributions.
Property Control

Principals are responsible for all equipment and other school property used in school related activities, whether or not the activities occur during school hours or on school property. Equipment defined as Capital Outlay must be tagged with a District bar code decal and entered into the Fixed Asset system for inventory control purposes.

Capital Outlay is any equipment or non-expendable property with a unit cost of $1,000 or more and an expected useful life of longer than two years. Cost should include installation and peripherals.

For any additional questions concerning accountability for portable equipment, donated property, teacher laptops, transfer of equipment to another location, disposal of school property, trade-in of school property, loss of equipment, restitution for damage or theft of school property by students, contact Property Control Department at 770-590-4514 or refer to the Property Control Users Guide on the Portal. Also, refer to Board Administrative Rules DID, DO, and ECAD for additional information concerning school property procedures.

Cell Phones and Blackberry Devices

Principals are allowed to use local school activity funds to enter into cell phone/Blackberry agreements with the District’s awarded bid vendor providing they have budgeted sufficient funds for these expenses. These agreements may not extend beyond the principal’s contractual period or for a period of more than one year. The District does not allow payments, reimbursements or partial payments for personal cell phones for principals or any other employees. Please refer to Board Administrative Rule GBDA, Communications System: District’s Inter and Intra Communications, for additional information on communication procedures. Also, contact the Vendor and Documentation Specialist at 770-514-3838 for information regarding District cell phone or Blackberry device procedures.

Disposition of Financial Records

School records must never be thrown away or discarded by the school. School financial records and related files should be properly boxed, labeled and safely stored for each school year. Schools are required to maintain all financial records and related files at the school for a period of five complete fiscal years. After this time, the principal must prepare a Records Transmittal Form, Form EHB-2 and arrange for the immediate destruction of the records. All pertinent information regarding records is found on the Purchasing Home Page under Records Management.

For additional information on the storage, maintenance, retention, transfer, retrieval and destruction of records refer to Board Administrative Rule EHB.
School Support Organizations

School support organizations, (Parent Teacher Association PTA/PTSA, booster clubs, school foundations, and Partners at Large) assist schools by providing volunteers and financial support. These organizations are separate legal entities and must have a federal tax identification number. They are not allowed to use the District's tax number.

School support organizations must have separate checking accounts and maintain their own financial records. Principals, administrators and coaches may not have signature authority on the organizations’ checking accounts.

All fundraisers held by support organizations must be approved by the principal and processed through the organizations’ financial records. All purchases, including invoices, must clearly indicate the support organization has made the purchase. Invoices received at the school on behalf of the support organization that indicate the school’s name must be corrected to indicate the support organization’s name.

If a support organization wants to make a purchase to benefit the school and take advantage of the District's bid pricing, the organization must make a donation to the school. The school will then make the purchase per the intent of the donor.

School Clubs

School clubs are defined as “curriculum related student groups including all faculty-led non-curriculum related student groups which do not hold or espouse any particular religious, political, or philosophical beliefs.” Funds collected by school clubs must be processed following the school’s financial procedures and accounted for through the school’s financial records. Refer to Board Administrative Rule JJ for additional information.

Student Organizations

Student Organizations are defined as “student-initiated, student led non-curriculum related student groups, including all groups which hold or espouse any particular religious, political or philosophical beliefs.” Funds collected by student organizations which are not school clubs must not be handled as part of the school’s financial procedures or accounted for through the school’s financial records. Refer to Board Administrative Rule JJ for additional information.

Field Trips and School Activities

Field trips are defined as a planned educational experience directly related to and correlated with a particular unit of study or specialized function of the school. Field trips originate from the teacher and are submitted to the school administrator on the appropriate IFCB form.
The field trip is entered into the Field Trip Management System and must be approved by the principal in this system. All field trips and activities must comply with Board Administrative Rule IFCB.

Each field trip or school activity for which donations will be collected and/or payments disbursed should be assigned an account number from the Chart of Accounts. All field trips and activities for which donated funds are collected should be self-supporting. Consideration should be given to the entire cost of the trip including admission tickets, meals, transportation, tips, and substitute teachers before determining how much to request from students. Contact Transportation to verify updated mileage costs used in the cost analysis. All school correspondence to parents regarding the field trip must clearly detail the costs of the trip.

Tip payments to bus drivers and tour guides are allowed if included in the requested donation amount. It is best to arrange payment of these amounts through the bus carrier or travel agency and to have the tip amount included in the Performance Contract.

Prior to the day of the field trip or activity, the staff member organizing the field trip or activity must determine if donated funds collected will cover the cost of the entire trip or activity. If the donated funds are not sufficient, the trip or activity may be canceled unless the principal chooses to cover the deficit with other local school funds. If the trip is canceled, parents must be issued a refund unless they designate in writing the trip fee may be considered a donation to the school.

The school will receive an invoice generated by Financial Services for payment of substitute teachers for the field trips and transportation provided by official CCSD buses. The payment of these invoices should be posted to the assigned field trip account.

Please refer to the CCSD Travel Regulations for District travel regulations when staff is traveling with students.

After all expenditures have been paid:

- If less than $10 per student remains in the field trip account, the school may use this money, at the discretion of the principal, for another trip or event to benefit the same students who overpaid.
- If $10 or more per student remains in the field trip account, schools must notify the parents. Parents must be given the option of a refund or to apply the balance to a future activity planned for the same group of students. If parents request refunds, school checks must be issued to the parents for the amount of the remaining balance.

After the field trip expenses have been paid, the balance in each field trip account should be brought to zero by transferring funds to or from the Main Field Trip account. This will allow the school to provide for occasional minor overages or underpayments of field trips, since it is not always possible to calculate the exact cost of a trip.
The Main Field Trip account may maintain a balance of $1,500 or less after all previous year expenses have been paid.

Previous year expenses usually are not paid in full until the first part of next school year. Thus, the $1,500 balance is a guideline to use until all previous year expenses are paid in full. Any excess funds over $1,500 must be distributed among all grade levels throughout the current school year as field trips are taken. The allocation of funds to each grade level is at the discretion of the principal. Funds must be used for current year field trips and should benefit the students equitably.

**School Fundraising**

All fundraising projects must be approved in accordance with CCSD Board Administrative Rule JJE.

Fundraisers should benefit instructional programs, clubs, and student recognition. Each fundraiser must have a designated purpose clearly communicated in the dissemination of information to students, parents, and the school community. Profits generated must be spent for the purpose designated when the fundraiser was originally advertised. Regardless of sponsor, fundraisers must be approved in advance by the principal. Form JJE-1, Fundraising Proposal and Cost Evaluation should be submitted to and approved by the principal for fundraisers specified on form whether sponsored by the school or a school support organization. This form is located within Board Administrative Rule JJE.

Principals are encouraged to establish a fundraising screening committee. This committee may be composed of representatives from administration, faculty and school support organizations. The committee is to assist the principal with the determination of the fundraisers the school will support and the coordination of all the school’s drives with school support organizations and other fundraising and charitable activities. It is not recommended for bookkeepers to organize fundraisers.

Schools are prohibited from conducting door-to-door fund raising by students in activities sponsored by the school in which students would be selling items or soliciting advertisements, contributions, pledges, or orders.

No up-front money should be paid to a vendor for a fundraiser.

Fundraising may involve students during instructional time, only when involved in curriculum-related exercises (examples: reviewing and purchasing book fair offerings, hat day, jumping rope for Jump Rope for Heart).

Fundraiser expenses should be paid from the fundraiser account. Profits from each fundraiser should be transferred to the appropriate account benefiting from the fundraiser as originally communicated.
Exceptions to these requirements are cell tower and commitment card funds. These funds may be transferred to Instructional as needed. Refer to Board Administrative Rule FJA for appropriate use of cell tower funds.

