



# Baldwin County Board of Education Local School Finance Manual

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Baldwin County Board of Education  
Local School Finance Manual

**Foreword**

This Local School Finance Manual was developed to provide uniform written accounting policies and procedures for schools in the Baldwin County School System. Each principal and bookkeeper is expected to become familiar with the contents of this manual and to implement the approved procedures. The responsibility for school accounting ultimately rests with the principal. We hope this manual will assist you in carrying out this task. The Manual is a work in progress and will be updated as new policies are implemented. The Manual is available on the web site for download. Any revisions and/or additions in the future will be distributed to each school. All of the Business and Finance Division staff contributed to the development of this Manual.

# **Introduction**

**Basis of Accounting  
Accounting Components  
Financial Policies & Procedures**

## **BASIS OF ACCOUNTING**

The basis of accounting refers to the point of time when revenues, expenditures, and the related assets and liabilities are recognized in the accounts and reported in the financial statements. Local schools will use the Modified Accrual Basis Accounting method as explained below:

1. CASH-BASIS ACCOUNTING recognizes transactions when cash is received or disbursed. The greatest weakness of the cash basis of accounting is that it does not recognize accounts receivable, accounts payable and other accrued items. It therefore does not match resources used to resources provided.
2. MODIFIED ACCRUAL-BASIS ACCOUNTING recognizes transactions when they become both measurable and available for use or collection within the reporting fiscal period.
3. ACCRUAL-BASIS ACCOUNTING recognizes transactions when they occur, regardless of the timing of the related cash transaction.

It is recommended that modified-accrual or accrual-basis accounting be used to the fullest extent practicable. The use of these methods allows the school system to determine its financial position and results of operations by measuring financial resources and obligations at the earliest possible date and provides for comparable period-to-period reports. (SDE Accounting Manual)

## **ACCOUNTING SYSTEM COMPONENTS**

The system component structure is designed to serve as a flexible tool to meet the needs of all school systems in the State of Alabama. It creates a common means of communication to be used in planning, recording, accumulating, controlling, and reporting the financial activities of the school systems. All school systems should uniformly utilize this component structure in order to provide comparability between school systems.

1	2	3	4	5	6	7	8	9
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### **GENERAL LEDGER & SPECIAL REPORTING CODES**

1. **FUND**
2. **CLASS**
3. **ACCOUNT CODE**
4. **OBJECT**
5. **COST CENTER**
6. **FUND SOURCE**
7. **APPROPRIATION YEAR**
8. **PROGRAM**
9. **SPECIAL USE**

### **DEFINITION OF COMPONENTS**

(Taken from SDE Accounting Manual)

**1. FUND**-----

There are two fund types for local schools, public (12) and non-public (32) which should be used to record all related financial transactions.

**2. CLASS**-----

This one (1) digit component is used to designate the five (5) major account types used in an automated accounting system. Its use allows for a greater range of numbers and detail in the revenue and expenditure account codes.

**3. ACCOUNT CODE**-----

The account code component is used to designate balance sheet (assets, liabilities, and fund equity), revenue and expenditure accounts.

**4. OBJECT**-----

The object of expenditure component is used to classify in detail the services or commodities bought from the financial resources in the fund source from which the expenditure is being made.

**5. COST CENTER**-----

A cost center is a budgetary or operational unit to be used in routing financial resources and segregating expenditures.

**6. FUND SOURCE**-----

A fund source is a fiscal and accounting entity with a self-balancing set of accounts recording financial resources, related liabilities, fund equity, and changes caused by the receipt of revenues and the expenditure of funds. This component is used to maintain "fund accounting" in accordance with Section 1300 of the Codification of Governmental Accounting and Financial Reporting Standards published by GASB.

**7. APPROPRIATION YEAR**-----

The appropriation year component is used to assist with processing activities that are to be routed to specific funding years.

**8. PROGRAM**-----

A program is a plan of activities and procedures designed to accomplish a predetermined objective or set of objectives. The use of this component allows certain support service cost to both the program and the function of expenditure to be classified concurrently.

**9. SPECIAL USE**-----

The special use component can be used to obtain a greater breakdown of any other of the components used in the accounting entity. It should be used only when restrictions on other components do not allow for their adaptation or modification.

## **ACCOUNTING PROGRAM - NEXTGEN**

NEXTGEN is the windows based financial accounting software from McAleer Computer Associates, Inc. (MCAI) used in Baldwin County Public Schools. NEXTGEN will be used to post invoice expenditures, reconcile the bank statement, post cash receipts, and purchase orders. Monthly reports, budget reports, calendar year end and fiscal year end reports will be generated using the accounting software. Checks shall be issued using the accounting software, which saves time and duplication of steps. Activity balances are easily accessible using the NEXTGEN software.

Hands-on training and support will be provided from Local School Accounting Support personnel for the operation of NEXTGEN. This manual provides written instructions to assist in the operation of the software and basic bookkeeping procedures specific to our school system.

We currently have all Baldwin County Public schools converted to the new software program. We currently have a print screen manual available to assist the bookkeeper with posting specific transactions in Nextgen. Central office staff has also been trained on the NEXTGEN software in order to assist local school bookkeepers. The following pages will serve as a guide through various daily, monthly, and annual procedures.



## LOCAL SCHOOL ACCOUNTING AND REPORTING FINANCIAL POLICIES & PROCEDURES

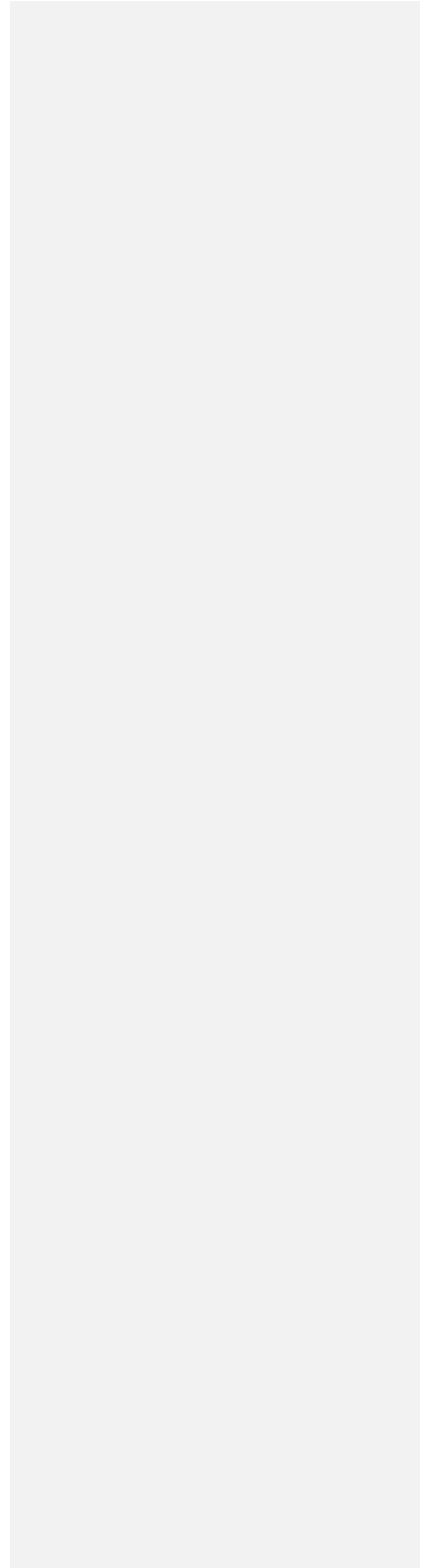
### Summary of Principal's Duties

- The principal is responsible for the proper handling of all business affairs in the school. This includes the establishment of a bank depository account, savings accounts, receipt and disbursement of funds, budgeting and financial records and reports. For more information see: [Depositing Funds](#)
- The principal is the only person authorized to incur indebtedness on behalf of or in the name of the school; however, the School Board must first approve any indebtedness. All loans and capital leases must be approved by the Superintendent and the Board. See [Loans](#).
- The principal may authorize, in writing, the transfer of funds from one subsidiary account to another, by borrowing or otherwise. The form entitled Fund Transfer Form should be used as documentation for the transfer. See [Transfers](#).
- All school instructional fees, charges, contributions, and deposits shall be collected only as authorized by the principal and NOT contrary to the established policies of the Board. See [Receipt School Funds](#)
- The principal is responsible for investing any excess cash balance (end of year) in the school's checking account into a savings or short-term investment account such as certificates of deposit. See [Funds](#).
- Local school purchase orders, approved by the principal, shall be issued for all purchases. See [Purchases](#).
- Principal must ensure that funds are available prior to authorizing purchase orders or other expenditures.
- All payments shall be made by check. The principal shall be personally responsible for any funds unaccounted for that is not deposited on a daily basis. All checks shall be signed personally or countersigned by the principal or, when approved, by the assistant principal. See [Checks](#).
- The principal shall enforce the "No Check Cashing Policy". The school office is not a bank; therefore, the bookkeeper is not to cash checks under any circumstances. See [Check Cashing](#).

## Summary of Bookkeeper's Duties

- The bookkeeper is responsible to the Principal with oversight from the Business and Finance Division, and shall receive and account for all school funds only in accordance with procedures prescribed by this manual.
- All receipt books or receipt pages shall be issued requiring teacher signatures and shall be receipted at the end of the year by a dated initialed list. See [Teacher Receipt Book](#)
- All money received in the name of the school should be deposited daily in one bank account unless otherwise authorized by the Superintendent. If it is not convenient to make deposits during the day, night depository procedures shall be followed.
- The bookkeeper will prepare a master receipt for all monies received in the school office. The original copy of the master receipt will be attached to the individual teacher's receipt book at the time monies are turned in to the school office.
- Deposit slips must indicate the master receipt number covered by the deposit. Such master receipts will be dated and totaled at the time of the deposit.
- All local school funds shall be deposited in one central bank account. All Child Nutrition Funds shall also be deposited in one central bank account.
- All purchases shall be documented by a purchase order. **Payments must be made from an original invoice when at all possible.** A faxed or emailed copy of an invoice will be acceptable *only* when original is unattainable. The bookkeeper will be responsible if payment is made twice.
- All paid invoices shall be filed by check number order, in the month of payment with a copy of the purchase order attached. Supporting documents will consist of a check copy or check stub, approved local school purchase order, and original invoice with applicable signatures. See [Invoices](#).
- Each bookkeeper shall prepare a Monthly Financial Report to show the financial status of the school. A copy shall be sent to the Superintendent in the prescribed form as outlined in this manual. See [Month End](#).
- Monthly activity balances shall be provided to the principal, coaches, sponsors, and teachers as necessary to report updated balances.
- Bookkeeper must seek assistance from principal or Business & Finance regarding proper procedures and compliance with state and local guidelines.

- Bookkeeper must report irregularities or non-compliance to Business & Finance.



## Summary of Other Duties and Procedures

- All money collected by school personnel from students on school premises and all money collected at school-sponsored activities, on or off premises, shall be accounted for through the school accounting system; however, school-related organizations may have an outside account wherein a formal agreement must be completed with all pertinent information relating to the guidelines on file at the school and/or Central Office.
- Receipts and expenditures shall be classified in accordance with state and local policies.
- A blanket bond carried by the Board shall cover all persons employed by the School System, who handle money.
- All funds collected in the school shall be spent for the purposes for which they were collected.
- When the total amount of monies collected by a teacher/sponsor reaches \$25.00, said funds should be submitted to office personnel no later than 2:00 P.M. daily. Teachers/sponsors shall not keep any funds in their possession overnight.
- Local school funds shall not be expended for individual memberships in a professional organization, personal long distance telephone calls, personal loans, or for any other purpose other than a direct benefit of the school.
- Travel expenses paid from local school funds shall be in accordance with State and Board policies. This applies to all local school personnel. An approved requisition for reimbursement must be on file to document the expenditure. See [Travel](#).
- Payments to school personnel shall not be paid directly from local school funds. These payments must be documented with an Agreement for Additional Work and shall be submitted on special payroll to the Central Office Payroll Department. The school will reimburse the Board for the salary and applicable employment taxes. Any such payments must not be in violation of the State Ethics Law.
- Equipment with a per unit value of \$5000 or more, including electrical equipment, shall be added to the school's Fixed Assets Inventory. The school inventory control number shall be permanently placed on all inventory items for identification purposes. A Supplemental Inventory listing shall be kept for items between \$500 and \$4999.
- Local school financial records shall not be destroyed except as provided for in the Local Boards of Education Records Disposition Authority. The Local Government Records Destruction Notice must be signed by the Superintendent and sent to the Department of Archives and History for approval before any financial records can be destroyed.

- The State Bid Law shall be complied with when purchasing goods and services. It has been ruled by the Attorney General that a school principal cannot sign a note, enter into a contract, or in any other fiscal manner obligate the Board or School system.
- The Superintendent or designee must approve all computer applications in advance.
- Each school is required to report to the Central Office all payments of \$600 or more to any one individual or unincorporated entity for payment of service of a non-employee. The Central Office shall issue IRS Form 1099 to individuals as reported by the school.

# **Annual Procedures**

**Budgeting  
Budget Checklist  
Calendar Year-End (1099 Processing)  
Fiscal Year-End**

## Budgeting Procedures

The procedures for creating, entering, printing, extracting and submitting your site's NEXT YEAR'S BUDGET are presented in the following checklist. The checklist below is provided as a guide to help assure that you complete each step of the [Nextgen Budget Procedures](#)

### Next Year Budget Checklist

- \_\_\_ 1. Print Next Year Budget Worksheet in [Budget Analysis Report](#)
- \_\_\_ 2. Input Budget Data using [BUDGET INPUT](#).
- \_\_\_ 3. Print Next Year Budget Worksheet to verify data entry.
- \_\_\_ 4. Correct data entry errors using "Fast Input Program".
- \_\_\_ 5. [PRINT BUDGET EXHIBIT B-I-A REPORT](#)

**Once all budget data has been posted and verified, email the LSA staff at Central Office. Staff will review budgets and extract data for all schools.**

#### \*\*\*\*\* BUDGETING REMINDERS \*\*\*\*\*

***Beginning Fund Balances (3-0350) must be budgeted.*** Review the Current MTD Balance less Encumbrances of a current month Principal's report to estimate the beginning balance for each activity.

***Do not budget to internal transfers.*** It is *not necessary* to budget to your internal transfers, because internal transfers-out **absolutely must balance** with internal transfers-in and visa versa.

**Do not budget to 5-9910-923 (Transfer-Out to C.O.).**

**Pay special attention to invalid code combinations.** IF you are not sure about some of the expense codes, please call LSA Staff.

**Do not budget to object codes 431-439.** These codes are no longer valid object codes and should be deleted or marked "INACTIVE".

**Watch the dollar amounts for capitalized and non-capitalized equipment.** For example, *do not budget* \$5000 to account codes with object 491-499, which is for equipment less than

\$5000. Please make sure the account code you are budgeting to is consistent with the dollar amount.

**Pay close attention to the 9800 function codes.** Use only 478 & 699 object codes with this function.

**The MTAB/Thru fields of the Fast Input Program should read Oct/Oct to apportion over one month.**

**Do not budget to the following object codes with 1100 function:**

**461 & 392**

**Do NOT budget to 389 (Other Travel and Training).**

**Use Object code 623 for Registration Fees in lieu of 389.**



## Calendar Year-End (1099 Processing)

### CHECKLIST TO COMPLETE BEFORE PROCESSING 1099 REPORTS:

- \_\_\_\_\_ 1. **Complete** all December invoice entry.
- \_\_\_\_\_ 2. **Record** all December Off-line checks, and
- \_\_\_\_\_ 3. **Print** all of December's system-generated checks

### Steps for 1099 Processing:

Print a Missing/Invalid TIN Report for vendors with missing or invalid social security numbers. The vendor data will have to be modified in the **Change Vendor Federal ID** section.

2. Print **REBUILD VENDOR AMOUNTS**

3. Print **VENDOR DOLLAR REPORT**

Once 1099 vendors have been verified with correct data, notify LSA staff that data is ready to be exported. The 1099 data will be exported by LSA staff and 1099s will be issued from Central Office.

## FISCAL YEAR-END CLOSE

### THINGS YOU CAN DO EARLY TO GET READY

1. Run Missing Checks Report. Account for all checks. [MISSING CHECKS REPORT](#)
2. Run activity reports for all activities and distribute to each sponsor so that any questions may be addressed before fiscal year-end close. [ACTIVITY REPORT \(DETAIL\)](#)
3. Run an [INVOICE QUERY](#) to check for open invoices.
4. **Outstanding checks** at year end should be reviewed. Any checks outstanding for a period greater than 3 months should be voided if you have made an effort to contact the payee.
5. **Outstanding NSF checks at September 30th** will need to be set up as checks receivables. When funds are expected from Payliance or Envision for NSF checks that have not yet been received by the fiscal year-end closing date, a journal entry will need to be posted in the Create a Journal Entry transaction and the checks should be marked as cleared in the Check Reconciliation transaction.

*The following entries are for fiscal year end only:*

Make a Journal Entry using **A/R** code:

- Debit 2010 12-1-0137-000-CCTR-7101-0-0000-0000
- Credit 0000 12-1-0111-000-CCTR-7101-0-0000-0000

\*\*\*\*Keep a copy of the entry for audit purposes\*\*\*\*

**When check is received from Payliance/Envision:**

Make a Journal Entry using **A/R** code:

- Credit 2010 12-1-0137-000-CCTR-7101-0-0000-0000
- Debit 0000 12-1-0111-000-CCTR-7101-0-0000-0000

## YEAR-END PROCEDURES

### ENDING BALANCES

#### **Activities should not end the fiscal year with a negative balance.**

Make necessary transfers between activities before close of fiscal year using the

#### **Fund Transfer Form:**

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=3038>

**Non-Public activities cannot end the fiscal year with a negative balance.** If this occurs, public funds are being utilized to offset non-public expense. This MUST be corrected before fiscal year end close procedures are performed.

### **How to set up ACCOUNTS PAYABLE BATCH if needed**

1. Outstanding Invoice(s) dated prior to October 1, for which goods have been received should be posted to an A/P batch with an ***October due date***. **Merge your batch with September 30 posting date.** This sets up your Accounts Payable.
2. When you issue your first October batch of checks: (a) if you use computer generated checks: Go to Cash Disbursements Menu and pull invoices to pay. (b) If you write checks by hand: pay through Off-line Check Procedure because the invoice has already been entered in the computer (Do Not use Offline Batch).

\*\*\*\*\*REMEMBER: When you do your first October batch, pay your September Accounts Payable invoices\*\*\*\*\*

### **How to set up ACCOUNTS RECEIVABLE if needed**

Have you requested reimbursement from Central Office for any items and have not yet received those reimbursements? IF so, set up Accounts Receivables using instructions provided:

Make a Journal Entry using A/R code:

**Debit 0000-12-1-0131-000-CCTR-7101-0-0000-0000**

**Credit (Original expense code where invoice was paid. Or use Internal Transfer in from Central Office if it is expected from Central Office.) Actv 12-4-9230**

When check is received:

Make a Journal Entry using A/R code.

**Credit 0000 12-1-0131-000-CCTR-7101-0-0000-0000 A/R**

**Debit 0000 12-1-0111-000-CCTR-7101-0-0000-0000 CASH**

## CHANGE CASH AT YEAR-END

As per instructions from the State Department of Education, an entry to change cash (1-0115) should be made to close out the account(s) to regular cash account (1-0111) before fiscal year-end closing.

When change cash is re-deposited, you may post in the receipt module to the proper revenue type code. It is also allowable to use cash receipts entry to credit the change cash account in the "Create a Journal Entry" transaction. If you get message "This is not a revenue account", use anyway. Answer Yes. You will need to receipt the money using a September 30 posting date and deposit with daily funds.

If the change cash is needed for October 1, an October dated check will need to be issued. If you are still issuing checks for outstanding September invoices, estimate how many checks you will need to complete your invoices for September, then cut an offline October check to acquire the change cash. There can be no September dated checks issued after the first October dated check is printed. The check numbers must remain in correct check number sequence with the date/fiscal year.

## VENDOR INFORMATION

To research vendor information in regards to unpaid invoices, run report: [INVOICE BY VENDOR REPORT](#) Or [INVOICE QUERY](#).

## Year-End Reports

All entries should be posted and up to date through September 30, as soon as possible. **Reports are due in Central Office no later than October 10.** This deadline may require that you contact your bank to receive September's bank statement earlier than usual.

The following Fiscal Year-end Close Procedures Checklist is an excerpt provided by MCAI for your convenience:

\_\_\_\_ Verify that your books are in balance as of August 31. (It is helpful to begin balancing before the last fiscal period). Print a [Trial Balance](#) by Class (1-5) and verify that all credit type codes have credit balances and all debit type codes have debit balances. Balance all of your bank statements through August 31. **IF YOU CAN BALANCE YOUR BOOKS THROUGH AUGUST, SEPTEMBER WILL BE A WALK IN THE PARK!!!**

\_\_\_\_ Complete all processing for the 12<sup>th</sup> period **before** performing Fiscal Year-end Close procedures. This includes: entering purchase orders, invoices, checks, and journal entries; balancing bank statements; and exporting Local School Accounting. **Do not close the books until all processing for the current fiscal year is completed.**

\_\_\_\_ **(SEPTEMBER'S WALK IN THE PARK)** Verify that your books are in balance as of September 30. Print a Trial Balance by Fund and verify that each fund is in balance. Print Trial Balance by Source of Funds and verify that each source of funds in which balance sheet accounts are used is in balance. (Local schools will print a Trial Balance for Fund 12 and Fund 32. Local schools will also print a Trial Balance for Source of Funds 7101 and 7501. It is imperative that your books are in balance before Central Office can begin Fiscal Year End Close procedures.

**\*\*\*DO NOT CLICK THE RECON BUTTON FOR SEPTEMBER \*\*\* until you receive confirmation from the Central Office that Year End Close Procedures have been completed.**

The following for September should be received in Central Office no later than October 10:

1. **Copy of bank statement received from your bank for September.** Auditors will need a copy of October bank statement as soon as you receive from your bank.
2. Make sure there are no NSF checks showing in “Other Reconciliation Items”.
3. **List of investments**
4. **Make sure there are no negative balances** for each activity number. Cannot close for year-end with a negative balance.
5. **Check for any invalid codes** that may have a balance and ‘Active’ in your chart of accounts. Be sure to make corrections as needed.
6. **Send information on any EQUIPMENT LEASES only, NOT rentals.**
7. **Send copies of all loans/notes payables and ensure that entries have been posted to applicable principal and interest accounts.**
8. School Funds must be maintained in a Qualified Public Depository (QPD). A QPD is an Alabama banking institution that provides protection for school funds under the **Security for Alabama Funds Enhancement Program (SAFE)**, administered by the Alabama State Treasurer’s office. The school should obtain a certificate from their banking institution at year-end to confirm membership in the SAFE Program and state the balance as of September 30.

Contact LSA staff if you will be setting up a Payable to BCBE to carry invoices over to October from September.

**Actual Year End Close Procedures will be performed by Central Office Staff.** After you have balanced the September bank statement, printed monthly reports and completed all of the steps mentioned above, Export as usual and contact LSA Staff by email.

**No need to wait until FY Close is complete to begin October.**

You may close the month of September for the ending fiscal year and open the month of October for the upcoming fiscal year and begin processing on October 1<sup>st</sup>. As always, be aware of the current month you are processing in and keep only one month open at a time to avoid posting errors. You will continue using the designated pre-fix for your school and your purchase order numbers will continue in sequence from prior fiscal year.

- Close all Periods in Ending Fiscal Year – Go to Period Maintenance and close all periods in Actual and Encumbrance Dollars for the Ending Fiscal Year.
- Open the Upcoming Fiscal Year – Go to Period Maintenance and open the period of October in Actual and Encumbrance Dollars for the upcoming Fiscal Year.
- Receipts – You may begin receipting using an October posting date.
- Purchase Order – You may issue new purchase orders using an October posting date.
- Checks – you may issue checks using an October posting date.

**DO NOT – VOID, DELETE or MAINTENANCE any checks, invoices or purchase orders in the month of October until year end close has been completed. Contact LSA Staff if you have any questions regarding these maintenance type needs.**

# Monthly Procedures

**Bank Reconciliation**  
**Journal Entries**  
**Monthly Reports**  
**Transfers**

## Monthly Close Procedures

**Month-End reports are due in Central Office by the 10<sup>th</sup> day of the following month. The bookkeeper is responsible for monthly close procedures of the financial books.**

After all posting is completed for current month: Reconcile the bank statement in the LSA Bank Reconciliation Menu.

**Bank Reconciliation Accounts Payable Bank Reconciliation Report *with Journal Entries*.**

### Remember:

- **Post outstanding deposits**, returned checks (handled by Payliance), and bank errors in “Other Reconcilable Items” or “ORI”.
- **Returned checks should remain in ORI until the money is received** from Payliance. The item will be marked “Cleared” in ORI once the funds have been collected and deposited.
- **\*\*\*Post ALL outstanding purchase orders that have been issued for the month.** This ensures an accurate activity balance for staff members to view and shows all encumbrances against the activity at a glance on the Principal’s Report.

**Journal Entries** using a **J/E journal code** are made for the following reasons:

**Correct posting errors**

**Post interest from bank account**

**\*\*\*It is not recommended to use the J/E program to move funds from one activity to another because this process requires an entry to cash IF the entry is made between public and non-public. If an entry to cash is not made, this will cause an out of balance condition between public and non-public cash.**

## Monthly Reports to Review after balancing Bank Reconciliation:

**VERIFICATION REPORT ‘Detail’** (Verify that each section is ‘In Balance’)

**TRIAL BALANCE** Ensure that Type D accounts have balances in the Debit column only and Type C accounts have balances in the Credit column only.

**MISSING CHECKS REPORT** (All checks must be accounted for in the accounting software.)\*\*\*Research any checks that show up on this report before proceeding with month end close.

**ACCOUNTS PAYABLE REGISTER** (This should say ‘No Data to Report’)

**PRINCIPALS REPORT** Check activities for deficit balances before proceeding to next month. Print two copies of this report. The Principal should sign one copy and return to the bookkeeper. The other copy is to be retained by the Principal.

**LSA MONTHLY FINANCIAL STATEMENT** Monthly Financial Statement

**EXPORT BUDGET/FINANCIAL DATA** Export monthly data to Central Office server

E-mail Donna Daw at [ddaw@bcbe.org](mailto:ddaw@bcbe.org). after all month-end close procedures have been completed.

\*\*\*\*\*Do not reset (RECON) until beginning the next month's reconciliation process.

**Transfers** should be made with the journal code (TRN)

The transfer (TRN) program should be used to move funds between activities.

**Do NOT transfer public to non-public.** If funds are transferred from public to non-public, then funds are considered commingled and the non-public account becomes public. You may, however, transfer non-public funds to public.

The **Fund Transfer Form** is used to document transfers and provides appropriate documentation for the bookkeeper as the form requires signatures of school personnel including principal. Transfers should be made upon request of the teacher/ sponsor with the principal's approval.



# Compliance Issues

Amendment 558 (Public Funds)

Audit Findings

Ethics

Public Funds

Non-Public Funds

Regulations Concerning Public & Non-Public

Further Clarifications Regarding Food Purchases w/ Public Funds

Purchases of Items of Value for Select Employees

School Related Organizations

Solicitation

## AMENDMENT 558 RATIFIED

Amendment of Section 94.

### SECTION 94

Political subdivisions not to grant public money or lend credit to individuals or corporations; alienation of recreational facilities and housing projects by political subdivisions and public bodies; expenditures by local school boards of education for recognition of contributions to public education.

- (a) The Legislature shall not have power to authorize any county, city, town, or other subdivision of this state to lend its credit, or to grant public money or thing of value in aid of, or to any individual, association, or corporation whatsoever, or to become a stockholder in any corporation, association, or company, by issuing bonds or otherwise. The Legislature may enact general, special, or local laws authorizing political subdivisions and public bodies to alienate, with or without a valuable consideration, public parks and playgrounds, or other public recreational facilities and public housing projects, conditional upon the approval of a majority of the duly qualified electors of the county, city, town, or other subdivision affected thereby, voting at an election held for that purposes.
- (b) Notwithstanding the provisions of subsection (a), **local school boards of education may expend public funds for the recognition of significant contributions to education in Alabama and to promote educational excellence by students, faculty, staff, and the public. Recognitions shall be in the form of trophies, plaques, academic banquets, and other honors that promote academic excellence in the public schools of Alabama and recognize special deeds that strengthen public education in Alabama.**

## Audit Information

Items needed for audit includes all documentation for payments made, receipts (master and teacher), deposits, field/school trip records, fundraising, reports of ticket sales, and canteen records. Other items include activity reports for CIS, professional development, technology, library, and common purchases. Travel and food purchases will be randomly selected for review to ensure compliance of state and local guidelines.

To access an [Activity Listing](#) for audit purposes, please click on the link provided.

Some common audit findings and recommendations are listed below:

**Discrepancy:** Purchase order system not being executed properly. Purchase order issued after the invoice date or no purchase order issued for expenditures.

**Recommendation:** A pre-approved purchase order must be issued before the actual purchase with applicable signatures.

**Discrepancy:** Inadequate documentation for issuing checks.

**Recommendation:** Every check issued must have copy of check or check stub, approved purchase order, original invoice with signature of person placing order, and vendor statements if provided by vendor.

**Discrepancy:** No accountability reports for fundraisers were on file.

**Recommendation:** All fundraisers must have an accountability report completed with all pertinent documents relating to the fundraiser(s), i.e. invoices, receipts, etc. on file for audit purposes to ensure that a profit is realized for future planning of fiscal management.

**Discrepancy:** Canteen accountability reports with multiple calculation errors or showing expected/actual receipts over/under by more than the allowable 1% in a given month.

**Recommendation:** The custodian of canteen funds must ensure accurate records. The canteen forms are now available on BCBE website in Excel format with embedded formulas to eliminate calculation errors.

## Avoid Violating Ethics Law

### **Top Ten List of Ways to Avoid Violating the Alabama Ethics Law**

by Jim Sumner

1. Don't take anything from anybody in exchange for official action. (Section 36-25-7, Code of Alabama 1975)
2. File your Statement of Economic Interests with the Ethics Commission by April 30<sup>th</sup> each year. (Section 36-25-14)
3. Don't use your position for your personal gain or to benefit a member of your family or a business with which you are associated. (Section 36-25-5(a))
4. Don't use public equipment, facilities, time, materials, human labor, or other public property for your personal gain or to benefit a member of your family or your business. (Section 36-25-5(c))
5. File copies of any contract you may have or enter into with a public entity (at any level of government) with the Ethics Commission within ten (10) days of the contract being entered into. Remember that all contracts, except those for professional services must be competitively bid. (Section 36-25-11)
6. Be sure you know what is an allowed gift under the law. (Section 36-25-1(31)(b)(2))
7. Understand what can be provided for you and your family in terms of hospitality, transportation, lodging, food and beverages, tickets to sporting and entertainment events as part of a social occasion, educational or informational program, etc. (Section 36-25-1(31)(b)(3-5))
8. Realize that honorariums are forbidden by the Ethics Law. (Section 36-25-1(31)(a))
9. Understand that contributions to your campaign fund or your inaugural or transitional fund may not be converted to personal use. (Section 36-25-6)
10. Know that you cannot solicit any thing for any purpose or any entity from a lobbyist, except a campaign contribution (Section 36-25-23(b))

**The Alabama Ethics Law and All Advisory Opinions  
of the Ethics Commission can be viewed at our Web Site:  
[www.ethics.alalinc.net](http://www.ethics.alalinc.net)**

**RECAP OF ETHICS GUIDANCE RELATED TO EMPLOYEES SELLING GOODS OR SERVICES TO SCHOOLS OR ANY DEPARTMENT OF THE BCBOE.**

The Alabama Ethics Law, Code of Alabama 1975, Section 36-25-5(a) states:

“(a) No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain.”

Section 36-25-5 (c) states:

“(c) No public official or public employee shall use or cause to be used equipment, facilities, time, materials, human labor, or other public property under his or her discretion or control for the private benefit or business benefit of the public official, public employee, any other person, or principal campaign committee as defined in Section 17-22A-2, which would materially affect his or her financial interest, except as otherwise provided by law or as provided pursuant to a lawful employment agreement regulated by agency policy.”