**Online Fundraisers**

The principal shall ensure the prior approval of all fundraising activities including those by school support organizations. The principal should also refer to Board Administrative Rule KJA, Relations with Booster Organizations, if a booster club is conducting any fundraiser. Financial Services must give prior approval of the online fundraiser and its proposed contract(s). The principal must submit a written request and a copy of the contract to the Chief Financial Officer.

**Cash/Check Tally Form FS-124**

The FS-124 Cash/Check Tally Form is used for the collection of money for school-sponsored fundraisers or activities to be deposited directly into the school financial books. (Examples of when this form would be used: Biscuit sales, concessions, book fairs, collection of small amounts of money for an activity, i.e., hat day, etc.). This form must be completed in its entirety by the CCSD employee(s) who collected the money. The form is also required to be verified, signed, and dated by the Principal/School Administrator and the bookkeeper. It is recommended bookkeepers not organize fundraisers. If a bookkeeper is involved with the collection of fundraiser money, another employee must assist with verification of funds.

**Raffles**

Refer to Cobb County Sheriff’s Department for guidelines dealing with operating a raffle: [http://www.cobbsheriff.org](http://www.cobbsheriff.org)

**Employee Fund Drives**

Board Administrative Rule GAJA allows for fundraising and/or employee assistance drives for participation by CCSD employees. The Cobb County Board of Education or its designee must approve these fund drives.

**Community Fund Drives**

In accordance with Board Administrative Rule JJE, schools may conduct community agency fund drives in compliance with Financial Services' approved policies and procedures. The activities must emphasize humanitarian motives.

The charitable organizations shall provide the means to collect and transport donations unless the sponsoring employee is voluntarily willing to do so outside the instructional day. Parent volunteers may also be used to collect and/or transport donations. Schools are prohibited from handling and depositing these funds into the school’s bank account. Participation by students and/or employees is voluntary. Relay for Life and United Way are District wide exceptions to this rule.
Collection Jars

Collection jars for fundraising activities are allowed if the collection only takes place during non-instructional time. The jar must be constantly secured by a staff member. Collections must be removed, counted and given to the school bookkeeper daily by the staff sponsor or administrator.

The FS-124 Cash/Check Tally Form must be completed daily by the staff sponsor or administrator and turned into the school bookkeeper with all the jar collections. Money must not remain in the jars overnight.

The principal must determine if the benefit of the fundraiser outweighs the additional time spent by staff counting coins associated with jar collections.

Athletics and Special Events

The principal should designate an administrator to be responsible for each athletic or special event and the money collected at these events.

This administrator is responsible for the following financial duties:

- At the event, a minimum of two people must conduct the activity at the entrance or gate. One person sells tickets and collects money and a second person collects tickets from people entering the gate. Note that only one person is needed at gates at which non-paying customers enter.
    - For varsity football, varsity basketball, or high attendance events, a security officer must remain near the area in which money is being handled.
    - All revenues collected must be stored in the school safe on the day of the athletic event. No funds are to be taken home, stored on personal property or kept at the school in a location other than in the school safe.
    - Bank deposits of revenues collected must be prepared and dropped for armored car pickup within one business day of the event.
    - All gate receipts must be processed through the school’s books.

Ticket Sales: Additional Procedures

The following are additional procedures for ticket sales at athletic or special events:

- Only School District employees are authorized to sell tickets on school grounds.
- Ticket sales may be conducted at the event, before or after school and/or during the student lunch periods.
- Monies for Prom tickets should not be collected off-site.
Sports Passes

High Schools are allowed to sell sports passes to students for student attendance at multiple sporting events for one reduced price. Before the sale of these passes, the principal and school athletic director must determine the percentage breakdown of the athletic pass receipts to the appropriate athletic sports. When the school bookkeeper posts the sports pass receipts in Activity Accounting, she may use this percentage to distribute receipts to the appropriate athletic accounts or post the receipts in a General Athletic Account. Refer to the Chart of Accounts concerning the use of this account.

Required Reports

The following reports are required to be completed for athletic or special events involving the sale of tickets:

- The school must complete a Ticket Control Log (FS-178) for ticket inventory purposes. The packing slip from the current ticket order should be retained in order to verify the number of tickets on hand. A beginning inventory should be taken each year if tickets are remaining from a prior year. A separate log must be kept for each ticket color.

- Each person who sells tickets must complete the Ticket Report (FS-175). This form provides a reconciliation of the ticket seller's unused tickets with the cash returned. The gate supervisor or administrator must approve each form.

- When tickets are distributed for an event, the Ticket Control Log must be completed with the date tickets are distributed (“date logged out”), the beginning ticket number issued, and the type of ticket and description of the event. When tickets are returned to storage, the Ticket Control Log must be completed with the beginning ticket number returned and the number of tickets used. The log should be initialed in the space provided. The principal is required to sign the logs at the end of the year.

- The Ticket Report and Ticket Control Log must be retained and filed with the school’s annual financial records.

Tickets Printed by the School

The school may print its own tickets for use at events. However, these tickets must be numbered sequentially and the software program used must be resident on a computer controlled by a school administrator. All ticket printing activity must be saved on the hard drive of this computer. These tickets must be issued using the Ticket Control Log procedures.

Electronic Cash Registers

Electronic cash registers can be used for ticket sales at the discretion of the principal. Registers streamline the process of reconciliation and financial reporting. Athletic and Special Event revenue procedures above must be followed. When using electronic registers, the Gate Report (FS-233) replaces the Ticket Report (FS-175) and the Register Control Log (FS-223) replaces the Ticket Control Log (FS-178).
The Register Control Log (FS-223) must be maintained for each register. Each entry on this form must correspond to a Gate Report (FS-233). Each entry should include the date of use, the beginning and ending receipt number and event for which the register was used. The person to whom the register was issued should initial the log entry. The beginning and ending receipt numbers recorded must be continuous. If the numbers are not continuous, the reason should be documented.

The Gate Report (FS-233) must be completed for each register at each event (or set of events). The Gate Report should be completed as outlined below. Any steps requiring the use of a manager (MA) key should be performed by an administrator.

**Pre-Event Procedures**

1. Set the register up at the desired location and plug the register into an electrical outlet.

2. Select the Z1 position on the mode switch using the manager (MA) key.

3. Press the decimal key followed by the CA/AT key. This will produce a Z1 report printed to a receipt. This receipt should have a zero total and no department figures. It will show grand totals. If the Z1 report shows anything but a zero total or displays department totals, the register has been tampered with since the last closing Z1 report was run. Once the report has been run, place the mode switch in the “OFF” or “REG” position and remove the manager key. Refer to your cash register manual as needed.

4. Record the following information on the Gate Report: School name, date, cashier, location, register number, department description, unit price, amount of change issued and the beginning receipt number (found on the Z1 report as the four digits following the register number).

The above four steps should be repeated for each register opened.

**Post-Event Procedures**

1. Run a Z1 report following the instructions above. Refer to your cash register manual as needed.

2. Record the following on the Gate Report:
   - the number sold (indicated on receipt as Q) and the sales amount for each department.
   - the Grand Total Sales (indicated on receipt as TL).
   - the ending receipt number.

3. Count the money in the drawer and record the amount on the form.

4. Record any overage or shortage.
5. Have the cashier and the gate supervisor sign and date the form.

6. Attach Z1 reports to the Gate Report.

The Register Control Log (FS-223) and Gate Report (FS-233) should be filed together and kept with the school’s annual financial records.

Refer to the school’s electronic cash register operating manual for questions regarding operating instructions, programming or errors.

**Additional Electronic Cash Register Recommendations**

- The register can accommodate a custom logo imprint on the top of each printed receipt to aid in the detection of fraudulent tickets.