Mr. Hugh R. Evan, III, General Counsel for the Ethics Commission confirmed the following guidelines that pertain to the issue of employees or their relatives involved with business transactions with schools, students or the Board:

1. An employee or their family member could be involved in a business transaction with a school or the Board if the services or goods were competitively bid and the bid was independently awarded by officials other than the involved employee.
2. This business transaction could occur if the employee was simply reimbursed for goods and no profit was involved. (In this circumstance, Mr. Evans, recommended that we obtain documentation from other similar businesses in the area of what the true costs of the product(s) are.) He recommended that we would be responsible to provide proof in our paperwork that a profit did not occur.
3. Mr. Evans stated that it doesn't matter whether public or non-public funds are involved. If the transaction goes through the school or board books and involves an employee, then the above guidelines apply.

There are numerous Ethics Advisory Opinions that apply and the above guidance is a summary of some of those Opinions.

Questions regarding legal use of local school or central office funds should be directed to the Business and Finance Division and specifically to the Internal Auditor or to the Director of Business and Finance.

## **PUBLIC FUNDS (12)**

The funds maintained at the local schools can generally be divided into two major categories: **Public (Fund 12, Source 7101) and Non-Public (Fund 32, Source 7501)**. Various factors must be considered in determining the proper classification, which affects the degree of expenditure restriction.

### **Public** (12)

Public Funds are restricted to the same legal requirements as Board funds.

- Money generated school-wide
- Money can be used for all students
- Money controlled primarily by the principal

Examples of public fund usage:

**General Fund** generally consists of appropriations from the Board, grants, local contributions, checking account interest, vending machine proceeds, commissions from pay telephones, restricted donations, proceeds from public fundraisers and other miscellaneous revenues. It primarily accounts for school bills and is totally controlled by the Principal.

**Library** funds collected for late charges on returned library books and lost/damaged textbooks.

**Athletic/Gate Receipts** gate receipts are considered public. If non-public monies are co-mingled with gate receipts, all funds become public.

**Concessions** funds collected from the resale of supplies from the canteen/school store and/or concessions operated at athletic and other events. If the school purchases the supplies and retains the proceeds, it is considered public. (If the booster clubs buys the concession supplies and retain the proceeds, then it is considered non-public).

**NOTE:** Any school-related organization may contract with an affiliated local school to keep a percentage of profits obtained from concessions or pay the school for the use of the facility in order to keep proceeds in an outside account.

**Appropriations** funds received from school board or other governmental agencies from tax sources, usually a particular project.

**Donations** funds received from outside donors such as parents, local businesses, civic organizations, field trips, etc.

**Dues / Fees** school imposed dues for certain non-required courses. These funds should be used to cover the costs associated with that class.

### **Fee Restrictions**

- No fees charged in an unaccredited school
- No fees charged in the first six grades of school
- No fees for State required courses
- No fees for workbooks/supplementary reading materials

## **NON-PUBLIC FUNDS (32)**

Funds are restricted only to the intent and authorization of the appropriate sponsors/ officers. If an organization or parent group raises or collects funds and determines how they will be expended, the funds are non-public.

- Money generated for a group
- Money used for the group
- Money controlled by the sponsor/students and/or parental organization

Examples:

**Clubs and Classes** These funds normally consist of self-imposed fees and not school-required fees. In other words, the participants usually set their own fees to participate in these clubs and classes. Most common are FHA, Senior Class, SGA, Science Club, Spanish Club, cheerleader, band or band booster, athletic (if it consists only of non-public fundraiser activity), and concession (if the band booster or any other club buys the supplies and retains the proceeds).

**Faculty Vending** The Principal is allowed to designate two machines (one drink and one snack, which are located in a staff area of the school) per building as non-public. All purchases of items for resale in these machines must be charged against their receipts. Any excess may then be used as non-public funds; however, the school must be in compliance with the guidelines regarding the management of these machines by the applicable Employee Association and payment must be made to the Board to cover the machines' utility costs.

**Donated Unrestricted** If the donor makes contributions with no restrictions, they may be placed in any non-public activity.

### **Unallowable Uses with Public Funds:**

- Gift items for staff birthdays
- Flowers for staff and/or families
- T-shirts for office staff
- Staff Christmas parties/Christmas gifts/Christmas cards
- Donations to various organizations
- Dues to private clubs
- Meals for spouses
- Food items/coffee and cups for teachers' lounge
- After-school staff meeting
- Pizza parties for a classroom
- Rewards for students (Food rewards must comply with Wellness Policy)
- Staff meeting day before school starts/end of year

\*\*\*All of the above are allowable with Non-public funds \*\*\*

### **Allowable - Public**

- Please see the Food & Refreshments Policy regarding allowable food purchases with public funds.
- Athletic receipts can be expended for pre-game meals for the athletic participants and coaches (Principal, and parents not included).
- Banquets honoring persons making significant contributions to the school system.
- Transportation to events related to a student's school sport, if related to a school sponsored activity.

**Recommended:**

Keep documentation of club meetings (minutes).

If a donation is received, request a letter from the donor to reflect how the donation is to be used.

Check with your Custodian of Funds if you are in doubt about classifying an activity and/or expenditure.

Do not move Public money to Non-Public accounts.

If food items are purchased for students, it must be related to the instructional program.

**Note: Trophies and banquets related to athletics are *not* currently viewed as an allowable expenditure of public funds.** However, trophies and all other expenditures relating to an athletic tournament may be paid from tournament entry fees. Entry fee money for these events are to be put in a public athletic tournament activity set up to handle all tournament income and expenses. If two tournaments are running consecutively, it is suggested that two activities be set up for accountability purposes. After each tournament when all expenditures are paid, any money left in these activities must be transferred to the appropriate public athletic activity.

**IMPORTANT:** If all funds are maintained in one bank account and separate accurate bookkeeping is not maintained for each activity, then the non-public funds would be commingled with public funds and have to be considered as public funds.



## Regulations Concerning Public / Non-Public Funds

1. Public funds cannot be transferred to non-public accounts. If funds are transferred from public to non-public, those funds are considered commingled and the non-public account becomes a public account.
2. Non-public funds can be transferred into a public account. However, once transferred, they become public funds incurring all the legal restrictions.
3. Gift cards may not be purchased with public funds. This is allowable only with non-public funds, i.e. teacher sunshine fund may be used to purchase gift card for teachers in lieu of flowers in the event of illness, death, etc. (Memo dated October 25, 2006)
4. Public funds may be expended for membership dues for the state athletic association preferably from an athletic activity fund. (Memo dated October 25, 2006)
5. Public funds may NOT be expended for a personal membership to an organization.

4/15/04

## Clarifications from training regarding Public vs. Non-Public Funds

An important factor is to properly identify the source of funds as **public or non-public** and then ensure that you deposit those funds into the proper public or non-public account.

Most distinctions between the two types of funds are clear except in the area of Fundraisers. A school can have a public and/or a non-public fundraiser.

Public fundraisers are typically considered school-wide, can be used for all students and the money is primarily controlled by the principal. All proceeds from school-wide fundraisers, such as picture sales and coupon books, must be deposited in a public fund. However, proceeds from nonpublic fundraisers, such as candy, gift wrap, or donuts sold by club members, band students, etc., in the community after school hours can be deposited in the appropriate **non-public** activity, provided that the goods being sold were purchased from that same non-public activity. *Non-public activity fundraisers (such as cheerleaders, boosters, PTA) can be held on school premises with the approval of the Principal, but must occur after school hours.*

**Basic rule is: During school hours, on school grounds, sold to school students = PUBLIC.**

A question also came up regarding purchasing food for students from public funds. There is guidance that reflects that public funds may be used for the recognition of educational excellence. As verified with SDE, public funds may be used to purchase food for students as an “academic” reward or achievement or if related to the instructional program. This provision is compared to the unallowable use of public funds for a pizza party that is not tied to academic success or reward.

**FURTHER CLARIFICATIONS OF PUBLIC FUNDS  
REGARDING FOOD AND REFRESHMENTS**

Effective January 1, 2006, the following guidelines must be followed when purchasing food, nonalcoholic beverages and other refreshment items with public funds. Public funds include all state and federal funds as well as public local funds. *(Non-public local funds may be used for purchases of food and nonalcoholic beverages. Also, food/beverages used as instructional materials/supplies are allowable uses of public funds, and there are specific state/federal grant programs that permit some limited food/beverage purchases for students.)* These guidelines are based upon guidance provided by the Examiners of Public Accounts as well as certain Attorney General Opinions regarding this matter.

- Food, refreshments and nonalcoholic beverages may be provided at a public meeting during which official business is conducted and/or a public benefit or purpose is served. These meetings may include various types of board meetings, open houses at schools and other meetings at which the public, the community or parents/students are invited.
- The Board may provide food and nonalcoholic refreshments at receptions attended by members of the city or county government, legislators and members of the community if the Board determines that such expenditures serve a public purpose.
- Public funds may be expended for food, refreshments and nonalcoholic beverages at meetings or banquets for the recognition of significant contributions to education and special deeds that strengthen public education in Alabama and to promote educational excellence by students, faculty, staff and the public.
- Athletic receipts can be expended for pre-game meals for the athletic participants and coaches (Principal and parents not included).
- Public funds may be expended for food, refreshments and nonalcoholic beverages at training or meetings that meet the following criteria:
  - The training lasts all day;
  - The audience for the training is available for only a limited period of time, and it is necessary to extend into the lunch period;
  - The consultants involved are available for a limited amount of time.

Please be aware of the following restrictions regarding the above procedures:

- The Board may not expend public funds to provide food or refreshments for Board employees at a break during a meeting or training session that does not extend through lunch or a mealtime.
- The costs of the food and refreshments may not exceed the amount allowable to an individual employee for in-state travel. For example, the current daily amount is \$11.25 for a day.
- Miscellaneous food and refreshment items that are not allowable with public funds include staff holiday parties, food and coffee items and paper goods for employee and teacher lounges, after-school staff meetings, pizza parties for classrooms, candy rewards for students, staff meetings at the beginning or end of school term.

**Central Office Requisitions:** If food and refreshment items are reflected on a requisition, please identify pertinent information in the comment section of the requisition that will reflect compliance with above criteria. Identify the facts regarding any meeting including if the meeting is public or for training purposes; the beginning and ending times of the meeting; the main agenda items; and summary of who attendees will be. If food is for students, please provide sufficient explanation to reflect compliance with above criteria. When the invoice and other documents are submitted for payment and the purchase was for a meeting, include a copy of the agenda and list of attendees along with paperwork for payment.

For purchase orders prepared at the local school level, the above justification and description information must be included on the purchase orders prior to approval by the principal. When paying the invoice, the agenda of the meeting (if applicable) must be attached along with the payment documents.

### #305 LOCAL PURCHASING

All purchases made for and in the name of the individual schools shall be approved by the principal and shall be handled in conformity, with prescribed policies and procedures as approved by the board.

### #307 LOCAL SCHOOL PURCHASES OF ITEMS OF VALUE FOR SELECT EMPLOYEES

Local schools support extra curricular functions and programs through fundraising events and other local school revenues. There may be situations in which a principal determines that a particular position overseeing an extracurricular activity requires certain items in order to more efficiently perform that function, oversee student safety, coordinate activities, etc. Such items may include cell phones, PDA's and other small equipment. Items identified by the principal as necessary in order to properly perform a job may be considered allowable uses of school funds for these activities. In the event that the school does not have sufficient local revenue in the extra curricular activity to provide these items, a support organization, booster club, PTO, PTA or other outside organization may make a contribution to the school in order to fund these expenditures. The principal must ensure that the provision of any items of value are purchased in the name of the school, become the property of the school and that the provision of such items comply with all applicable laws and regulations include matters that relate to Title IX, Civil Rights, etc. Principals must obtain further authorization from Business and Finance for the provision of these additional items should the individual value of an item purchased exceeds \$1, 000.

*(Board Approved: August 16, 2007)*

#308

**GUIDELINES FOR THE FINANCIAL OPERATION OF SCHOOL RELATED ORGANIZATIONS****Student Organizations**

Student clubs and classes are usually recognized as school activities. The student officers and faculty sponsor operate the organization while the school principal acts in a fiduciary capacity over the organization's funds. The school's accounting records contain a separate account to record the financial operations of each student organization. Income from the student organization is recorded by receipts and deposited in the school bank account. The school principal approves the purchase orders, signs the checks, and maintains the supporting documents for the expenditures. Some organizations consisting of students from the school may not be school activities. Some students belong to social organizations that operate off-campus. Community recreation leagues may consist solely of the school's students and operate under other entities that are not under the control of the school. Although the activities of these organizations may benefit the school's students, these organizations have a separate employer identification number (EIN), a separate mailing address, and maintain their own records and accounts.

**Athletics**

School athletics are extra-curricular activities that must be under the control of the principal. Coaches and other school employees cannot maintain a separate bank account that supports, or benefits from, a school extra-curricular activity. Funds received to support an athletic activity at a school from sponsors, vendors, or other sources must be included in the school's financial records under the fiduciary control of the school principal. Funds from gate receipts and other sources may be recorded in one or more separate accounts for a particular sport in the school's financial records. However, a separate account for each sport is not required. When athletic events are held on locations other than school property, the school principal's control over the financial operations of the event including ticket sales, concessions, and parking fees, will be determined by agreement with the entity in control of the event location.

**Parent Organizations**

Parent and parent/teacher organizations provide a vital role in the education of students. In Alabama public schools, the PTA and the PTO are the most common parent organizations. Many parent organizations join a national organization that serves the individual school organizations. Each of the national organizations publishes guidance for the financial operations of the individual school organizations. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their own records and accounts outside the control of the school. However, these organizations will become school activities if:

- a) Both parties mutually assent to the fiduciary control of the principal.*
- b) A school employee serves/holds a leadership position in the organization, or,*
- c) A school employee is involved with fund-raising or maintains the accounting records for the organization.*

**Booster Organizations**

All school sponsored extra-curricular activities must be under control of the school. However, booster organizations are often formed to support the operations of these activities in a variety of ways. While providing additional financial support for a particular extra-curricular activity, the volunteers in the booster organizations also enhance community support that often extends to benefit all of the students at a school. Because some of the activities of a booster organization may be intertwined with the extra-curricular activity it supports, some of the organization's activities may be under the control of the school principal while other functions of the same booster organization are not school activities. The determination that a particular booster organization is a school activity must be made on a case-by-case basis according to the actual facts and circumstances of the organization's operations at a school. These organizations must have a separate employer identification number (EIN) and a separate mailing address in order to maintain their records and accounts outside the control of the school. However, these organizations "will become school activities if:

- a) Both parties mutually assent to the fiduciary control of the principal.*
- b) A school employee serves/holds a leadership position in the organization, or,*
- c) A school employee is involved with fund-raising or maintains the accounting records for the organization.*

Specific activities of a booster organization may come under the control of the school principal if:

- a) The organization collects admissions to the school function.*
- b) The organization operates a concession operation on school property at the school function.*
- c) The organization collects parking fees for the school function.*
- d) The organization operates a training camp that includes students of the activity it supports, or*
- e) The organization operates an exhibition or competition that includes students of the activity it supports.*

#### **Specific Requirements**

Parent organizations and booster organizations that maintain financial operations outside of the control of the school could create a negative image for the school by failing to maintain proper accounting controls. Accountability for the funds these organizations control includes an agreement between the school and the organization that:

- a) The organization has obtained an employer identification number from the IRS.*
- b) The organization provides a report of the annual audit of the organization to the school.*
- c) The organization makes its financial records available to the schools auditors and authorized school employees upon request*

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- d) The organization provides required financial reports.*
- e) The organization provides proof of a fidelity bond for the treasurer.*
- j) The organization will not provide any payment or benefit to a school employee (or family member of a school employee) in violation of the State Ethics Law.*

**Handling of Funds and Property**

All organizations which raise funds for the support of activities conducted by the Baldwin County Public Schools should follow sound fiscal policies in the handling of funds and property which are contributed by patrons for the support of school programs and activities.