- Presale tickets can be sold as Single Item Cash Sales in order for an individual receipt to print for each ticket sold. Refer to the school's electronic cash register operating manual for further details on Single Item Cash Sales.

- Rolls of actual tickets should be on hand for use in the event of a power failure.

- Advancing the journal paper at the end of each day’s sales will aid in the search for daily activity.

- When possible, programming functions should be performed between opening and closing Z1 reports to eliminate gaps in the sequential receipt numbers from one day’s transactions to the next. If programming functions must be performed at other times, the programming record receipt(s) must be filed and recorded in the Register Control Log.

**Concession Revenues**

Board Administrative Rule DFD, Athletic Concession Monies, should be reviewed for further information regarding concession sales.

If the school is the direct recipient of the monies received from the sale of athletic concessions:

- Concession sales must be recorded on the Cash/Check Tally Form (FS-124).
- One concession volunteer or two volunteers if possible, must count cash collections and sign the form.
- A school administrator must verify the cash count and approve the form.
- Additional information on the form must be completed in its entirety.
- All revenues collected must be stored in the school safe on the day of the event.
- Bank deposits must be prepared and dropped for armored car pickup within one business day of the event.
• No funds are to be taken home, stored on personal property or kept at the school in a location other than in the school safe.

If the principal elects to consider the concession sales as a fundraising activity for a specific booster organization:

• All receipts must be collected and recorded in the booster organization’s financial records.
• All concession invoices must be paid directly by the booster organization.
• The school support organization must follow Board Administrative Rules JJE and KJA.
• This election applies only to concession sales. All gate receipts must be processed through the school books.

Change Funds

All change funds must be stored in the school safe when not being used in the revenue collection process. The school bookkeeper is required to post this change fund in the Change Fund account in Activity Accounting. An FS-381 is required to request and properly document the change fund.

High Schools

High schools with a checking account at the District’s bank order their change in compliance with the bank’s change order system. An FS-381 is required to request and document the change fund. Complete FS-381 in its entirety and obtain principal’s signature before cash is ordered from the bank. An FS-420, Change Order Entry Form must be completed, phoned in and faxed to Local School Accounting on the same day of obtaining the bank’s confirmation number. The change fund will be delivered to the school within four to five business days via the armored car service. If the change fund is not received timely, please contact Local School Accounting for specific instructions. Please refer to the Bookkeeper’s Operation Manual for posting change funds.

High schools with a checking account at a bank other than the District’s bid bank must order their change fund directly from the armored car service. This check will be posted to the Change Fund account. An FS-381 is required to request and document the change fund.

The change fund for all football games or other special events must be re-deposited in the same amount as requested no later than the business day following the event. The change fund for all other athletic events must be re-deposited in the same amount as requested on or before the last day or last game in the month, whichever occurs first. The change fund must be re-deposited before winter or spring holidays, unless a game is to take place during these holidays. In this case the funds must be re-deposited on the first business day after the game.

In an emergency, all high schools may follow the procedures for elementary and middle school change funds.
Elementary and Middle Schools

Elementary and middle schools must make change fund checks payable to an administrator without check signing responsibility. Please complete an FS-381 in its entirety and obtain principal’s signature before writing a check for change fund. The administrator will go to the bank with his/her district badge, cash the check, return to school with the change fund and give it to the bookkeeper to secure in the school safe. The staff member (sponsor of the event) to whom the change fund is given becomes the custodian of the fund and is responsible for ensuring the original change fund amount is returned to the bookkeeper at the end of the event. The change fund must be re-deposited at the completion of the event and in the same amount as requested. Please refer to the Bookkeeper’s Operation Manual for posting change funds.

For book fairs, an FS-381 completed and signed by the media specialist, is required to request and document the change fund. Refer to the School Sponsored Book Fair section for additional procedures.

Parking

Parking revenues are collected for semester parking fees, second car decals, one day decals, fines and staff parking tags. Each type of revenue is posted to a separate account on the school’s financial records.

The following financial procedures are required for parking:

- **All money collected for parking (including one day parking receipts) must be remitted to the bookkeeper on the day collected.** The bookkeeper must verify and deposit this money.

- **Campus officers may not collect fees, fines, decal sales, or accept payments for parking, including one day/emergency.**

- A Classroom Remittance Report Book must be used to record the collection of one day receipts.

- The Parking Receipt Log (FS-338) must be used in lieu of student receipts when issuing parking decals for semester and second car permits. A copy of a completed Parking Permit Application and Vehicle Registration form (Form PAVR) is the student’s receipt.

- The fees collected for semester parking, second car decals, one day decals and staff tags must be remitted to Accounting Services, within ten business days of semester end. Proper documentation, including account reconciliations and a copy of FS-121, Parking Fee Remittance Report, should be included in the disbursement package.
• The Parking Fee Remittance Report (FS-121) should be completed and signed as per instructions. The original FS-121 and a copy of school check should be mailed to Local School Accounting within ten business days of semester end.

• All parking fines must be receipted in a Student Receipt Book. The school may keep all collections from parking fines and use them in accordance with the Chart of Accounts. Performing Arts

Performing Arts

The CCSD collects donations from elementary and middle school parents for Performing Arts programs. The donations are collected at the schools during the months of August and September and remitted to the District per instructions from the Performing Arts Coordinator. The collected funds are used to provide district-wide performances for several grade levels to be managed at the District level. After considering the costs associated with providing these performances, excess funds will be distributed back to each elementary and middle school. The distribution is based upon enrollment and will be used for performances during the current school year.

It is recommended each school’s Performing Arts Committee decide the appropriate performances for the designated grade levels based upon donations redistributed to the school. If a school does not provide performances for their students during the school year, they may be required to return the funds to the District to be redistributed to all schools in the following school year.

Donations from parents are recorded in Performing Arts Revenue (account 603) in Activity Accounting. Remittance of donations to the District must be made per instructions from the Performing Arts Coordinator and then by the 10th of each of the following months unless otherwise specified by Local School Accounting.

Redistribution of donations by the District will be recorded in School Performing Arts (account 190).

Travel

All school personnel are required to follow CCSD Travel Procedures as set forth by the Payroll Department. It is recommended school personnel read and understand these procedures when arranging and traveling on District business. Updated CCSD Travel Procedures and travel forms are available in their entirety on the District’s Portal.

Please refer to the Procurement Card Manual on the Portal for regulations on using the procurement card for travel.

Travel with Students
All travel with students must be entered in the Field Trip Management System, approved by the principal and comply with Board Administrative Rule IFCB. For the accounting of this travel, refer to the Field Trips and School Activities Section.

**Use of School Facilities**

School facilities are substantial investments serving many community needs. Therefore, the District encourages the community use of school facilities consistent with the applicable law. Use of school facilities by community groups and organizations is regulated by the administration through the Facility Use Department. Contact the Facility Use Coordinator at 678-398-5102 for additional information. Also, refer to Board Administrative Rule KF for further information.

**Solicitation on School Property**

According to Board Administrative Rule KH, no person, firm, corporation, or business shall enter upon school property for any purpose of selling, trading, or bartering merchandise of any kind to a student, employee, school club or student organization, nor shall any of the above enter upon school property for the purpose of soliciting money from a student, employee, school club or student organization for any purpose other than approved exceptions. Refer to Board Administrative Rule KH for regulations and specific information on solicitation on school property.

**Advertising on School Property**

The District recognizes public schools exist for the educational benefit of students. Revenues generated through commercial advertising on school campuses shall be used to help defray the cost of extracurricular and interscholastic participation of students. Refer to Board Administrative Rule KH for specific information concerning allowed advertisements.
Section III: Revenue Cycle

Revenue Sources

The After School Program

School Leadership, Curriculum and Instruction, Human Resources, and Financial Services jointly administer the After School Program.

Please refer to the After School Program Procedures Manual for specific information regarding ASP.

Picture Commission

Picture commission is the most common fundraiser for all schools. A written agreement between the school and the picture company must be signed by the principal and filed with the annual financial records for each fiscal year. Refer to the Pictures Contract Section in this manual and Board Administrative Rule JJE for actual contractual terms. Picture contracts must conform to the general requirements listed in the Contracts section of this manual.

The school must request a detailed listing of all students photographed in order to verify commissions received. This detailed listing must be filed with the school’s financial records. The bookkeeper must verify the commission check is the appropriate amount per the contract. Detailed commission statements must be provided by the picture vendor to support the amount of commission paid.

Generally, picture commission is used for instructional purposes. Elementary and middle schools are allowed to use 50% of current year picture fundraising profits for faculty and hospitality needs. High schools are not allowed to use picture fundraising profits for faculty and hospitality needs.

Vending Operations

School vending operations may be on a commission or non-commission basis. Vending profits earned at schools can be used at the discretion of the principal within the following guidelines:

- 100% of vending profits generated by faculty and staff only (i.e. most elementary and some middle schools) may be spent on faculty hospitality and staff recognition.
- 50% of vending profits generated by a combination of faculty, staff and students (i.e. all high schools and some middle schools) may be spent on faculty hospitality and staff recognition.

For additional information concerning Vending Contracts, refer to the Contract Section in this manual.
Non-Commission Basis Vending Procedures (including pencil machines)

The following procedures must be followed when schools elect to operate their vending machines on a non-commission basis:

- **Recommended for Elementary and Middle Schools only**

- Vending products must be stored in one central location that has a deadbolt lock (or other secondary lock) installed on the door. Keys to the deadbolt lock should be limited to the principal and a maximum of two people designated by the principal.

- Keys to the vending machines must be retained by the principal, or one designee other than the bookkeeper.

- The principal must designate two employees to collect and count money from the machines and to fill the machines. These two employees must always accompany each other during the collection of money and/or filling of the machines. It is recommended the bookkeeper not assist in the collection of vending receipts; however, it is not prohibited.

- The employees designated to collect and count money removed from the machines must remain with the money until the bookkeeper counts it. The bookkeeper and employees must agree to the count. All vending machine money must be prepared for deposit and dropped for armored car pickup on the day it is removed from the machine. A signed Cash/Check Tally Form (FS-124) must accompany the money and a copy included with the deposit package.

- Money collected from vending machines must be counted separately and recorded in separate financial accounts. Separate financial activity accounts must be maintained for each type of vending operation to provide an accounting of each operation’s profitability (snacks, drinks, pencils).

- Accounts for vending use should be set up as specified in the Chart of Accounts. Receipts and disbursements for drinks, snacks and pencils must be posted to the appropriate accounts.

- All drinks, snacks or pencils provided to individuals or groups free of charge must be documented on the applicable form FS-113, Drink/Snack Record of Giveaways, and Sales at other than Retail Price. This form lists the number of items given away, to whom they were given and the reason. Damaged or expired items must also be recorded on this form when the items are discarded.

- The actual number of products purchased must be clearly marked on each receipt or invoice at the time of delivery. If vending prices change, an inventory count must be performed and the results documented in the financial records.
• It is recommended all schools remove money from the vending machines on the last workday of the week so money is not left in the machines over the weekend. Money must always be removed before a holiday period.

• When the vending operation changes from non-commission, the school must ensure money is collected or credit is received for products in the machines.

If a school is unable to follow the above procedures, it may be necessary for the principal to place the vending operation with a company offering commission on a contractual basis. Any theft or suspected theft of product or cash must be reported to Internal Audit immediately in accordance with Board Administrative Rule DIEA.

**Cell Tower Funds**

Sixty percent (60%) of revenues generated from cell tower lease and easement agreements are paid to the host school. The additional forty percent (40%) of revenue is placed in the general fund for use by other schools.

The use of funds by the schools should be targeted for:

- Curricular/co-curricular and extracurricular activities having a direct impact on staff and students.
- Additional equipment and materials.
- Capital outlay projects similar to existing projects.

Funds are restricted and cannot be used for the following:

- Celebration activities.
- Staff and student incentive programs.
- Activities of a social nature.

Cell tower funds should be set up as a fundraiser account. For additional information regarding cell tower funds, refer to Board Administrative Rule FJA and Board Policy SD-10 (Community and Communication Involvement).

**Book Fairs**

**Book Fairs Sponsored by the PTA**

Collection and accounting of book fair money must be handled through the PTA’s financial records.

**Book Fairs Sponsored by the School**

- According to Board Administrative Rule JJE, school sponsored book fairs shall operate as an extension of the school media program and may be conducted during the instructional day.
- Book fair offerings are allowed to be purchased during the student’s instructional time.
The book fair sale shall be by contract between the local school and the book fair company.

Under the principal’s direction, the school media specialist is responsible for the operation of the school sponsored book fair and ensuring District policies and procedures are followed concerning the collection of funds.

In addition to District employees, parent volunteers are allowed to assist with the book fair. This assistance includes counting the money and completing the FS-124 Cash/Check Tally Form.

All book fair collections must be turned in to the school bookkeeper daily. All cash and coins collected should be listed on an FS-124, Cash/Check Tally Form. The cash and coin, together with checks received, should agree to the total book fair sales. There are two methods to account for funds collected:

1. **Cash Register**
   - The use of a cash register is preferred.
   - A cash register may be supplied by the book fair vendor or purchased by school with book fair profits.
   - Registers provide a receipt for each sale and a daily summary “Z” tape.
   - “Z” tape must be printed daily to give to school bookkeeper.

2. **Classroom Remittance Book**
   - The remittance book must be issued from the school bookkeeper to a District employee.
   - The pages used must be totaled and balanced to the money collected.

**Change Fund for School-Sponsored Book Fair**

- The media specialist must complete form FS-381, Local School Check Request and obtain principal’s signature prior to cashing the check for the change fund.
- At the discretion of the principal, the check for the change fund may be payable to the media specialist or an administrator **without** check signing authority.
- Change fund must be stored nightly in the school safe.
- At the conclusion of the book fair, the amount of the change fund must be returned to the school bookkeeper.

**Book Fair Operated by the Book Fair Company**

The book fair may be contracted with the book fair company whereby the collection is performed by book fair company employees, processed in the book fair company’s financial records, and the school receives a commission check for books sold.

A contract must be signed by the book fair company representative and the principal. The principal is not allowed to delegate contractual authority. The commission to be received by the school must be clearly stated in the contract. The school media specialist must request a detailed listing of all books sold in order to verify commission received. This listing must be filed with the school’s financial records.
Donations

Cobb County School District is a political subdivision of the State of Georgia. Donations made payable to the District are deductible by the donors as provided under Section 170 of the Internal Revenue Service Code.

All donations must be used as specified by the donor. Unspecified donations should be used for the instructional program, student recognition, or other school needs (excluding hospitality purchases).

Donations to be used “at the principal’s discretion” must be supported with written documentation from the donor allowing this use.

All cash or check donations of $250 or more received by the school must be acknowledged by a letter on school letterhead to the donor specifying the contribution amount, itemized disbursements and any remaining balance. These letters should be issued no later than June 30th of each year.

The following procedures apply to donated funds:
- No disbursements are to be made directly from donation accounts.
- Funds should be transferred from the donation account to the account where the disbursement is recorded.

For information on donated property, refer to the Property Control User’s Guide on the Portal.

Interest Income

Interest income can be used to benefit the school in accordance with the Chart of Accounts. All interest income earned on the checking account and other school investments must be posted to the school financial records.