Business and Financial Services Division will issue administrative procedures and guidelines to address the detailed requirements and guidelines for proper fiscal management and for reporting of revenues and expenditures to each school and/or the central office. The attached agreement must be signed by applicable personnel and filed at the school for audit purposes. The Agreement and other required compliance must be in place by July 1, 2008. The guidelines will serve as fiscal procedures and must be adhered to. Any organization which fails to comply with this policy will not be permitted to use school property or to associate itself as being affiliated with the Baldwin County Public School System.

**Financial Operations of School-Related Organizations Agreement**

Name of School: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

Anticipated sources of income for this organization are:  
\_\_\_\_\_

Anticipated uses of funds are:  
\_\_\_\_\_

Employer Identification No: \_\_\_\_\_

The above-named organization agrees to conduct its activities and operations in compliance with the Alabama Department of Education’s Guidelines for Financial Operations of School-Related Organizations including the following specific requirements:

- a) *The organization will comply with Internal Revenue Service requirements necessary for maintaining an Employer Identification Number.*
- b) *The organization will provide the audit reports of its financial operations on at least an annual basis.*
- c) *The organization will make its financial records available to the school’s auditors or authorized school employees upon request.*
- d) *The organization will provide financial reports as requested by school officials.*
- e) *The organization will provide proof of a current fidelity bond for the treasurer.*
- f) *The organization will not allow an employee of the above-named school to lead a fund-raising activity or maintain accounting records or bank accounts for the organization.*
- g) *The organization will not provide any payment or benefit to an employee or officer or family member of the above-named school system in violation of State Ethics Law.*

Name of Organization’s Officer	Position	Date
Name of School Official	Position	Date

(Board Approved: June 19, 2008



### Clarification on Questions from Outside Organizations

There were many discussions concerning the new guidelines for school-related organizations and many questions arose concerning the Ethics Law. These organizations were told that clarification would be sought from the State Ethics Commission, State Department of Education, and/or the State Examiners Office. Excerpts were taken from the State Ethics Law to address the applicable questions from members of the PTO, PTA, athletic boosters, and other parent organizations. Please be advised that the Baldwin County Public Schools staff members are not responsible for any official opinions or interpretations of the Ethics Law. The Ethics Commission is the final authority. The information herein is simply to provide reference to the applicable section of the Law or other guidelines that may answer certain questions.

Most of the concerns voiced and questions asked related to outside organizations providing any type of compensation or items of value to employees. The Ethics Law and applicable Opinions provide guidance that address any compensation, payments or items of value provided to a Board employee by an outside organization. Hopefully the information below will be helpful.

**Compliance with the Ethics Laws is personal. It is the responsibility of each public employee, officer and elected official to comply with the Ethics Law. It is the responsibility of the administration of Baldwin County Public Schools to provide the information and guidance to employees and provide an environment that permits and encourages adherence to the Law. It is the responsibility of the individual to comply.**

**QUESTION: May any outside organization provide a payment, compensation, or thing of value to an employee or coach?**

**ANSWER:** The Guidelines for Financial Operations of School-Related Organizations prohibit a payment or compensation directly to a Board employee that is in violation of the Ethics Law. There is an Advisory Opinion No. 96-121 that addresses this matter and states that any such payments or compensation must **NOT** be "in addition to salary and supplements paid by the Board of Education, except as otherwise provided by law or as provided pursuant to a lawful employment agreement regulated by agency policy".

It appears that any such payments provided by the outside organization would be in compliance with the Ethics Law if they are routed through the school to the Central Office, paid through the Payroll Department and in accordance with the Board approved salary schedule for supplements. A payment directly from the organization to a Board employee does appear to violate the Ethics Law:

Section 36-25-2(a)(3) states:

*"(a) The Legislature hereby finds and declares:*

*(3) No public office should be used for private gain other than the remuneration provided by law."*

Section 36-25-5(a) states:

*"(a) No public official or public employee shall use or cause to be used his or her official position or office to obtain personal gain for himself or herself, or family member of the public employee or family member of the public official, or any business with which the person is associated unless the use and gain are otherwise specifically authorized by law. Personal gain is achieved when the public official, public employee, or a family member thereof receives, obtains, exerts control over, or otherwise converts to personal use the object constituting such personal gain."*

Based on the above law and the facts as presented, a coach employed by a Board of Education, may not receive a salary supplement in the form of cash or anything else of value from a Booster Club or other organization, in addition to their normal remuneration from the Board of Education.

*[Above information is excerpt from Advisory Opinion No. 96-121.]*

**QUESTION: May booster clubs or other outside organizations provide funds to pay for such items as cell phones, PDA's and other small equipment?**

**ANSWER:** Yes

The Board approved to disseminate Policy Number 307 that allows a support organization to make a contribution to the school in order to fund these expenditures. See Exhibit B.

**QUESTION: Who will be held responsible for violating the State Ethics Law?**

**ANSWER:**

The individual public employee, officer or elected official would be responsible for their own personal violation.

**A public employee is defined as:**

"Any person employed at the state, county, or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income." Section (36-25-1(23))

**QUESTION: What is a thing of value?**

**ANSWER:** Section 36-25-1 states:

"(31) THING OF VALUE. a. Any gift, benefit, favor, service, gratuity, or passes to an entertainment, social or sporting event offered only to public officials, unsecured loan, other than those loans made in the ordinary course of business, reward, promise of future employment, or honoraria."

**QUESTION: What is not a thing of value?**

**ANSWER:** Section 36-25-1(31) states:

"b. The term thing of value does not include any of the following, provided that no particular course of action is required as a condition to the receipt thereof:

"1. Campaign contribution as defined in Section 17-22A-2.

"2. Seasonal gifts of an insignificant economic value of less than one hundred dollars (\$100) if the aggregate value of such gifts from any single donor is less than two hundred fifty dollars (\$250) during any one calendar year.

**QUESTION: Is it allowable for an employee to receive a gift card or other gift of appreciation from any outside organization?**

**ANSWER:**

**According to the State Ethics Law, it is allowable but restricted to:** "Seasonal gifts of an insignificant economic value of less than one hundred dollars (\$100) if the aggregate value of such gifts from any single donor is less than two hundred fifty dollars (\$250) during any one calendar year."

**QUESTION: What are the penalties for violation of the Ethics law?**

**ANSWER:** Section 36-25-14(6) states:

" (e) A person who intentionally violates any financial disclosure filing requirement of this chapter shall be subject to administrative fines imposed by the commission, or shall, upon conviction, be guilty of a Class A misdemeanor, or both.

Any person who unintentionally neglects to include any information relating to the financial disclosure filing requirements of this chapter shall have 90 days to file an amended statement of economic interests without penalty."

**QUESTION: Who is charged with enforcing the Ethics law?**

**ANSWER:** Section 36-25-27 states:

"(c) The enforcement of this chapter shall be vested in the commission; provided however, nothing in this chapter shall be deemed to limit or otherwise prohibit the Attorney General or the District Attorney for the appropriate jurisdiction from enforcing any provision of this chapter as they deem appropriate."

**QUESTION: If a public employee files a complaint with the Ethics Commission against a public official or employer in the public sector, are there any measures to safeguard the employee making the complaint?**

**ANSWER:** Yes.

Section 36-25-24 states:

"(a) A supervisor shall not discharge, demote, transfer, or otherwise discriminate against a public employee regarding such employee's compensation, terms, conditions, or privileges of employment based on the employee's reporting a violation, or what he or she believe in good faith to be a violation, of this chapter or giving truthful statements or truthful testimony concerning an alleged ethics violation."

**QUESTION: What is the responsibility of the Superintendent?**

**ANSWER:** Section 36-25-17 Reports of violations; cooperation of agency heads.

(a) Every governmental agency head shall within 10 days file reports with the commission on any matters that come to his or her attention in his or her official capacity which constitute a violation of this chapter.

**QUESTION: What type of audit is required of school-related organizations?**

**ANSWER:**

- a. An individual designated by the organization to review the disbursements of the organization evaluating the supporting documentation for those disbursements and submitting a report indicating the results of the procedures performed would be sufficient.
- b. An audit by an audit committee of members independent of the president, treasurer or fund-raising leader would provide some assurance that the funds are handled properly. The audit committee must consist of three members and a school employee.

Further questions may be directed to the State of Alabama Ethics Commission in Montgomery at (334) 242-2997 or view their webpage at <http://www.ethics.alalinc.net/>.

## **Solicitation**

It has come to the attention of the Superintendent's Office that solicitors may have been allowed on school campuses without a letter of introduction.

Please be reminded that authorization in the form of a current letter of introduction from this office is required before solicitation from businesses, outside organizations or individuals can take place on school campuses per Board Policy #954-Soliciting Funds.

Even though the individual may have a letter of introduction, it is still the discretion of the principal whether to allow these individuals time on campus. Be sure to review this information with your faculty and staff, especially front office staff/volunteers, who may not be aware of this requirement.

# MISCELLANEOUS

**Activity Reports**  
**Allocation Tracking**  
**Allotments**  
**Change Cash**  
**Coding Issues**  
**Gift Cards**  
**Grants**  
**Inventory Controls**  
**Loans**  
**Memberships**  
**Request for Assistance-County Commission**  
**Records Disposal**  
**Use of Facilities**  
**Wellness Policy Miscellaneous Items**

**Activity Reports** should be made available to school staff upon request. Staff may request a copy of their activity balance via email to the bookkeeper and the bookkeeper shall provide the report to the staff member within a reasonable time frame. Staff members should be kept abreast of their activity balances as this affects their spending capabilities.

- **New activity numbers are assigned by the LSA staff at Central Office.** An activity log is kept on file at Central Office to keep uniformity within the county system in regards to activity numbers used at all local schools. Please email [ddaw@bcbe.org](mailto:ddaw@bcbe.org) or call for assistance with activity numbers.
- Click [Setup An Activity](#) for instructions on how to add a new activity.

**Allocation Tracking** is used to track balances for any funding source, i.e. state funding, grants, etc. where individual amounts are allocated to certificated staff members and balances must be maintained throughout the fiscal year.

**Allotments:** High schools and middle schools receive allotments for Athletics, Band, and Choral. Please use the following codes to post receipt of funds:

**Deposit check coding as a transfer in from Central office.**

Receipt Code: **12-4-9230-000-CCTR-7101-0-0000-8114 Athletic Allotment**  
**12-4-9230-000-CCTR-7101-0-0000-8105 Choral Allotment**  
**12-4-9230-000-CCTR-7101-0-0000-8104 Band Allotment**

**Allotment funds may be expensed for the specified program with any valid account codes.**

**Change Cash:** When change cash is needed for an event or activity at the school, the check must be charged (debited) to the Change Cash account, which is 12-1-0115-000-CCTR-7101-0-0000-0000. The Principal must designate the individuals to whom the change cash checks can be written (the "payee"). Only the payee can go to the bank and cash the check. Change Cash checks should not be written to or endorsed by the bookkeeper.

Do not use an expenditure account; this is only start up money. If you get a message "This is not an expense account. Do you want to re-enter?" Answer NO. This is not an expenditure. This is simply "reclassifying" an asset from "cash" to "change cash."

When change cash is re-deposited after the event in the Cash/Checking account, it should be receipted (credited) to the Change Cash account using the Journal Entry Program with a C/R journal code. This should eliminate the balance in the Change Cash account. A balance in a Change Cash account indicates cash that has not been returned to the checking account after an event. The change cash should be re-deposited as soon as possible to eliminate the occurrence of theft and the possibility of the money being deposited into the wrong account.

**FOOTBALL GAMES:** After the football game when the money is counted, a deposit should be made for admissions and a separate deposit should be made for the change cash. When completing the Ticket Sales Report Summary, never include the change cash with the total dollars collected.

**OTHER EVENTS:** If the sport events are numerous where many games are played in a week, for example: baseball, basketball, volleyball etc. the change cash should be placed in a locked box in the office safe after every game. It will be the responsibility of the designated individual cashing the Change Cash check to replace any money that is stolen. The maximum amount of change cash that should be used for these events is **\$100.00**.

## Coding Issues

- The default code for Professional Services is “399”.
- Professional services codes are required for services provided by NON-EMPLOYEES.

This group of object codes includes costs for services which by their nature can be performed only by persons or firms with specialized skills and knowledge; or services performed by persons **other than school employees** to operate, repair, and maintain property owned or used by the school system. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

- **Travel and Training Codes:**
  - o 381 Local – mileage in Baldwin County, etc.
  - o 382 In-State Travel
  - o 383 Out-of-State Travel
  - o 623 Registration Fees

**Note:** We previously used code 389 for a “catch-all”. There is no need to use 389 related to travel. You should be able to identify everything by the above travel codes or by the registration code. Do not budget under a travel code for workshops if the expenditure you need is for stipends for the teachers to attend! If stipends, budget under code 192 and ensure to account for all fringes.

- **Materials and Supplies – see attached for the numerous account codes. Try to standardize and simplify your codes.**

This group of object codes includes costs for items that are consumed, worn out, or deteriorated through use; or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

*We have determined that any item that costs less than \$500 and is normally replaced rather than repaired may be classified using material and supply codes. See attached for codes.*

**Non-Capitalized Equipment (more than \$500 but less than \$5,000 and meets the following criteria). (Only use 491, 492, 492 or 495 as indicated on attached.)**

**Note:** Criteria of Equipment

1. Retains its original shape and appearance with use.
2. Under normal conditions is expected to serve its intended purpose for longer than one year, and;
3. Is non-expendable; that is, if the item is damaged or some of its parts are worn out, it is more feasible to repair the item than to replace it with a new unit.



**Coding of Expenditures:**

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=8884>

**Please make every effort to code all expenditures with the appropriate function, object, and program codes as applicable, i.e., do not use a supply code if equipment is being purchased. If there is any doubt as to the proper code to use, please call the LSA support office for clarification.**

Function Code	Object Code	Program Code
<b>1100</b> -Instruction Regular K-12	Any code directly associated with classroom instruction or dealing directly with <b>the interaction between teachers and students</b>	1100,1200,1500,1700,1810,1890,4300, 4400, 4500, 2200-2900 (Sp Ed), 3700-3800 (Vocational) Pool Program: 8100
<b>2110-2190</b> Instruction Support Student Support	Any code directly associated with those services or activities providing <b>support for students</b> and to enhance instruction	1100,1200,1500-1700,4300, 4400, 4500, 1810, 2200-2900, 3800, <i>3500- Use only with function code 2120</i> <i>Program Pool: 8210-8219</i>
<b>2210-2290</b> Instruction Support Staff Support	Any code directly associated with those services or activities providing <b>support for instructional staff</b> and to enhance instruction	1100,1200,1500,1700,1810, 2200-2900 (Sp Ed) 3700-3800 (Vocational) Program Pool: 8220-8229
<b>2310-2390</b> School Administrative Services Principal/Assistant/Office Operation Services	Any code directly associated with activities concerned with <b>directing and managing the operations of a particular school office</b>	1100,1200,1500,1700,1810, 2200-2900 (Sp Ed) 3600 (Vocational) Program Pool: 8230-8239
<b>3100-3900</b> <u>Security, Operation &amp; Maintenance</u> Services	Any code directly associated with keeping the <b>grounds and buildings</b> open and <u>safe</u> and <b>equipment</b> working	1100,1200,1500,1700,1810,4400,4500 2200-2900 (Sp Ed) 3800 (Vocational) Program Pool: 8300
<b>4110-4190</b> Auxiliary Services Extra /Co-curricular Transportation	Any code directly associated with conveying students on trips to <b>athletic events, field trips</b> , and other “extra” school activities	1100,1200,1500-1700, 1810, 3800, 4400, 4500, 2200-2900 (Sp Ed) <u>4130 Function 3800 (Voc) 4140 Function</u> Program Pool: 8410
<b>7100-7900</b> Capital Outlay-Real Property \$50,000 or Greater Only	510-519 and 324 Use only these object codes	9100 Use only this program code
<b>9110-9190</b> Continuing Education: (Extended Day/Tutoring) or Outside of K-12 students (Adult/Preschool)	Any code directly associated with providing “extra” remediation/guidance/tutoring or services for Preschool or <u>Outside</u> of Regular School Day	2200-2900 (Sp Ed) 3800 (Vocational) 4110-5900 <b>Important:</b> <b>4300,4600,4711,4712,4800,5100</b>
<b>9310-9390</b> Community Services	Any code directly associated with providing <b>community or civic services</b>	Non-Instructional Programs 9510-9540
<b>9800</b> Other expenditures Not associated with instruction	478-Items for Resale 699-Accommodations Exp 399-Rarely used. Only if associated with “Resale”	Please use only these program codes: 9600, 4400, 4500

**Gift Cards:** It appears that the use of gift cards throughout the system has increased in the last year. The purchase of a gift card will not be allowed as this is a direct conflict with the use of the warrant system that requires pre-approval of every purchase made with public school funds. The purchase order should have a detailed listing of items being requested for purchase. With a gift card purchase, this opens an entire gamut of purchasing possibilities with no internal control. Gift cards will be allowable if purchased out of a non-public activity; however, the recipient should sign for the card acknowledging receipt of the card and documentation should be included as to the purpose, i.e., club award for student achievement, teacher appreciation, etc.