Only elementary and middle schools may use up to 50% of interest income to purchase items for faculty and non-faculty recognition and hospitality. Interest income may not be used for hospitality and staff recognition in high schools.

Grants

Grant income should be receipted and disbursed in accordance with the Chart of Accounts per the grantor’s instructions. For detailed procedures regarding the administration of grants and the grant application process, contact the Grant Administrator, Office of Accountability.

Summer School

For detailed High School Summer School receipting procedures, refer to yearly receipting procedures issued by the High School Summer School program. For High School Summer School account usage, refer to the Chart of Accounts.
Middle School is administered by the Middle School Director, Curriculum and Instruction. Receipting procedures are issued each year by Financial Services. For Middle School account usage, refer to the Chart of Accounts.

**Remittance of Revenue**

All revenue due to CCSD must be remitted as follows:

- **ASP Tuition**: after tuition on the last day of the month is posted, typically the first business day of the next month.
- **Performing Arts**: per the instructions received from the Performing Arts Coordinator concerning beginning of the school year collections and then on the 10th of each month thereafter.
- **Parking**: within ten days of semester end.
- **Adult Education Registration, Book Deposits, GED**: by the 10th of each month.
- **Summer School Tuition**: per instructions from Local School Accounting.

Lost and damaged textbook revenue and parking fines are retained by the school to be used in accordance with the Chart of Accounts.

**Revenue Collection**

All receipts received in the name of the school, whether or not they are received during school hours or on school property, must be deposited to the school’s bank account and accounted for through the school’s financial records.

**Authorization to Receipt**

Only CCSD employees are authorized to collect and/or process money with the following exceptions:

- Students on the annual staff in high schools only may collect and receipt funds received for annual sales. These funds must be deposited and processed through the school’s checking account. Students should sign their own name to each receipt in the teacher’s individually assigned receipt book. All receipts and money must be submitted daily to the annual staff sponsor who will initial each receipt and then follow normal procedures for balancing money and turning it in to the bookkeeper. The annual staff sponsors are responsible for all money collected and receipts issued using their individually assigned receipt books.

- If a principal elects to consider concession sales as a fundraising activity for a specific booster organization, booster club members may collect the concession revenue. Refer to Board Administrative Rule DFD for more information.

- Money collected by school support organizations during school support organization sponsored activities may be collected by non-employees of the school system if processed through the support organization’s financial records. All checks collected using this method must be made payable to the school support organization. All
activities must be pre-approved by the principal. Students may assist with these collections under direct supervision of an adult volunteer.

- Money collected for student insurance by a non-employee (i.e., the insurance agent) is not required to be processed through the school’s financial records. All checks collected using this method must be made payable to the insurance company.

- Money collected by the picture company for student pictures must be receipted through the picture company’s financial records. All checks collected using this method must be made payable to the picture company.

- Money collected by vendors selling graduation paraphernalia may be receipted through the vendor’s financial records. All checks collected using this method must be made payable to the vendor.

- Students may assist with the collection of money during school sponsored activities when under direct supervision of a CCSD employee. The CCSD employee must complete the Cash/Check Tally Form (FS-124) and follow normal procedures for balancing money and turning it in to the bookkeeper.

- Money collected and counted by adult volunteers at school sponsored Book Fairs must be recorded by the adult volunteer on the Cash/Check Tally Form (FS-124). Adult volunteer must follow normal procedures for balancing money and turning it in to the bookkeeper.

- Students are not permitted to receive money or write receipts, except as noted above. Students must not transport money to the bookkeeper for the teacher.

High School Receipting

Use of Student Receipt Books and Classroom Remittance Report Books

Receipt books are issued by the school bookkeeper in order for school staff to record money collected.

Student Receipt Books can be used for money collected on school property. Receipts are prepared in triplicate. The original white copy is given to the person from whom money is collected. The pink copy is turned in to the bookkeeper along with the money collected. The yellow copy remains in the receipt book.

Classroom Remittance Report Books may be completed when collecting amounts of $25 or less per student. Classroom Remittance Report Books are for collecting club (not class) dues and athletic physicals regardless of the amount. Students must sign their name on all Classroom Remittance Reports. Single sheets of Classroom Remittance Report Books may not be issued. The book must remain intact.
School employees collecting one-day parking fees must use the Classroom Remittance Report Books. The students must sign their own name on the report.

When a receipt book is full or no longer needed by a staff sponsor, it must be returned to the bookkeeper. All receipt books issued during the school year must be returned to the bookkeeper prior to the end of the school year. Each book must be balanced by the bookkeeper.

If a receipt book has more than one-half of receipts remaining at year-end, the bookkeeper may choose to reissue the book after balancing it. For Student Receipt books, indicate below the last completed receipt the year-end with a line (i.e., End of FY09). Below the line, indicate beginning of next fiscal year (i.e., Beginning of FY10). A receipt book should not be issued more than two times. All reissued books must be listed on the control log for each year. Reissued books must be filed with financial records for the final year used.

**Control Logs**

Control logs account for all receipt books assigned to a school, the date issued, to whom issued, and when returned.

All Student Receipt Books and Classroom Remittance Report Books issued to a high school at the beginning of the school year will be recorded in numerical order on a control log sent to the school by Local School Accounting. All other Student Receipt Books and Classroom Remittance Report Books issued to all schools during the year must be recorded in numerical order on the appropriate control log when the books are received. Student Receipt Books are recorded on form FS-206. Classroom Remittance Report Books are recorded on form FS-231.

At the end of each year and after all receipt books have been balanced by the school bookkeeper, each control log must be closed out and filed with the year’s financial records. The principal must sign each page of the control logs indicating all receipts are accounted for and all used books have been balanced.

A new control log must be prepared each school year. Unused and incomplete receipt books from the prior year must be listed first.

For detailed instructions on completing control logs, refer to the Bookkeeper Operations Manual.

**Receipting Procedures for Receipt Books**

The following procedures must be followed for all receipts written from both Student Receipt Books and Classroom Remittance Report Books:

- Students on the annual staff in high schools only may collect and receipt funds received for annual sales. Students should sign their own name and the teacher’s initials to each receipt in teacher’s individually assigned receipt book. All receipts
and money must be submitted daily to the annual staff sponsor, who will then follow normal procedures for balancing money and turning it in to the bookkeeper.

- All money collected must be turned in to the bookkeeper by the staff member with corresponding Student Receipts or Classroom Remittance Reports on the day the money is collected. The person who is issued the receipt book must ensure total money turned in to the bookkeeper equals the total of the receipts.

- Money collected must be verified by the bookkeeper by agreeing the total cash received to the total cash per the receipts and the total checks received to the total checks per the receipts. An adding machine tape must be attached to the receipts and dated to indicate date received. Refer to the Bookkeeper Operations Manual for further details about these procedures.

- If money turned in to the bookkeeper pertains to more than one school account, an itemization by account number should be provided by school staff to the bookkeeper to ensure all receipts are credited to the proper account.

- All voided copies of Student Receipts or Classroom Remittance Reports must be maintained in the receipt book and clearly marked “VOID.” If receipts are voided after the bookkeeper has posted information to the financial records, the reason for the void should be written on the receipt, initialed, and dated by the person who voided the receipt.

**Master Receipts**

Master Receipts are receipts issued by the high school bookkeeper to reflect the posting of money collected by school staff. Master Receipts are control documents and must be issued in numerical sequence. For detailed instructions on preparing Master Receipts refer to the Bookkeeper Operations Manual.

The bookkeeper must issue a Master Receipt to school staff turning in school money and receipts. The Student Receipt numbers or Classroom Remittance Report numbers used must be listed on the Master Receipt and posted in the school’s financial records. This receipt will be printed by the bookkeeper and returned to the appropriate school staff. The staff must staple the receipt to their Student Receipt Book or Classroom Remittance Report Book.

**Voiding Master Receipts**

Voided Master Receipts must be physically voided with “VOID” written clearly across the face of the receipt. Voided Master Receipts must be maintained in numerical order in a separate file with the annual financial records. The reason for the void must be written on the face of the receipt and initialed and dated by the bookkeeper. If applicable, a new Master Receipt for the appropriate amount must be issued on the same day to replace the voided receipt.
Master Receipts torn by the printer or rendered unusable should be recorded in the Damaged Receipts and Checks account in Activity Accounting and entered with a zero amount. This entry ensures all Master Receipts are accounted for in the records.

**High School Use of FS-124 Cash/Check Tally Form**

In addition to athletic and special events, the FS-124 Cash/Check Tally Form may be used by high schools to record the sale of certain food fundraisers (i.e. biscuits, donuts, and smoothies), hat day fundraiser collections, and the proceeds received from collection jar fundraisers. The staff must count, balance, and record collections received onto the FS-124 form. The club sponsor and administrator must approve the FS-124 Cash/Check Tally Form. All funds collected must be turned in to the bookkeeper daily. The bookkeeper will write a student receipt to the staff sponsor.

**Elementary and Middle School Receipting**

**Statement Receipting**

All elementary and middle schools use statement receipting. The statement receipting process is designed to remove the responsibility for receipting money from the classroom and the teacher. This reduces teachers’ paperwork and allows additional time to be devoted to instructional activities with students.

Under this process, student payment envelopes must be used for money collected on the school property. These envelopes are furnished by the District and are available to parents and students at each school. The envelopes are completed by the parent or student and dropped in the designated school payment box or school safe by the parent or the student. Once the payment has been sealed in the envelope, only the bookkeeper, not faculty or staff, can handle the student payment envelopes.

The bookkeeper collects the envelopes from the payment boxes and safe on a daily basis. The payments are posted in Activity Accounting to the vendor making the payment (such as student, school staff, support organization, vendor).

Payments must not be left in the boxes overnight, but must be secured in the school safe according to the limits in the School Safe section of this manual.

In the bookkeeper’s absence, the principal must designate another staff member to retrieve the envelopes. If the total of the collected envelopes is less than $2,500 the principal may wait one business day before assigning the preparation of the deposit to another staff member.

Student payment envelopes are part of the school’s financial records and must be retained at the school. Please refer to the section on Disposition of Financial Records for additional information on record retention. For further detailed information concerning the statement receipting process, refer to the Bookkeeper Operations Manual.
Use of Classroom Remittance Report Books

The preferred method of collection for elementary and middle schools is Statement Receipting. Classroom Remittance Report Books may be used in lieu of Statement Receipting and can be used for collections on school property of $5 or less or with the approval of Local School Accounting. Single sheets of Classroom Remittance Report Books may not be issued. The book must remain intact.

When a Classroom Remittance Report Book is full or no longer needed by a teacher, it must be returned to the bookkeeper. All receipt books issued during the school year must be returned to the bookkeeper prior to the end of the school year. Each book must be balanced by the bookkeeper.

All Classroom Remittance books on hand must be recorded on the Control Log (form FS-231).

Control Logs

For detailed instructions on completing control logs, refer to the Bookkeeper Operations Manual and the Control Logs section of this manual found in “High School Receipting” on page 37.

Elementary and Middle School Use of FS-124 Cash/Check Tally Form

In addition to special events, the FS-124 Cash/Check Tally Form may be used by elementary and middle schools to record book fair sales, the sale of certain food fundraisers (i.e. biscuit, donut and smoothies), hat day fundraiser collections, and proceeds received from collection jar fundraisers. Please refer to the Cash/Check Tally Form section in this manual for additional information.

Depositing

 Principals are responsible for the daily deposit of all funds collected. This responsibility may be delegated and is normally performed by the school bookkeeper. If the bookkeeper is absent, it is the responsibility of the principal to appoint a backup for the bookkeeper to ensure the daily deposit is prepared and dropped in the safe. For purposes of this manual, “deposit” means dropping the bank deposit into the bottom compartment of the school’s safe.

Receipts should be deposited intact, as received, to maintain the integrity of the deposit. Money must never be added or removed to cover a difference in a deposit.

Change cannot be given from checks receipted. Bookkeepers should not hold post-dated checks.

The cashing of personal checks from cash on hand at the school is prohibited.
Bookkeepers should not prepare multiple deposits for small amounts on the same date. Combine small amounts to a total of $100 or greater.

Normal operating procedures are to prepare a daily deposit; however, on occasion, if the total collections placed in the safe and payment boxes for the current day total is $2,500 or less, these funds may be secured overnight in the school safe’s top or middle compartments. However, it is mandatory any funds held overnight are deposited the next business day regardless of the amount. **ASP deposits must be prepared daily.**

Money must not be held at the school over a holiday period. **No funds are to be taken home, stored on personal property or kept at the school in a location other than in the school safe.**

Please refer to the **Bookkeeper Operations Manual** for specific step-by-step deposit procedures for Elementary, Middle and High Schools.

**Deposit Preparation**

Deposit slips must be prepared in triplicate. Attach the original copy of the deposit slip to the bank deposit, the second copy to the daily deposit package, and the third copy should remain in the deposit book. All checks and money orders being deposited must be scanned into the software program provided. If the scanning program is not available, photocopies of the checks must be filed with the deposit package.

On the same day the deposit is prepared, the bookkeeper must drop the sealed bank bag in the bottom compartment of the school’s safe for pick up by the armored car service. For more specific instructions concerning the preparation of the deposit, refer to the **Bookkeeper Operations Manual.**

**Deposit Verification**

Schools banking with the District bank will be provided on-line access to their account. Schools banking with other banks must work with their bank to obtain on-line, “information only” access to their accounts. All schools must verify **daily** that the deposits picked up by armored service have been credited to the bank account. All schools must verify **daily** that the disbursements posted in local school accounting have been debited to the bank account. Clearly indicate that you have verified the debits and credits by noting the posting dates to the bank account on your daily deposit report. Notify Local School Accounting if a deposit is not credited to the school’s bank account within four business days of pick up by the armored car service or if any unusual debit activity has taken place.

**Bank Reconciliation**

The school’s monthly bank reconciliation is prepared by Local School Accounting to enhance internal control procedures. The school’s bank statements and bank documentation are sent directly to Local School Accounting from the banking institution.
Local School Accounting records the bank information on the school’s financial records and then forwards all bank correspondence to the school.

The school is required to submit Form FS-172, School Month End Requirements, to Local School Accounting to assist in the preparation of the bank reconciliation. In addition, schools are also required to complete the FS-408 Unpaid Invoice Listing, on a quarterly basis. Refer to the Bookkeeper Operations Manual for details.

After the reconciliations are completed, the principals and school bookkeepers are notified by Local School Accounting of any adjustments or concerns about the school’s financial records. Any questions regarding bank reconciliations should be directed to Local School Accounting.

Reconciling Items

A reconciling item is a difference between an amount posted to Activity Accounting and an amount posted to the bank statement. Differences of $10 or less are considered immaterial and are posted to the Reconciling Items account without further research. Differences greater than $10 are posted to Reconciling Items and the bookkeeper must research to determine the cause of the difference. After an item has been researched, a correction should be made to the Reconciling Items account and the correct account(s) debited or credited. If a correction cannot be made and the shortage or overage is less than $100, the principal has the authority to make transfers to or from other appropriate accounts to clear the shortage or overage:

- Transfer from Interest Income (account 203) to cover the deficit amount; or
- Transfer from account 207 to Instructional (account 141) to clear any positive amount.