**Grants:** All grant applications/budgets or other grant documents must be approved by the appropriate supervisor or administrator/principal and submitted to the Director of Instructional Services for review and approval. The Director of Instructional Support will approve and forward the grant documents to Business and Finance for budget and funding approval. The Director of Business and Finance will approve, if applicable, and forward the grant documents to the Superintendent for his approval and signature. (The Custodian of Funds, Ms. Janice Sledge, must review and sign all state and federal grant applications/budgets prior to the Superintendent's approval.) Upon approval by the Superintendent, the grant application/documents will be returned to the submitting Division/Department/School for appropriate submission and distribution. Grant awards must be made payable to the Baldwin County Board of Education for recording in our system-wide accounting records. If applicable, the funds will be transferred to the designated school. A [Grant Application Routing Slip](#) is linked below for use when submitting grant applications. These instructions and routing slip will be available on the Business and Finance web pages. <http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=1&I=3439>

#### **Grants/Funding From Baldwin County Commission:**

We are thankful and grateful whenever individual schools are eligible to receive grants or services from the Baldwin County Commission. We are required to handle these grants in much the same manner as we handle various state and federal funding.

The Superintendent of Education must approve all requests for grants or services to the Baldwin County Commission. You must submit a letter to this office identifying the specific details of your request. If approved, I will submit a letter to the Baldwin County Commission. Upon receipt of any grant funds, the Business and Finance Division will transfer these funds to each school and notify you accordingly. We will maintain a file on these grants for audit purposes.

**All grants must be submitted to the Department Head and Division Superintendent for approval at the program level. Upon approval by the Division Superintendent, the grant application must be submitted to the Business and Finance Division for budget and funding approval. Once approved by Business & Finance, the grant application must be submitted to the Superintendent for his approval and signature. After Superintendent approves the grant, the application will be returned to the submitting division for appropriate distribution. Once the grant has been approved by the awarding agency, a copy must be submitted to the Business and Finance Division for accounting and auditing purposes.**

## **Inventory Controls**

### **POLICY CONCERNING INVENTORY CONTROLS**

#325 of Policy Manual States:

The primary responsibility for inventory control shall rest with the Business Division and shall be regulated in accordance with standard accounting procedures and practices.

The principal of the local school shall assume the responsibility for reporting any changes in inventory to the Business Division, Materials Management Office. The principal shall be accountable for inventories at the local school level. If for any reason a principal does not provide alterations, additions to or deletions from the school's inventory, the principal shall be held accountable for any unreported losses. The principal shall have the prerogative to hold the individual teacher in the assigned classroom areas responsible. For losses of equipment should said losses not be reported to the principal as they occur.

A physical inventory of all fixed assets and equipment will be made on an annual basis. Other physical inventory of supplies may be made at the discretion of staff personnel.

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### **Fixed Asset Inventory**

Investment in general fixed assets (property, plant, and equipment) comprises a substantial portion of the total assets of a school system. It is, therefore, important to properly record and account for the initial acquisitions, transfers, additions, and deletions. As a result of maintaining a complete system of fixed asset controls and records, the system benefits through (1) protection of the assets, (2) documentation for insurance purposes (in case of fire or loss), (3) maximum utilization of fixed assets, especially movable equipment, (4) more effective planning through the availability of historical data, and (5) verification of "General Fixed Asset Account Group" balance in the financial statement of the Baldwin County Board of Education.

In September of each year, all schools in Baldwin County will be required to verify that their updated inventory is complete. The closing date for inventory updates will be September 30 of each year, and the new fiscal year will begin October 1. This is necessary in order to comply with state auditing procedures.

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## **Loans**

All loans must be pre-approved by the Board of Education. The Board is not liable for any indebtedness in the form of loans/notes or capital leases negotiated by the principal without proper authorization.

### **Bank Loans**

Once a loan has been approved by the Board, the principal may proceed with securing the loan on behalf of the school. A copy of the loan agreement and terms must be on file in the Internal Audit Department at Central Office for audit purposes.

### **Long Term Notes Payable (more than one year w/ amortization schedule): Receipt of Funds>**

Loan Proceeds ACTV-12-4-9150-000-CCTR-7101-0-0000-0000

Payments>

Principal ACTV-12-5-8200-931-CCTR-7101-0-9200-0000

Interest ACTV-12-5-8200-932-CCTR-7101-0-9200-0000

### **Short Term Loans Payable (one year or less): Receipt of Funds>**

Loans Payable ACTV-12-2-0263-000-CCTR-7101-0-0000-0000

Payments>

Payable ACTV-12-2-0263-000-CCTR-7101-0-0000-0000

Interest ACTV-12-5-6910-613-CCTR-7101-0-8690-0000

### **Interfund Payables**

The Principal may request a loan from Central Office to a local school. If approved by the Superintendent, the loan must be booked as interfund payable in the school's books. The principal must include the following in writing:

- Purpose of loan
- Amount of loan
- Payment schedule (explain funding source for re-payment)

Receipted>

Interfund Payable ACTV-12-2-0261-000-CCTR-7101-0-0000-0000

Payments>

ACTV-12-2-0261-000-CCTR-7101-0-0000-0000

The money received for an inter fund payable loan will not be reflected in the activity balance. Therefore, the activity will have a <-> debit balance until enough revenues are generated to absorb the debit balance. The loan balance may be found on the balance sheet in the liability section. To determine the true activity balance, subtract the <-> debit activity balance from the loan balance, or add the credit activity balance to the loan balance.

**Capital Lease:** All capital leases must first be submitted to the Business Manager who will process for approved by the Board of Education. Please contact the Business Services Division for more information and direction in regards to capital leases. A copy of all lease agreements must be on file in the Internal Audit Department at the Central Office.

**Membership to AHSAA:** After researching the Attorney General's opinion concerning the payment of coaches' memberships to the state athletic association, it has been determined that this is an allowable expenditure with public funds as it is a requirement for them to coach in the state of Alabama.

**Requests for Assistance - Baldwin County Commission:** Baldwin County Public Schools and Baldwin County Commission are implementing an initiative to form an effective partnership in order to better serve our students and parents in the county. One of these cooperative efforts addresses the issue of requesting financial assistance from the County Commission for certain local school projects. The County Commission often receives requests for assistance directly from principals, teachers, parent-teacher organizations, booster clubs and foundations. We have a responsibility to provide sufficient information to the County such that the Commissioners can make informed decisions regarding funding for these types of projects. The guidelines and form can be found in the "District Policies & Documents" section of our website under "[District Forms](#)". The following procedure will be followed in requesting assistance:

**Procedures for Submission of Request to Superintendent's Office**

1. All requests must flow through the principal's office to the Superintendent's office.
2. Teachers, coaches, and all supporting organizations must route requests through the principal's office for submission to the Superintendent's office.
3. The requests must be adequately described and the need clearly justified.
4. The school must reflect all funding that is committed by the local school level.
5. The Superintendent and his staff will evaluate the request and determine if appropriate to co-sponsor the request with the County.
6. The Superintendent will indicate on the Request Form the amount pledged by his office prior to submission to the County.
7. The Superintendent's office will then submit cover letter and form to the County requesting the County partner with BCBOE in funding an approved project.
8. Any additional explanations or issues relating to the partnered projects will be explained in the cover memo from the Superintendent's office.
9. The Superintendent will submit to the County Commission.
10. Upon receipt of funding from the County Commission or notice of award, the Superintendent's office will in turn initiate the funding of the project.

**Records Disposal:** All records must be disposed in accordance with the Local Boards of Education Records Disposition Authority. A link is located on the BCBE website under Business and Finance/ Purchasing and Procurement. The disposition schedule must be consulted as to the applicable timetable for destroying records. Certain records are considered permanent and may not be destroyed. A Records Destruction Notice is also available on the BCBE website and must be completed and signed by the principal. After principal's approval, the form must be sent to Central Office for superintendent's approval, and mailed to the Alabama Department of Archives and History for final approval.

**Use of School Facilities:** Baldwin County Board of Education outlines basic guidelines regarding use of school facilities in Board in Policy No. 525. There is a sample Application for Use of School Facilities and a sample Agreement that is used by Daphne High School on the B & F web site, under forms for Local School Accounting. An agreement should be completed for anyone using BCBOE's facilities.

The Baldwin County Board of Education as the owner of lands and buildings located thereon utilized for school purposes ("facilities") is of the opinion that such facilities should be made available to non-student groups and organizations or individuals but only for the following purposes:

1. Civic, social, recreational, or community meetings, functions and gatherings open to the general public which promote the welfare of the community and which do not interfere with the principal use of said facilities;
2. Events, functions or meetings sponsored by professional educational organizations and associations.
3. Instruction in any branch of education, learning of the arts, or for the delivery of community education programs.
4. Events sponsored by educational, civic or charitable organizations or groups for which admissions fees are charged, if the fees are to be applied to educational or charitable purposes;
5. The conducting of elections and political meetings;
6. Recreation, athletics, exercise and physical training.

Use of said facilities for such permitted purposes shall be in accordance with and subject to the following criteria and conditions:

1. Use of the facilities shall be restricted to times when school is not in session and when not in use for school purposes; and such as shall not interfere with the use of the facilities for school purposes either before or after such use.
2. Any user of the facilities shall be required to pay a fee or charge for the use of the facilities to assure that all expenses associated with such use (i.e. utilities, janitorial services, security, maintenance, and supervision) are recovered.
3. Any such group, organization or individual desiring to use school facilities shall be required to make written application for such use of a form approved by the superintendent which must be filed in duplicate with the principal at the school not less than fifteen (15) days prior to the date or dates desired for such use. Upon approval of the application by the principal and executive school patrons, the application shall be submitted by the principal to the superintendent's office for approval or disapproval by the superintendent.

Said application shall embody, in addition to other provisions required by the superintendent, an agreement by the applicant:

1. Acknowledging that the proposed use is not sponsored by or endorsed by the Board of Education, the principal, the executive school patrons, the school or any official or employee of the board;

2. To “hold harmless” the board, its members, the superintendent, the principal, the local executive school patrons and all agents or employees of the board from any liability, including attorney’s fees (1) for negligence or any other wrongful acts or the user of the facilities or their agents, servants or employees, and/or (2) for permitting the use of such facilities;
3. To take out and carry liability insurance in an amount to be determined by the superintendent naming the board, its members, the superintendent, the principal, the executive school patrons and all agents or employees of the board as an additional insured; and to provide to the superintendent, as appropriate, a certificate verifying the purchase of such insurance at the time the written application is submitted.
4. To assume all responsibility for damages and/or extraordinary expenses associated with or resulting from the use of the facilities; and
5. That the facilities will not be used for any purpose not permitted by this policy.

A request for use of school property or facilities pursuant to this policy which is consistent with the permissible purposes set out herein, and which would otherwise be granted, shall not be denied on the basis that presentation of or comment on the relevant subject matter is to be made from a particular viewpoint or perspective, including, but not limited to, a religious viewpoint or perspective.

Should this policy include any statement contrary to a policy adopted hereafter by the State Board of Education, the state policy will prevail.

**BALDWIN COUNTY PUBLIC SCHOOLS  
2600-A NORTH HAND AVENUE  
BAY MINETTE, AL 36507**

**APPLICATION FOR USE OF SCHOOL FACILITIES**

SCHOOL: \_\_\_\_\_  
ORGANIZATION: \_\_\_\_\_  
DATE(S) & TIME OF MEETING: \_\_\_\_\_  
PURPOSE OF MEETING: \_\_\_\_\_

The organization, by filing this application for use of school facilities, agrees:

- The proposed use is not sponsored by or endorsed by the Board of Education, the principal, the local school trustees, the school or any official or employee of the board:
- To “hold harmless” the board, its members, the superintendent, the principal, the local trustees and all agents or employees of the board from any liability, including attorney’s fees (1) for negligence or any other wrongful acts of the user of the facilities or their agents, servants or employees, and/or (2) for permitting the use of such facilities.
- To take out and carry liability insurance in the amount to be determined by the superintendent naming the board, its members, the superintendent, the principal, the local trustees and all agents or employees of the board as additional insured’s: and to provide to the superintendent, as appropriate, a certificate verifying the purchase of such insurance at the time the written application is submitted;
- To assume all responsibility for damages and/or extra-ordinary expenses associated with or resulting for the use of the facilities: and
- That the facilities will not be used for any purpose not permitted by this policy.

\_\_\_\_\_  
Organization President and/or Chairperson

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Superintendent



**AGREEMENT FOR USE OF THE DAPHNE HIGH SCHOOL FACILITY**

(This is the agreement used by Daphne High School as a sample format)

A fee will be charged for the use of facilities- cafeteria, gym, or library.

Full Day- \$250

4 Hours or less- \$100

Contract with School

1. A school employee must be assigned the responsibility to open, close, and clean the facility being used. A charge of \$50 should be paid directly to that individual. (Subject to availability and negotiable)
2. Any group, organization, or individual desiring to hold an event and charge for attendance must provide the cost of security. (Negotiated through Police Department)
3. Adult sponsor (person procuring facility) will be present for the duration of the use of the building. Failure to do so will result in no further use of the facility.
4. Children not participating in the activity are not allowed in the facility unless accompanied by a parent who is not participating in the activity.
5. Restrooms: Use of restrooms will be restricted to those restroom in closest proximity.
6. No one is allowed to walk/roam through building unless accompanied by the Adult sponsor.
7. No food is allowed in the facility.
8. Those who have activities logged on the school calendar will have priority in use and any school function takes highest priority in scheduling.
9. The adult sponsor (person procuring facility) will assume responsibility for damages and/or extraordinary expenses associated with or resulting from the use of the building and will repair or replace damaged items (including light bulbs) to their original condition and the satisfaction of Daphne High School.
10. Meet county's requirements concerning Insurance to the Superintendent.

I understand that by signing this agreement, I assume full responsibility for damages to any part of the facility until the principal/designee inspects the facility. I also affirm that appropriate liability insurance is in place.

\_\_\_\_\_  
Signature

Home Phone: \_\_\_\_\_  
Work Phone: \_\_\_\_\_

\_\_\_\_\_  
Principal  
Date of use: \_\_\_\_\_  
Time of use: \_\_\_\_\_

## Wellness Policy

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=Documents&DivisionID=1009&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=1026>

- I. **Nutrition Education** will involve sharing information with school staff, students and families to positively impact students and their health.
  - a) Nutrition education will include age appropriate objectives required in the Alabama Course of Study for Health Education.
  - b) Local school faculties shall be adequately prepared and participate annually in professional development activities provided by the local school to deliver the nutrition education program as planned.
  - c) Nutrition Education will be integrated into other areas of the curriculum such as math, science, language arts, social studies, health, physical education, and Family and Consumer Science.
  - d) Students are encouraged to participate in the child nutrition program.
  - e) Parent-Teacher organizations will be encouraged to promote and provide nutrition education for parents.
- II. **Physical Activity** will be integrated across the curricula and throughout the school day. Students will be encouraged to balance food intake and physical activity.
  - a) Physical Education will be provided for all students in accordance with the Code of Alabama.
  - b) Physical Education includes the instruction of individual activities, as well as competitive and non-competitive team sports to encourage life-long physical activity.
  - c) Time allotted for physical education activity will be consistent with state standards.
  - d) Policies ensure that state certified physical education instructors teach all physical education classes and have a student/teacher ratio consistent with state standards.
  - e) Physical education courses will be conducted in an environment where students can learn, practice and be assessed on developmentally appropriate skills.
  - f) Parent teacher organizations will be encouraged to promote and provide information to families in order to help them incorporate physical activity into their children's lives.