Written documentation with the principal’s approval must be filed with the school's financial records.

If a principal or any other school employee is aware of a situation relating to abuse, loss of school funds or property, or suspects that such a problem might exist, Internal Audit must be notified immediately.

All differences over $100 must be reported by the principal in writing to Local School Accounting. A written response will be provided to the principal as to the disposition of the overage or shortage. At the end of the fiscal year, differences will be handled per the instructions given in the year-end closing procedures by Local School Accounting.

Local school funds result from money generated by the school for use at the school level. Principals have discretion to spend school funds for the benefit of the school within the procedures and guidelines of the Local School Accounting and Procedures Manual.
Section IV: Spending Cycle

County Funds

County funds are allocated to each school through the allotment process. An allocation manual explaining the allotment process is issued annually by the Budget Services Department.

At times, it is necessary to purchase authorized county purchases from local school funds and request reimbursement if a procurement card cannot be used. All disbursements the District will reimburse to the school must be charged to the County Reimbursement account and comply with District financial procedures per the General Financial Procedures Manual. All reimbursement checks from the District must be posted as receipts to this account, with the exception of contracted services which are posted to Contracted Services (account 223). See Contract section for more information.

Request for Check/Reimbursement of County Funds (FS-118) should be completed in its entirety and sent to the Budget Department. Check requests must have the original receipts, invoices and order forms attached. No photocopies, faxes, or credit card receipts will be accepted. The check requests must be signed by the principal.

Reimbursements should not be requested for Capital Outlay. Capital Outlay items must be purchased with a purchase order. Refer to the Capital Outlay Section of this manual for further information.

For information regarding county funds and expenditures see the General Financial Procedures Manual on the Portal or contact the Budget Services. For questions regarding county purchase orders and purchasing procedures, contact Procurement Services.

Sales Tax

All schools are exempt from paying sales tax for most purposes. Sales tax should not be paid to vendors for purchases, including purchases for instructional and items purchased for resale. However, sales tax must be paid on food items consumed off campus. State tax form ST-5, Sales and Use Tax Certificate of Exemption, should be supplied to vendors and is available on the Portal.

Sales tax is not reimbursed from county funds. At the discretion of the principal, sales tax may be reimbursed to individuals from school funds.

Pursuant to the State of Georgia Sales Tax law, (OCGA 48-8-3) all sales tax exempt purchases must be made by school check or procurement card. Purchases made by personal check or credit card of an individual do not qualify for tax exempt status.
Capital Outlay

Capital outlay is any equipment or non-expendable property with a unit cost of $1,000 or more and an expected useful life of longer than two years. Cost should include installation and peripherals.

Computers, printers, smart boards and LCD projectors are considered capital outlay regardless of price.

- When capital outlay is purchased with local school funds:
  - A local school purchase order is required.
  - OR
  - A county purchase order can be used if the school elects to remits local school funds to Accounting Services to be placed into the school's 9020 account.
- When capital outlay is purchased with county funds:
  - A school must use a county purchase order.

Local school purchase orders for capital outlay totaling $1,000 or more must be approved by the Director of Procurement Services prior to issuance.

Contact Property Control at 770-590-4514 for additional information about capital outlay or refer to the Property Control User’s Guide on the Portal.

Disbursements

Purchase Requisition/Local School Check Request (FS-381))

All types of school purchases, including procurement card purchases, and purchase orders (county or local) must be initiated with the FS-381 Purchase Requisition/Local School Check Request. Each form must be completed in full and provide an explanation and sufficient documentation to support the amount disbursed.

The principal must pre-approve all school purchases prior to the purchase. All approvals must have original signatures. A signature stamp is not allowed.

Approval of purchases up to $250 may be delegated by the principal to another school administrator or department head. This delegation of approval authority must be documented in writing and maintained in the school’s financial records.

Purchasing Regulations and Thresholds

Purchasing regulations and limits are established by the School Board and implemented by Procurement Services. Purchasing regulations apply to all District purchases of goods and services, regardless of the funding source. The term “purchases” refers to the total amount on the purchase order and not the cost of the individual items purchased.
Please refer to the Purchasing Regulations on the Portal for competition thresholds. Direct all questions regarding purchasing procedures to the Procurement Services Department at 770-590-4524.

**Supporting Documentation for Disbursements**

All school checks issued must be maintained in numerical order in monthly files with sufficient supporting documentation attached. The following documentation, at a minimum, must be filed in the order shown:

- School check stub.

- Pre-approved Purchase Requisition/Local School Check Request (FS-381) completed in its entirety. Signature stamps are not acceptable. Only original signatures will be accepted. The FS-381 must list who benefited from the purchase and the reason for the purchase.

- Local School Purchase Order (capital outlay or if required by a vendor).

- The original invoice, itemized cash register receipt or other itemized approved document specifying the basis for payment. Internet orders must be supported by the internet invoice/order confirmation and the original packing slip. Receipts should be signed and dated by the purchaser.

- Any documentation related to bids or quotes. This documentation is required for all local purchases of $1,000 or more.

- Additional supporting documentation such as packing slips or correspondence with the vendor. Packing slips should be signed and dated by person receiving the merchandise.

If the purchase is being submitted for reimbursement by the District, the original documentation should be attached to the request for reimbursement (FS-118). Copies must be kept at the school attached to the disbursement package.

**All disbursement packages should be maintained in good order at all times.**

**Additional Disbursement Guidelines**

- **Checks must never be made payable to cash, petty cash or to the school itself.**

- All invoices must be paid in accordance with the terms of payment on the invoice. If no payment terms are listed, the invoice must be paid within thirty days. Applicable discounts must be taken when offered for early payment. Payment is pending the receipt of goods, services and supporting documentation.
• All invoices should be in the school’s name. Invoices for purchases by school support organizations must be billed to the organization in their name.

Transfers

A transfer is an internal bookkeeping transaction whereby money is moved from one account to another. Each transfer should be related to a specific disbursement. Blanket transfers should not be made.

All transfers made from Class or Club Accounts to any other account must be documented on a Request for Transfer (FS-116) and filed with the school’s annual financial records. The class or club sponsor and the principal must approve the transfer of funds from the specified account.

Transfers to and from certain accounts are not permitted. Refer to the Chart of Accounts for details.

Voiding Checks

Voided checks must be clearly marked VOID. In addition, a “V” should be cut out of the signature space in order to deface the document and make it clearly unusable. Voided checks must be maintained in numerical order in a separate file with the annual financial records.

Checks torn by the printer or rendered unusable should be recorded in the Damaged Receipts and Checks account. They should be entered in Activity Accounting with a zero amount. This entry ensures all checks are accounted for in the records.

Once a check has been outstanding for more than six months, it must be voided from the financial records. When a check has not cleared the bank after an extended period of time, an attempt should be made to contact the payee and the efforts documented. If the check must be reissued, a stop payment should be placed on the outstanding check. Contact Local School Accounting to process stop payments.

If a check must be reissued because the payee states they lost the check or never received the check, a stop payment should be placed on the check and the school should wait at least 30 days before the check is reissued to the payee. It is at the principal’s discretion if the waiting period should be shorter, as in the case of a check issued to a District employee or a known vendor. Stop payments do not protect the District from claims from third parties who cash checks in good faith.

Procurement Card

Purchases made on the school procurement card must be approved in advance by the principal. The principal’s written approval is reflected by their signature on the Purchase Requisition/Local School Check Request (FS-381) used for all purchases. Principals must review all charges and sign the school’s monthly procurement card
invoice after charges have been posted by the bookkeeper. Refer to the section on “Supporting Documents for Disbursements” for required supporting documentation when using the school procurement card.

Procurement cards should be secured in the school safe or in a location deemed secure by the principal. Procurement cards should be secured in the school safe during the summer. For further information regarding procurement cards, refer to the Procurement Card Manual on the Portal or contact the Procurement Card Specialist at 770-426-3517.

**Open Accounts**

When purchases cannot be made with the procurement card, it may be necessary for the school to have open accounts with vendors from whom regular purchases are made. Open accounts allow for purchases to be made from a vendor who will invoice the school on a monthly basis. The principal should approve the opening of accounts and document the authorization of specific individuals allowed to make purchases using the open accounts. All documentation regarding open accounts must be kept on file at the school with the annual financial records. Open accounts should be monitored closely to ensure purchases are pre-approved and appropriate.

**Credit Accounts**

Purchases should be made with a school check, procurement card or on open account. Credit accounts should not be maintained by the school. If a credit account is required, the credit card must be properly secured at the school to prevent fraudulent use. Credit accounts must be monitored closely to ensure purchases are pre-approved and appropriate.

**Petty Cash**

Schools are not authorized to maintain a petty cash account. All miscellaneous or emergency purchases can be fulfilled using a procurement card.
Section V: Reporting

Types of Reports

Reconciliation Report – lists all financial activity relating to a particular account and will reflect the cash balance of the account(s). This report can be run at any time for any period (day, week, month, year).

Activity Ledger Report – lists beginning balances, net receipts, net disbursements, net transfers and ending balances of all accounts for the time period requested. Any account showing a negative ending balance should be researched, except for the ASP Expense Account and County Reimbursement Accounts. The negative amounts for these accounts should equal the total outstanding FS-118 requests submitted for reimbursement.

Sequential Lists – three types of sequential lists can be produced: receipts, disbursements or transfers. Sequential lists can be run based on selected criteria.

List of Outstanding Checks – lists all outstanding checks as of a selected date.

Vendor Listing – provides a listing of all vendors based on selected criteria.

Chart of Accounts – listing of all account numbers and names in the school financial records.

Daily Reports
A ledger report for each day should be viewed online to ensure the ledger totals agree to the total of the day’s bank deposits and checks prepared. The transfer column on the daily ledger should always be zero. A backup must be made of the school data files on a daily basis.

Weekly Reports
A year-to-date ledger report should be provided to the principal on a weekly basis to keep the principal apprised of the school’s financial condition.

Monthly Reports
FS-172a or FS-172b, School Month End Requirements, must be completed monthly and sent or faxed to Local School Accounting by the required date. Refer to the instructions printed on the forms.

Quarterly Reports
FS-408, Unpaid Invoice Listing, must be completed quarterly and sent or faxed to Local School Accounting by the required date. Refer to the instructions printed on the form.
Annual Financial Reports

- Year-End Closing Procedures Checklist (FS-232) must be completed at the end of each fiscal year and submitted to Local School Accounting by the required deadline. You will be notified if any other forms are required.

- Closing Information Update (FS-224) provides a listing of all transactions between the time the bookkeeper closes the financial records to leave for summer break and June 30th. The principal is responsible for reporting this information to Local School Accounting by noon on June 30th.
Index

Activity Ledger Report, 53
Adult Education, 39
Advertising on School Property, 33
After School Program, 34, 39
Armored Car Compartment. See Safes
Armored Car Service, 12
Armored Car Service No Pick Up, 13
Athletic Revenues, 27
Athletics, 26
Authorized Check Signer, 7
Bank Accounts, 7
Bank Accounts – Opening, 7
Bank Reconciliation, 46
Blackberry Devices, 21
Board Administrative Rule DFD, 30
Board Administrative Rule DI, 6
Board Administrative Rule FJA, 36
Board Administrative Rule GAJA, 25
Board Administrative Rule GBEA, 6
Board Administrative Rule JJE, 20, 24
Board Administrative Rule KF, 33
Book Fairs, 36
Budget. See School Budget
Capital Outlay, 49
Cash Register, 28, 37
Cash/Check Tally Form, 30, See FS-124 Cash/Check Tally Form
Cashing Personal Checks, 9
Cell Phones, 21
Cell Tower Funds, 36
Certificates of Deposit, 9
Change Funds, 30, 37
Check Request Form (FS-381), 50, 52
Check Signers, 7, 8
Checking, Savings, and Investment Accounts, 7
Checks – Ordering, 9
Checks – Voiding, 51
Classroom Remittance Books, 41, 42, 44
Classroom Remittance Report Books, 41
Collection Jars, 26
Community Fund Drives, 25
Concession Revenues, 29
Contracts, 17, 18, 19, 20
Contracts Paid from County Funds, 18
Contracts Paid from County and Local School Activity Funds, 19
Contracts Paid with County and Local School Activity Funds, 18
Control Documents, 10
Counterfeit Money, 8
County Funds, 48
Credit Accounts, 52
Deposit Preparation, 45
Deposit Verification, 45
Depositing, 45
Disbursements, 49
Disbursements – Supporting Documentation, 50
Donation Letter, 38
Donations, 32, 38
Elementary School Receipting, 43
Employee Fund Drives, 25
Ethics, 6
Facility Use, 33
Field Trips, 23
FS-124 Cash/Check Tally Form, 25, 26, 37, 43, 44
FS-381 Purchase Requisition/Local School Check Request, 49, 50
Fundraisers, 24, 25
Georgia Security and Immigration Compliance Act (OCGA 13-10-90, 18)
Gifts to Employees, 20
Grants, 38
High School Receipting, 40
Interest Income, 9, 38
Introduction, 5
Investments, 9
Local School Funds, 47
Local School Purchase Orders, 50
Lost/Damaged Textbooks, 39
Lunchroom Account, 8
Master Receipts, 43
Middle School Receipting, 43
Open Accounts, 52
Outstanding Checks, List of, 53
Parking, 31, 32, 39
Payroll, 20
Performance Contract. See Contracts
Performance Contracts, 18
Performing Arts, 32, 39
Personal Identification Number (PIN, 10, 11, 12
Petty Cash, 52
Picture Commission, 34
Picture Contracts, 19
PIN Access Changes and Deletions / Personnel Changes, 11
Pre-approval of Purchases, 49
Principal Responsibilities, 6
Procurement Card, 52
Property Control, 21, 49
Purchase Requisition/Local School Check Request (FS-381), 49, 50, 52
Purchasing Regulations and Thresholds, 49
Raffle, 25
Receipt Book Control Logs, 41, 44
Receipt Books – Classroom Remittance, 41, 42, 44
Receipt Books – Student, 40, 41, 42
Receipting, 41, 42, 44
Receipting Procedures, 42
Reconciliation Report, 53
Reconciling Items, 46
Records Management, 22
Records-Transmittal Form, 22
Relay for Life, 26
Reports – Annual, 54
Reports – Daily, 53
Reports – Monthly, 53
Reports-Quarterly, 54
Returned Checks, 10
Revenue Collection, 39
Revenue Cycle, 34
Revenue Remittance, 39
Revenue Sources, 34
Salary Advances, 20

Revised June 30, 2010

54
Sales Tax, 48
School Budget. See Budget
School Clubs, 22
School Fundraising, 24
School Payment Boxes, 12
School Safes, 10
School Support Organizations, 22
Sequential Lists, 53
Shortage/Overage, 46
Solicitation on School Property, 33
Special Events, 26
Sports Passes, 27
Statement Receipting, 43
Student Organizations, 22
Student Receipt Books, 41, 42

Summer School, 39
Supplemental Salary, 20
Taxpayer ID, 9
Ticket Control Log, 27
Ticket Report, 27
Ticket Sales, 27
Tickets Printed by the School, 27
Transfers, 51
Travel, 33
United Way, 26
Vending, 20, 34, 35
Vending Contracts, 20
Vendor Listing, 53
Voiding Master Receipts, 43