III. **Nutrition Guidelines for all Foods on Campus** will comply with current USDA Dietary Guidelines and Alabama Department of Education Nutrition Policies.

- a) Foods sold through the vending machines, cafeteria, fund raisers, and school canteens will follow the Alabama's Action for Healthy Kids Guidelines for Snack Foods and Alabama Department of Education policies.  
**Attachment A:** Alabama's Action for Healthy Kids.  
**Attachment B:** Alabama Department of Education Nutrition Guidelines.
- b) Schools are prohibited from selling or providing free of charge any food or meal that is in competition with the scheduled school meal.
- c) Schools are required to restrict student access to concessions, extra meals, vending, and fund raisers during meal periods.
- d) Fund raisers during the school day must comply with the Alabama Action for Healthy Kids Guidelines. **See Attachment A.**
- e) *Of the foods or drinks served during class parties, items must be limited to no more than either one sweet food or one sweet drink. Reminder: Soft drinks are not allowed in elementary schools.*
- f) Carbonated sodas will comply with approved state guidelines. **See Attachment B.**
- g) Advertising of foods or beverages in the areas accessible to students during the school day must reinforce the objectives of the educational and nutrition environment goals of the school and be consistent with established nutrition environment standards.

IV. **Other School-Based Activities.** The system recognizes the importance of creating a school environment that sends consistent wellness messages.

- a) Concession stands, open for extra-curricular activities after the school day ends, will not be required to comply with snack bar guidelines.
- b) Fund raisers after the school day ends will not be required to comply with these guidelines according to the Alabama Department of Education Nutrition Policies dated July 2005.
- c) Schools are encouraged to comply with USDA standards for meals when taking off campus field trips, but are not required to comply.
- d) The After School Extended Day Programs, including the tutoring programs that are provided on school campuses, will comply with the Healthy Kids and USDA Standards. **See Attachment A.**

- e) Students should be provided adequate time to eat. Schools are required to provide a minimum of 10 minutes for breakfast and 20 minutes for lunch after students are seated.
- f) A clean, safe, and enjoyable dining area should be provided.
- g) The system has established a Wellness Committee of administrators, teachers, parents, and community members to address health and nutrition issues within the school setting. Health and nutrition efforts will be coordinated through combined efforts of system administrators, teachers, BCPS nurses, and child nutrition workers.
- h) The system promotes coordinated efforts with local agencies such as the Baldwin County Health Department and insurance providers to offer wellness checkups for faculty and staff within the school setting. Additional staff wellness activities may be implemented at the local level.
- i) System leaders, teachers, parents, and community members are encouraged to take advantage of additional resources to support good nutrition and physical activity.

#### V. **Monitoring, Assessment and Policy Review**

**Monitoring:** The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. The principal will ensure compliance in his/her school and will report on the school's compliance to the superintendent or designee.

**School Food Service Staff:** School food service staff at the local and district level, will ensure compliance with nutrition policies within school food service areas and will report findings to the local school principal. In addition, the local school principal will report findings to the superintendent or designee.

**Policy Review:** As the result of monitoring and assessments, revisions may be made in the Wellness Policy.

**Assessment:** Assessments will be conducted every three years to review compliance, assess progress, and determine areas in need of improvement.

**Attachment A**  
**Alabama's Action for Healthy Kids**

Foods sold or served through the vending machines, cafeteria snack items, the school stores and the after-school program will follow the Alabama's Action for Healthy Kids standards. Those guidelines are as follows:

In single servings, these snack foods are:

- Low or moderate in fat (10%) or less Daily Value of total fat)
- Have less than 30 grams of carbohydrates (10% or less Daily Value of total CHO)
- Have less than 360 mg. of sodium
- Contain 5% Daily Value (DV) or more (10% is healthiest) of at least one: Vitamin A, Vitamin C, iron, calcium, or fiber (5% Daily Value)

Examples of foods to use in the vending machine, for cafeteria snack items, and in school stores are below. The following maximum portion size restrictions pertain to all foods and beverages served or made available to students on school campuses with the exception of school meals, which are governed by the USDA.

**Table 1: Portion Sizes:** The following changes reflect sizes that are now available on the State bid list.

Food or Beverage	Portion Size
Chips (baked or containing no more than 3 to 7.5 grams of fat per bag), crackers, popcorn, cereal, trail mix, nuts, seeds, dried fruit, and pretzels.	Not to exceed 1 and ¼ ounces
Low-fat cookies/cereal bars	Not to exceed 1 and 1/3 ounces
Low-fat bakery items (examples: pastries and muffins) *Many low fat items replaced the fat with sugar. Check the label for carbohydrate content.	Not to exceed 2 ounces
Frozen dairy desserts, such as low-fat ice cream, and pudding "Jello" fruit bowls	4 ounces
Yogurt (low-fat) less than 30 grams total carbohydrates	8 ounces
Reduced fat milk (1 percent or less), flavored or unflavored. Flavored milks may contain no more than 30 grams total sugar per 8 ounce serving.	Not to exceed 16 ounces
Beverages should include water in any size container. Other beverages may include sports drinks (12 ounces), 100% fruit juices (12 ounces or less) low sugar fruit smoothies (12 ounces), and (1) percent or less fat milk – as stated above (16 ounces)	12 ounces except as noted

**Attachment B**  
**Alabama Department of Education Nutrition Policies**

On July 12, 2005, the Alabama State Board of Education passed sweeping changes directed at improving the health and well-being of the students in our schools in an effort to stem the incidence of childhood obesity and obesity-related health problems. These changes will impact all areas of schools where food is sold or served during the school day.

Many areas were addressed by the State Board. The areas include not only the Child Nutrition Program (CNP), but the school environment itself. The new policies include:

- Restrictions on the sale of carbonated drinks
- Sales of foods of minimal nutritional value
- Food sold/served in the cafeteria
- Food items sold through vending machines and school stores
- Equipment used in the cafeteria
- School fund raisers
- CNP training and development

**Sales of Carbonated Drinks**

**Elementary Schools:** An Elementary School is defined as a school where the majority of students are in grades Pre-K through 5.

Effective with the 2005-2006 school year, no carbonated soft drinks shall be available for sale to students at any time during the school day. No item considered to be in the category of carbonated soft drinks may be provided free of charge to students. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be made available during the school day. No vending machine display front may display any product that is not water or 100% fruit juice. Items that may be sold include non-carbonated flavored and unflavored water, 100% fruit juices, milk, tea, and sports drinks. No sales of any items may occur during meal service times.

The school day is defined as the period of time that children arrive at school until after the end of the last scheduled class.

**Middle Schools:** A Middle School is defined as a school where the majority of the students are in grades 6 through 8.

Effective with the 2005-2006 school year, at a minimum 70% of the selections available in vending machines or for sale in school stores are to be non-carbonated flavored or unflavored water, 100% fruit juices, milk, tea, or sports

drinks. At a maximum, 30% of the selections can be carbonated soft drinks, but at least 50% of those selections must be no/low calorie selections. Only 15% of the selections may be regular soft drinks. This means that if you have a machine with 10 slots, only 1 can be a regular soft drink. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be available for sale during the school day. No carbonated beverages of any kind or other competing food/beverage sales are to be available to students during the meal service time. No vending machine display front may display any product that is not water or fruit juice.

The school day is defined as the period of time that children arrive at school until after the end of the last scheduled class.

**High Schools:** A High School is defined as a school where the majority of the students are in grades 9 through 12.

Effective with the 2005-2006 school year, at a minimum 50% of the selections available in vending machines or for sale in school stores are to be non-carbonated flavored or unflavored water, 100% fruit juices, milk, tea, or sports drinks. At a maximum, 50% of the selections can be carbonated soft drinks, but at least 50% of those selections must be no/low calorie selections. Only 25% of the selections may be regular soft drinks. This means that if you have a machine with 10 slots, only 2 can be a regular soft drink. No food or beverage item that has high fructose corn syrup or sugar listed as the first ingredient may be available for sale during the school day. No carbonated beverages of any kind or other competing food/beverages sales are to be available to students during meal service times. During the 2005-2006 school year vending machine display fronts in high schools are to be primarily water and fruit juice, with only occasional soft drink vending machine display fronts allowed. Beginning with the 2006-2007 school year, all vending machine fronts in high schools, other than those located in athletic spectator settings, will show only water and juice products.

The school day is defined as the period of time that children arrive at school until after the end of the last scheduled class.

\*Carbonated drinks will be phased out as follows:

06-07	Follow current Guidelines (Attachment B)
07-08	1. Middle Schools may have a maximum of only 15% diet carbonated drinks 2. High Schools may have a maximum of only 25% diet carbonated drinks
08-09	No Carbonated drinks allowed at any grade level.

\*This is a Baldwin County requirement.

### Foods of Minimal Nutritional Value

In addition to the restrictions regarding the sale of carbonated beverages listed above, no one on the school campus may provide access to "for sale" or "free" foods and beverages of minimal nutritional value as identified under USDA regulations 7CFR210 Appendix B, Categories of Foods of Minimal Nutritional Value until after the end of the last scheduled class. These classifications are as follows:

- Water ices, including frozen sicles, ices and slushes, except those ices containing fruit juice.
- Chewing gum, flavored or unflavored from natural or synthetic sources
- Certain candies, processed predominately from sugar or corn syrup sweeteners or artificial sweeteners combined with a variety of ingredients including but not limited to:
  - Hard candies, sour balls, fruit balls, candy sticks, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, and cough drops
  - Jellies and gums, such as gum drops, jelly beans, jellied and flavored fruit slices
  - Marshmallow candies or other aerated sugar, corn syrup, or invert sugar confections
  - Fondants, such as candy corn, and soft mints
  - Licorice
  - Spun candy, cotton candy
  - Candy coated popcorn



# Receipting

Depositing  
Funds from Central Office  
Receipting (Master Receipts)  
Teacher Receipts  
Receipt Instruction Sheet  
Receipting School Funds  
Refunds  
Reimbursements  
Returned Check Policy  
Tuition and Fees

## DEPOSITING FUNDS

### Bank Accounts

The Principal has complete control and responsibility for establishing the accounts. It is the responsibility of the principal to notify Business Services if funds in local school bank account exceed FDIC standard coverage of \$100,000. Collateral is then necessary and required by audit.

It is recommended that school principal secures an interest-bearing checking account with the greatest possible return to the local school. This is sound fiscal management of school funds.

**There is to be only one checking account for the school**, although there can be more than one type of savings account. Steps for reconciling the bank account are covered under [BANK RECONCILIATION](#)

**\*\*\*Before changing banks, please call LSA support personnel for instructions on handling the transfer of funds between banks.**

A new Bank Mail Release Authorization form, available in the LSA Dept. at Central Office, must be completed when changing banks to report new banking information to Payliance.

### Prompt Deposits

- Funds are to be deposited daily.
- The deposit slip should be prepared in duplicate and both copies should be taken to the bank for validation.
- If the deposit is late, the deposit is locked in a night deposit bag and dropped into the night depository at the banking institution.
- The bookkeeper should check the accuracy of the bank's validation before leaving the bank.
- The duplicate deposit slip should be retained at the school and kept on file for audit purposes.
- The total daily receipts should match the total of the deposit slip.
- All checks received should be endorsed "For Deposit Only" and the name of the school account and the account number.
- The bank deposit slip should show the numbers of the master receipts covered by the deposit. There should be no erasures or other alterations to the deposit slip.

## QUALIFIED PUBLIC DEPOSITORY

School Funds must be maintained in a Qualified Public Depository (QPD). A QPD is an Alabama banking institution that provides protection for school funds under the **Security for Alabama Funds Enhancement Program (SAFE)**, administered by the Alabama State Treasurer's office. **The school should obtain a certificate from their banking institution at year-end to confirm membership in the SAFE Program and state the balance as of September 30.**

A school should have no more than one checking account, preferably an interest-bearing account. Funds not needed for current operations, whether invested in CD's, money market accounts, or savings accounts, must be recorded in the school's accounting records and included in the school's financial statements.

The following banks are confirmed members of the SAFE Program:

Citizens'	Colonial	Compass
First Gulf	First National	Regions
Vision	Wells Fargo	Whitney

### Funds Received from Central Office

Checks issued from Central Office are coded in a specific manner. Instructions on how to post the check in the school's books should precede the check via email from LSA staff. If a check is received without a corresponding email on how to post, please call the LSA staff for posting instructions. See sample form letter below:

Your school will be receiving a check from Central Office. Please receipt and code as indicated below:

		Amount
_____	Title or Other Reimbursement: Credit LSA original exp code used to pay for item(s)	\$
_____	Transfer-In: (Allotments, Extended Day, Grants, etc.) Credit ACT#-12-4-9230-000-CCTR-7101-0-0000- <u>0000</u>	\$
_____	****Transfer-In: (NBPTS, State Funds, AYP, etc.) Credit ACT# -12-4-9230-000-CCTR-7101-0-0000- <u>7102</u>	\$
	****Expenses utilizing these funds will be coded as follows to reduce revenue: ACT#-12-4-9230-000-CCTR-7101-0-0000- <u>7102</u>	
_____	Refund of special payroll, subs, field trips, etc: <b>***mark this</b> <b>only in the event that 4-9230 has been debited in C/O books</b> Credit ACT#-FD-5-9910-923-CCTR-SFND-0-9700-0000	\$
_____	Other Code: _____	\$

\*\*\*\*\*

\_\_\_\_\_ New Activity Number assigned by Central Office LSA staff

\*\*\*\*\*

Please call LSA staff at Central Office at 580-1668 or 580-1914 with any questions.

## Receipting (Master Receipts)

The school Bookkeeper uses the master receipt book to record all funds that are turned in to the school office. **All funds received must be receipted and deposited on the same day received.** All funds should be turned in no later than 2:00 P.M. daily.

The principal is directly responsible for setting and reviewing the procedures for the handling of the receipt books and/or monies received. The principal must also establish procedures for safeguarding funds that cannot be deposited in a timely manner.

Only one master receipt book at a time shall be used for the general fund, and only pre-numbered receipt books may be used as master receipt books.

The Receipt Module in Nextgen is considered the automated form of the master receipt book.

Receipts written MUST state the source of funds.

Receipts must show activity and revenue code for posting.

Receipts must always be written to a person.

Receipts must never be written to such things as "Picture Sales", "Coke Machine", "Candy Sales", etc.

A master receipt must not be issued in the office for funds collected by the teacher or others, unless the teacher receipt book is submitted to the office at the same time the money is turned into the office.

The person receipting the money must never write a receipt to himself or herself.

Master receipts must include the following:

- date collected
- specific purpose of funds (Explorem, lost textbook, etc.)
- source of funds (BOE, canteen, M. Smith, student's name, etc.)
- amount received (indicating "cash" and/or "check")
- signature of person receipting the funds.
- range of teacher receipts

The original copy of the receipt (white copy) must be detached and given to the person turning in the monies, or, if being receipted from a teacher receipt book, stapled to the last receipt written or to the back of receipt page. The duplicate (yellow copy) shall remain in the bound master receipt book **and shall not be removed.**

The master receipt must show the numbers (inclusive) of the teacher receipts from the teacher's receipt book that covers the total amount collected and submitted.

Should it be necessary to void a master receipt, mark the receipt "VOID" and leave both the original and duplicate in the master receipt book. The reason(s) for voiding should be written on the receipt being voided.

If an error is made in preparation of the receipt, do not erase. Draw a line through the incorrect information and insert the correct information above it. The person making the correction should initial the correction.

## Receipting (Teacher Receipts)

The bookkeeper will issue each teacher an individual receipt book to record all funds collected in his/her class. A teacher is not to have more than one receipt book at a time, unless the teacher sponsors other activities, which would require its own book. The receipts must be written in the same manner as described in the instructions previously given under [Master Receipts](#), including the procedures for voiding receipts when necessary.

A permanent record must be kept by the Bookkeeper of each numbered receipt book issued. This record should be retained in the school office for audit. The loss of a receipt book is a serious problem and a written statement, signed by the teacher and the principal, must be filed with the Central Office. The auditor should keep a copy of the statement in the school's file for subsequent review.

Monies should be remitted to the office daily. **No money should be left in classrooms overnight.** The Principal may set exact turn-in procedures. Generally, teachers are allowed up to three days to turn in receipted monies for **weekend events** and should not take the place of the sound practice of turning in receipted monies daily.

**Teachers/office personnel must not cash personal checks out of the funds they have receipted under no circumstances.**

The bookkeeper must issue a master receipt to each teacher for all money brought into the office. Teachers should take money and their receipt book to the office personally, unless the Principal has approved an acceptable procedure. The original of the master receipt is stapled to the top of the last receipt used in the teacher receipt book.

Teacher receipt books should be issued to the treasurer of each booster organization if that organization receives money from individuals (i.e., students, and patrons). All rules and regulations apply to booster organizations. Please see Board Policy #308 regarding School-Related Organizations.

## TEACHER RECEIPTING INSTRUCTION SHEET

### GENERAL RULES

1. The receipt book is the original link in an audit trail of all funds handled by the school system.
2. All funds collected must be receipted.
3. Care must be taken to safeguard any and all receipt books that have been issued. If a book is lost or misplaced, report it to the Principal immediately.
4. Completely fill out each receipt, including name, date, amount and signature.
5. Indicate whether payment is CASH (CA) or CHECK (CK).
6. **Always** write the receipt to a person, not an activity.
7. **Never** write a receipt to yourself.
8. If a mistake is made, write “VOID” across the receipt and leave both copies in the book. If the original copy has been torn out, staple it to the yellow copy. **Never** tear out the yellow copy.
9. At year-end, if receipt book has unused receipts, bookkeeper may staple used receipts together. Remaining receipts may be utilized the next year. **Never** remove used receipts from bound receipt book.
10. **Always** detach the white copy and give it to the student (person).
11. No funds will be accepted in the office from a teacher without their receipt book.
12. **Never** cash a personal check out of the funds collected.
13. Any teacher noting a shortage of monies shall report it immediately to the principal who in turn shall report it to the Superintendent or Chief Financial Officer.
14. The teacher, canteen manager, sponsor, etc. must send the applicable receipt book with the funds collected. It is imperative that teacher/substitute, etc. write a receipt for all funds received. If the amount being collected for specific activity/event is \$5.00 or less, the teacher may use a [Receipt Sheet](#) AKA **Student Receipt Sheet/\$5.00 or less** that lists child’s name and amount paid to support the receipt written.

## RECEIPTING SCHOOL FUNDS

All monies received from any source in or about the schools by any employee or group are regarded as School Funds. **The accounting cycle is as follows:**

1. Monies received must be counted by bookkeeper or other designee to ensure that funds balance back to the teacher's daily receipts or canteen manager's tape/tally sheet showing total collected for the day.
2. If the amount paid by students is \$5.00 or less each, the teacher may use the Student Receipt Sheet/ \$5.00 or less to list the individual students and amount being paid. A receipt must be written for the total amount collected and the specific purpose indicated on the receipt in which the funds are collected, i.e. talent show.
3. A master receipt must be written and attached to the applicable teacher receipt. Bookkeeper must ensure that receipt is written and posted to the appropriate activity account.
4. Receipt books are then returned to the teacher via teacher mailboxes.
5. The canteen manager should attach the master receipt to a copy of the tape or tally sheet for his/her files.
6. After all money has been turned in for the day, a deposit slip is written and deposited at the school's banking institution. This is done on a daily basis. (Under approved circumstances, funds under \$25.00 may be secured overnight in a locked file or safe and receipted/deposited the next day with that day's receipts.)
7. The bookkeeper or other designee is responsible for making daily deposits.
8. Receipts are verified and posted to the financial software. Data entry of receipts may be processed daily, weekly, or at set intervals during the month.

## Receipts (Student)

Each teacher/sponsor will be issued an individual "Receipt Book" as described above to record all funds collected from students in his/her class and/or activity. A teacher/sponsor is not to have more than one receipt record at a time, unless approved by the Principal. The receipt record must be prenumbered. The receipts must be written in the following manner:

1. Date – The date on which monies are received.
2. Received From – Name of student from which monies are received. (Receipts must always be written to student. A teacher must never write a receipt to his/herself.)
3. Activity Number – the activity to which the monies are to be applied.
4. For – The specific purpose for receiving monies.
5. CA – Should be checked if the money received is in the form of cash.
6. CK – Should be checked if the money received is in the form of a check.
7. Amount – The dollar amount written in numerals.
8. Received By – Initialed by the teacher/sponsor receiving monies.

A permanent record must be kept of each Receipt Book issued. If a receipt book is lost, the person to whom the book is issued should submit a written explanation to the Principal. This explanation should be initialed by the Principal and filed in numerical order.



Each teacher has the option of waiving the requirement to write a receipt to each student in a class when the amount being collected from each person does not exceed five dollars (\$5.00). Anything (such as field trips, school store supplies, etc.) may be receipted on the [Student Receipt Sheet /\\$5.00 or less](http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=401): <http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=401>. **This form should be used if the amount collected from students is \$5.00 or less. The completed form should be turned in to the office daily with the money collected.**

Fundraisers will still need to be receipted on the student receipt records even if they are \$5.00 or less. The teacher should complete and submit the 'Student Receipt Sheet of \$5.00 or less' to the office. This form may be reproduced on two-part NCR paper so that the teacher/sponsor will have a copy for his/her files. The listing of Student Receipt Books Issued and the Receipt Log of \$5.00 or less should be filed together for audit purposes.

Funds should be remitted to the Principal's office no more than once a day. However, a teacher is never to hold funds in excess of 24 hours beyond the date of collection.

The bookkeeper must check for the following discrepancies when receiving money to ensure money has not been held:

- Check date should be current.
- Receipt date should be within 24 hours.

The bookkeeper must issue a receipt from the Master Receipt/Receipt Module to each teacher/sponsor for all funds brought into the office. Teachers should take money and their student receipt books to the office **personally**. No monies should be accepted from teachers without a relating student receipt book.

## **Refunds (issuing)**

Refunds in this context relate to cash received and circumstances dictate the need to return funds to a student, parent, teacher, etc. A bookkeeper may not issue cash back to a student out of daily receipts as a refund. All receipts must be deposited and any refunds must be issued with a school check with all pertinent documentation explaining the purpose of the refund.

### **Example:**

A fee for a lost textbook was paid by the student, receipted, and posted in the accounting software as ACTV-12-4-7260-000-CCTR-7101-0-0000-0000 (dues & fees). The textbook was recovered and turned in by the student. **A check must be issued to the student/parent using the same revenue account code-ACTV-12-4-7260-000-CCTR-7101-0-0000-0000 used in posting the receipt.** This reduces the revenue and prevents an overstatement of revenue in the school's books.

## **Reimbursement (receiving)**

A journal entry should be made using the C/R journal code. A debit is posted to the cash account (12-1-0111) to increase cash, and a credit is posted to the expense account (12-5-????) to reduce the expense.

**If a reimbursement is received for an expense in prior year (before Sept 30), the refund/reimbursement must be coded as revenue : ACTV-12-4-9910-000-CCTR-7101-0-0000-0000**

## **Title One Reimbursement**

1. Title one is a federal program. Expense in LSA books must be reduced. Please post as follows:
2. Make a separate deposit for check.
3. Post as a Journal Entry with a C/R journal code in current month.
4. Receipt for check should reference: Title One Reimbursement.
5. Code receipt according to instruction from CO (please call if no instructions included with check or sent via email).
6. Reference: Title One
7. Comment: BCBE Check number, Title One reimb.

## **Returned Check Policy and Procedures**

In an effort to reduce time trying to collect worthless checks, we have adopted a system wide policy in the processing/collection of worthless checks presented to all locations of the Board of Education. This process should allow us to collect the majority of all future checks with a minimum amount of effort. Our policy involves your bank submitting bad checks directly to Envision Payment Solutions. You will not receive the check. The maker of the check will not have an opportunity to pay you after the worthless check has hit your bank account. They will be assessed a service charge by Envision. These procedures should also meet the minimum record keeping requirements from the State Department of Education. The **effective date** for these new procedures was **August 1, 2003**.

The following procedures are to be used in setting up and processing worthless checks written to any program/school of the Baldwin County Board of Education:

CNP, After School Child Care Program and each school must complete a Bank Mail Release Authorization. **Contact Donna Daw at Central Office for the Authorization Form**. All accounts that receive deposits should be listed. When changing banks, this form should be completed and given to the bank. A copy of the form should be sent via fax to Envision and to LSA Staff.

Envision will guarantee payment of checks up to \$500.00 that meet specified qualifications. (1) Checks must be received by Envision within 20 days of the date of the check. (2) Check contains maker's name (3) Returned with following bank codes: (a) Insufficient Funds (b) Account Closed (c) Uncollected Funds. **\*\*Any check received that is less than \$75.00 will be guaranteed regardless of the Bank Code.\*\*** Each account that has received a worthless check meeting the above criteria will automatically receive payment the following month. Envision will make disbursements on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Therefore, all bad checks received should not be outstanding over two months.

Caution should be exercised when accepting checks over \$500.00 for goods or services. Receivers should realize that they would be responsible for securing non-public funds to cover any checks over \$500.00. All checks should contain at least the following information:

**Maker's Name**  
**Residence Address**  
**Home Telephone**

All unpaid checks will have to be shown as outstanding deposits – due from Envision on each month's bank reconciliation. These items should not be adjusted on your books during the fiscal year. As you get paid for these items, you should redeposit them on a separate deposit ticket. Do not record the check from Envision in your books (this would count the revenue twice). At fiscal year end closing you must record any unpaid bad checks by crediting cash (taking from) and debiting (setting up) returned checks receivable (1-0137) from Envision. In the next fiscal year this receivable must be reduced (credited) and cash debited (increased) as the payments come in from Envision. **You must maintain a detailed list to back up the receivable at September 30<sup>th</sup>.**

**Do NOT accept payment from parents/customers attempting to pay for returned checks at your school.** This must be resolved with Envision. If the maker can prove that there was an error by the bank, this should be documented by the bank and forwarded to the Central Office in care of Tom Waters so that we can try to get the original back from Envision at no charge.

**We must not accept more than two bad checks from any maker.** To acquire the maker names on returned deposit items, log on to the Envision website [www.envisionpayments.com](http://www.envisionpayments.com). Each school bookkeeper should have a User Name and Password to access the website (Contact LSA Staff if this information was not provided to you.) A list of repeat bad check offenders should be maintained and updated to individuals who are receiving checks. This list should not be displayed publicly. This list is one of the minimum requirements from the State Department of Ed.

Notification of check collection procedures should be communicated to all parents and employees. They should be aware that there would be a service fee and potential processing fee for each bad check written. We do not have the authority to waive any of these fees. This notification should be included in student packets or any other communications you have with parents and employees at the beginning of the next school year. Please include the notification in your student/parent handbooks.

An Envision Payment Solutions decal must be displayed at each location checks are received. This will include the school office, cafeteria and extended day rooms. Contact Envision to acquire additional decals as needed.

## Tuition and Fees

1. Fees for Courses. Taken from Code of Alabama Section 16-13-13
2. **No fees shall be collected in the future in courses required for graduation.**
3. **In courses not required for graduation, local school boards may set reasonable fees for courses requiring laboratory and shop materials and equipment,** provided, however, that such fee shall be waived for students who cannot afford to pay the fee.
4. **Any funds collected in fees shall be spent on the course for which the fee was levied.** This section shall not be construed to prohibit community groups or clubs from fundraising activities, provided, however, that a student shall not be required to participate in such fundraising activities.

*(Acts 1983, No. 83-617, p. 956, § 2; Acts 1989, No. 89-689, p. 1356, § 2; Acts 1995, No. 95-314, p. 634, &sect;18.)*

1. No school fee of any kind may be charged in the first six grades. Code of Alabama 16-10-6
2. Donations may be accepted from parents for special school purposes.
3. Maintenance fees for lockers may be collected.
4. No fee may be charged in connection with any required subject.
5. A graduation diploma may be withheld if fees are outstanding from non-required courses, textbooks, library resources damaged or lost and supporting waivers indicating inability to pay by parents are not filed with the principal and approved by the Division Superintendent and Curriculum and Instruction.

# **PURCHASES**

Requisition/Purchase Orders  
Purchasing Copy Paper  
Purchasing Services  
Purchases & Bid Law

## Purchases

Act No. 742 – (Appendix X) requires the use of Purchase Orders by schools as schools are tax-exempt from Alabama sales tax.

**School employees may not use the school's sales tax exemption for personal purchases.**

### Requisition/Purchase Orders for Goods/Services

**All purchases made for and in the name of the individual schools shall be approved by the principal and shall be handled in conformity with prescribed policies and procedures as approved by the board.**

The LA-5 purchase orders are available on the board's web site for download to an Excel spreadsheet and may be used by teachers as a **requisition** for a purchase order. The school may use the system-supplied purchase order in Nextgen. This method will ensure that your PO log is in the system and may be easily researched as to open purchase orders: [OPEN PO REPORT BY CCTR](#)

#### IMPORTANT NOTE:

- **Post ALL outstanding purchase orders that have been issued for the month.** This ensures an accurate activity balance for staff members to view and shows all encumbrances against the activity at a glance on the Principal's Report.

It is recommended that you keep a log of issued Purchase Order Numbers either in Nextgen (instructions on how to access report shown above) or a separate PO log kept manually. Keep this in numerical order. At a glance you should be able to account for your purchase order numbers.

Itemized listing with description (not item numbers alone) and amounts should be on requisition with signature of teacher/sponsor and vendor information must be complete. **Avoid use of "per attached list"** except for things like a list of books for the scholastic book fair that may be prepared by a salesman at the time he visits the school campus.

**Activity balance must be verified to ensure that the availability of funds** in the applicable activity **prior to** issuing a purchase order and /or assigning the purchase order a number.

Principal must approve purchase order prior to being issued to staff.

A purchase order must be generated and distributed as follows: original copy to vendor, copy of purchase order attached to requisition for bookkeeper's file (documentation to attach to check copy once payment is remitted) and copy of PO and requisition for teacher's file.

Purchase orders must be issued for all expenditures of goods and services. EXCEPTION: Blanket purchase orders may be used for monthly bills, i.e. copier maintenance, travel reimbursements, utilities, payments to BCBE, etc.

**Reimbursements should not be made to any teacher/sponsor who purchases goods in the school's name without prior approval in the form of a purchase order. Only in an emergency-type situation should this be allowed.** Under normal circumstances, a purchase order must first be approved before an expense is incurred on behalf of the school.

**It is the bookkeeper's responsibility to check open purchase orders monthly.** Prior to month-end close, the bookkeeper should research all open purchase orders; make copy of open POs to give to person who requested purchase order. A stamp may be used to expedite the correct response:

**Example only:**

Please advise as to the status of this open purchase order:	
_____	order has not been placed
_____	order not complete
_____	waiting on invoice
_____	void purchaser order
_____	other _____

## Procedures for Ordering Copy Paper

All schools and central offices will need to complete a P.O. and order copy paper directly from the state bid. Information and instructions for ordering copy paper are as follows:

### State of Alabama Department of Finance Division of Purchasing Cut Paper and Continuous Forms Contract

[www.purchasing.alabama.gov/contracts/t103.txt](http://www.purchasing.alabama.gov/contracts/t103.txt)

Contract Number.....: T103

Period.....: July 20, 2009 to July 19, 2010

The first two selections of this contract are items most commonly use. There are also other items available under this contract such as color paper and continuous forms. **Include the commodity number for each item on all orders. The commodity number for each item should be included on each PO.**

Commodity  
Number

645-36-035542 - 8-1/2 X 11 20# copy paper, 5000/ctn @ \$5.27 per thousand = \$26.35/cs

645-36-035543 -8-1/2 X 14 20# copy paper, 5000/ctn @ \$7.39 per thousand = \$36.95/cs

A suggested minimum of five cases per order. Allow a delivery time of five days.

IT IS THE RESPONSIBILITY OF THE ORDERING AGENCY TO MAKE SURE THAT ALL OF THE INFORMATION SUBMITTED ON THEIR REQUISITION IS CORRECT. ALWAYS BE SURE TO RECHECK YOUR COMMODITY NUMBERS. AS SOON AS YOUR PURCHASE ORDER ARRIVES, CHECK IT FOR ACCURACY. IF THERE ARE ANY DISCREPANCIES, PLEASE NOTIFY THE VENDOR FIRST, THEN CONTACT THE BUYER LISTED ON THE FRONT OF THIS CONTRACT AS SOON AS POSSIBLE. IN MOST INSTANCES, PROBLEMS CAN BE CORRECTED.

COMPLAINTS MUST BE DOCUMENTED & SUBMITTED TO THE BUYER IN WRITING.

DIVISION OF PURCHASING

CONTRACT NOTICE OF AWARD

TERMS AND CONDITIONS

#### DELIVERY:

ALL DELIVERIES MUST BE INSIDE - DOCK DELIVERIES ARE NOT ACCEPTABLE, UNLESS AGREED TO BY THE AGENCY OR PRINTING VENDOR PRIOR TO DELIVERY.

SOME STATE BUILDINGS MAY HAVE LIMITED SPACE FOR TRUCKS TO PULL INTO THE LOADING DOCK, SO VENDORS MUST MAKE DELIVERIES IN A TRUCK WHICH CAN FIT INTO SUCH SPACE.

SOME AGENCIES MAY HAVE LIMITED HOURS FOR DELIVERIES TO BE ACCEPTED. IF DELIVERY HOURS ARE LIMITED, THE AGENCY WILL STATE SO ON THE PO. OTHERWISE, DELIVERIES MAY BE MADE BETWEEN 8:00 AM AND 5:00 PM.

Each school will be issued an account once first purchase order is faxed to Strickland Paper Co. Fax number is 251-473-1738. Phone number 251-479-3000. Please be sure to include all pertinent information required for delivery.



### **Non-Employees/Purchasing Services (1099 Vendors)**

**If contracting a service from an individual, the contract is in lieu of a purchase order and serves as approval for expenditure if signed by the principal.**

**[Contract for Non- Employee](#)**

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=377>

### **Employees/Agreement for Additional Work**

**Board employees who perform a type of service for the school must complete the “Agreement for Additional Work” and payments made through Special Payroll processed through the Payroll Department.**

**[Agreement for Additional Work Contract](#)**

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=966>

### **Part-Time Work**

[Procedures for Hourly/Daily Work](#) provides consistent handling of filling certain vacancies. The appropriate form must be completed and approved by the Human Resources Dept: [Authorization for Hourly/Daily Work](#)

## Purchases and the Bid Law

COMPETITIVE BID PROCESS (Please see ACT No. 2008-379: Changes to the Bid Law)

Title 41, Code of Alabama (1975) requires the Board to procure services, material, and equipment involving \$15,000 or more by free and open, sealed competitive bidding, to the lowest responsible bidder.

Title 41 also identifies contracts for which competitive bidding is not generally required. This exemption includes products whose price is regulated by established state law; contracts for services where the personality of the individual plays a decisive part; purchases of manuscripts, maps, books, pamphlets, or periodicals purchased for the use of any state library or any other library in the state supported in whole or in part by state funds; commodities for which there is only one vendor or supplier; and computer hardware which is the only type compatible with hardware already owned by the board.

**Individual school purchases from monies other than those raised by taxation or received from state or county appropriations (i.e., fundraisers, donations) are exempt from the competitive bid requirement.**

In accordance with Title 16, the Board authorizes each school or individual teacher to purchase materials and supplies, instructional equipment, and electrical equipment for classroom instruction when expenditures do not exceed the sum of \$15,000 following the purchasing procedures of the school and the Board.

Collective expenditures using classroom instructional support funds shall be made in accordance with the state competitive bid laws. Purchases of goods or services requiring a bid can be identified as schools and division/department budgets are prepared for each fiscal year.

**For more information concerning bids, please contact the Purchasing Department.**

## Act No. 2008-379 Changes to Competitive Bid Law

(House Bill 442 companion to Senate Bill 364)

- **Increase the minimum amount for which competitive bidding is required from \$7,500 to \$15,000, effective August 1, 2008.**
- **Allow school boards to establish a local preference zone that can extend beyond the legal boundaries or jurisdiction of the local board, effective August 1, 2008.**
- **Allow school boards the option of requiring a bid bond, effective August 1, 2008.**
- **Exempt from competitive bidding those purchases made by boards under joint purchasing agreements with agencies in non-adjointing counties, effective August 1, 2008.**

Current law has been interpreted to prohibit school boards from entering into a joint purchasing agreement with a regional purchasing consortium that contains agencies in counties that are not contiguous. This bill corrects the language to allow school boards to enter into regional purchasing consortiums with county and city governments to purchase diesel fuel and other items through competitive bids.
- **Utilize internet bidding by reverse auction for sealed bids effective January 1, 2009.**
- **Allow the consideration of life cycle costs in the competitive bidding of personal property where those costs can be reasonably ascertained from industry recognized and accepted sources effective January 1, 2009.**
- **Allow the local board to award the remaining portion of a contract to the second lowest bidder when the lowest responsible bidder cannot comply with the contract terms.**

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## **EXPENDITURES**

**Checks**  
**Invoices**  
**Travel**

## Checks

1. All obligations of the school are to be paid by official school check or Board approved electronic funds transfer.
2. Only authorized school expenses are to be paid from this account.
3. A check is never to be destroyed when an error is made. The check should be marked VOID and filed in numerical order with other SPOILED/VOIDED checks in a file so marked for audit purposes.
4. Do not make checks out to "Cash".
5. Do not sign checks that do not contain the recipient's name and amount of check.
6. Do not pay for items in advance.
7. Checks must be secured at all times.
8. Checks must be issued in numerical order and filed in the same manner.
9. Checks outstanding for more than 60 days should be researched and appropriate action taken.
10. The Principal is authorized to sign checks. If the Principal is incapacitated, call the Director of Business and Finance. Additional signatures may be approved by the Principal to be used in emergency situations if the signature is on file at the bank.
11. A valid invoice and Purchase Order must be secured to serve as a basis for issuing any check; ***statements are insufficient.***
12. ***The proper handling of the School Bank Account is the primary responsibility of the Principal.*** The Principal does not have the authority to issue a check unless proper documentation is secured beforehand. Gifts, prizes, or other merchandise obtained from the purchase of school items are the property of the Board. School employees are prohibited from purchasing personal items through the school. School personnel will neither solicit nor accept funds or gifts from vendors

## Invoices

**Payments must be made from an original invoice when at all possible.** A faxed or emailed copy of an invoice will be acceptable *only* when original is unattainable. There is a risk of duplicate payment when paying from a copy of an invoice. The bookkeeper will be responsible for any duplicate payments. Some vendors provide statements on a monthly basis to show all business transactions associated with the local school's account including credits, late charges, etc. The statement should be utilized in such a way that insures that all payments and credits have been accounted for by the bookkeeper. This is accomplished by ticking off each invoice represented on the statement.

### **Supporting documents are:**

1. cancelled check
2. approved local school purchase order
3. original invoice with the signature of the person who ordered the merchandise or service to indicate that the merchandise or service has been received or that the order was accurate and ready for payment
4. statement when provided by vendor
  - All paid invoices shall be filed by check number order, in the month of payment with a copy of the purchase order attached.
  - Payment of an invoice should never be made before all merchandise is received.
  - Invoice must be attached to applicable requisition/purchase order and filed in "Ready to Pay" file for processing.
  - The invoice must include the pre-printed name and address of the vendor, description of items for purchase, itemized listing with unit prices, shipping and handling charges, total amount of purchase.
  - Vendor must be paid on a timely basis.
  - Invoice should be marked PAID after check has been signed by principal.

Once invoice is received, signature of person ordering items must be on the original invoice to indicate goods/items have been received and order is complete. A stamp may be used as follows to acknowledge receipt of items:

#### **Example only:**

<p>MATERIALS ON THIS INVOICE HAVE BEEN RECEIVED IN GOOD CONDITION AND IN THE QUANTITIES INDICATED</p> <p>SIGNED BY: _____</p> <p>DATE RECEIVED: _____</p> <p>Please return to bookkeeper for payment</p>
--

November 1, 2011

**BALDWIN COUNTY BOARD OF EDUCATION  
TRAVEL REIMBURSEMENT PROCEDURES**

All allowable travel expenses must be incurred while in the performance of official duties for the Baldwin County Board of Education. All out-of-state and in-state workshops and conferences must be relevant to the performance of or training for duties related to Baldwin County Board of Education. For Central Office personnel, all Travel Reports and Expense Statements are due to the employee's supervisor by the 5<sup>th</sup> of each month and to the Central Office by the 15<sup>th</sup> of each month. It is the goal of Accounting to make travel reimbursement available by the end of the working day on the 25<sup>th</sup> unless the 25<sup>th</sup> falls on a weekend or unless technical difficulties, delivery schedules, holidays or unusual events (catastrophic weather) prevent this deadline.

**I. Out-of-State Travel:**

- A. Out-of-State travel must be approved by the specific Administrator or Executive Staff person that supervises the traveler or the program/fund that pays for the travel. The meeting agenda and registration documents must be submitted along with Request for Administrative Leave. Official Board travel may only be for the days of the conference or meeting plus reasonable travel time. One travel day at the beginning of the trip and one travel day at the end of the trip is permitted.
- B. Efforts should be made to plan and coordinate travel so as to maximize accomplishments. Only a reasonable but sufficient number of staff should attend the same meeting. Upon returning, those staff members should train other staff members and disseminate information and materials. When possible, coordinate travel so as to share transportation.
- C. Registration: Request for payment/reimbursement must have agenda, meeting place and dates and be accompanied with receipt. If registration includes a membership fee or dues fee for an individual, it must be deducted. The Board does not pay personal membership fees or dues. Many times registration fees are higher for a non-member. However, the employee must pay their individual membership fees or the Board will honor the non-member fee as an allowable expenditure. Registration fees are the only travel expenditure that may be paid in advance by way of a purchase order. Also, a copy of the approved Request for Administrative Leave must accompany the documentation submitted for advance payment of registration fees.
- D. Hotel/Motel: Cost must be reasonable. If meeting is held at a Hotel/Motel, the Board will pay no more than host Hotel/Motel rates per day. The Board will only pay for the conference rate for a "single". If other individuals or family members accompany employees, the employees must pay for the additional room rate above the standard single rate for the conference. Business related telephone reimbursement must have the nature of calls made and persons called. Movie rentals, alcoholic beverages and other personal expenses will not be reimbursed. Receipt must be submitted with Travel Expense Statement.
- E. Food/M meal Allowance: A paid receipt is not required for this allowance. *(The food/Meal allowance is only allowable for out-of-state trips that are 12 hours or more.* The Board has adopted the Meal and Incidental Expense per diem rates set by the United States General Services Administration (GSA). These rates are updated annually and are effective for each fiscal period.
- F. Car Rental: Car rentals must have prior approval, be for business purposes only, and reimbursement must include rental and gas. Rental cars must be approved on the Request for Administrative Leave.
- G. Other/Miscellaneous: Other necessary travel expenses such as cabs, subways, parking, toll charges, etc., are allowable if necessary, reasonable and documented with receipts/tickets. Most airlines have initiated fees for checked baggage. **The Board will reimburse the employee for one baggage charge each way if ticket is submitted. The employee is responsible for any excess weight charges or for any charges for two or more checked baggage items.**

**II. In-State Travel:**

- A. Department Heads should monitor and coordinate car-pooling whenever possible. Travel should be planned and coordinated so as to ensure that a reasonable number of staff members attend the same meeting. Information and materials can be relayed to other staff members upon

return. *Travel must relate to employee's duties and responsibilities for the Baldwin County Board of Education.*

- B. Registration: Request for payment/reimbursement must have agenda, meeting place and dates. If registration includes a membership fee or dues for an individual, it must be deducted. The Board does not pay personal membership fees or dues. Many times registration fees are higher for a non-member. However, the employee must pay their individual membership fees or the Board will honor the non-member fee as an allowable expenditure. Registration fees are the only travel expenditure that may be paid in advance by way of a purchase order. Also, a copy of the approved Request for Administrative Leave must accompany the documentation submitted for advance payment of registration fees.
- C. Mileage Reimbursement: The Baldwin County Board of Education will adopt the mileage reimbursement rate established by the State of Alabama. The mileage rate is to cover gas and use of personal vehicle in the business of the Baldwin County Board of Education. The Division of Business and Finance will update this rate as necessary to coincide with State rates.
- D. Points of Travel: Locations must be listed in chronological order. Employees shall not claim commuting mileage (distance from home to base school/office or the return trip). Employees who report to various locations in one day must subtract commuting mileage from the total mileage claimed for reimbursement on that day. Each Principal/Supervisor will be responsible for determining commuting mileage for all employees within their school/department/division. If an employee leaves from base, travels to locations and returns directly to home, the employee must deduct a one-way commuting trip.
- E. **Hotel/Motel: Cost must be reasonable. If meeting is held at a hotel/motel, the Board will pay no more than the host hotel/motel rates per day. Otherwise, the Board will pay for the hotel/motel up to a limit of \$125.00 per night's lodging. The Board will only pay for the "single" rate. If other individuals or family members accompany employees, the employees must pay for the additional room rate above the standard single rate for the hotel/motel. Business related telephone reimbursement must have the nature of calls made and persons called. Movie rentals, alcoholic beverages and other personal expenses will not be reimbursed. Receipt must be submitted with Travel Expense Statement.**
- F. **Food/Meal Allowance: The Board will reimburse the employee for a food/meal allowance in the amount of \$45.00 per day of approved travel. A paid receipt is not required for this allowance. The approved days of travel should be reflected on the approved Administrative Leave Request.**

Overnight trips of less than 100 miles one way traveling distance are not permitted. Overnight trips of less than 100 miles for two or more nights are permitted if, based on the judgment of the Assistant Superintendent/Division Director/Executive Principal/Principal, returning home each night is unreasonable. Under these circumstances, the Assistant Superintendent/Division Director/Executive Principal/Principal must submit justification and any pertinent documentation to the Superintendent for approval PRIOR to the actual travel. A once-a-year exception per employee may be submitted. This provision may be subject to restrictions based upon cost containment measures as directed by Superintendent.

- G. Travel Reimbursement for In-County Travel: Reimbursement for hotel costs and food/meal allowance are not allowed for the performance of routine job responsibilities within Baldwin County. **(Refer to the above once-a-year exception that may be granted by the Superintendent if the justification for unreasonable return to home each day is adequate and prior approval is obtained.)**
- H. Other/Miscellaneous: Other necessary travel expenses such as parking toll charges for toll bridges or toll roads, etc., are allowable if necessary, reasonable and documented with receipts/tickets.



### III. Administrative Leave Request

The Administrative Leave Request serves many purposes. It is intended to document approval for an employee to attend an allowable event or function with pay and to provide documentation for prior authorization of expenditures related to events, conferences, workshops, etc., such as travel, registration and costs for substitutes. It is the initial documentation to support the travel reimbursement for an employee or the payment of the aforementioned related expenditures.

An Administrative Leave Request must be completed and submitted to the appropriate approver when it has been determined that the reason for the leave falls into one of the categories listed below:

- A. Accompanying students on school approved activities for which a substitute is required.
- B. Attendance at any professional development activity or workshop conducted by the local schools or any department of the Baldwin County Public Schools for which costs are incurred for substitutes, registration, etc.
- C. Visitation to observe other instructional techniques or programs.
- D. Attendance at workshops, conferences or seminars conducted by the state, colleges, universities or professional educational associations related to current assignment.
- E. Attendance at conventions or meetings or professional education associations if the person is an officer or delegate or if serving as a chairperson of a state or national committee of that professional organization.
- F. Legal Leave (Short term leave supported by subpoena or juror notification.) (Plaintiffs or defendants are NOT eligible for paid administrative leave.)
- G. Special permission is/was granted by the Board of Education.

It is not necessary for Central Office staff or school administrators and office staff to complete an Administrative Leave Request if the individual is attending a meeting or training workshop that is required as a part of the employees' responsibilities, and there are no costs involved except for mileage reimbursement. Procedures for Processing and Approval of Administrative Leave Request:

- A. The Administrative Leave Request should be submitted and approved PRIOR (preferably 1 to 2 weeks) to the event/activity.
- B. All days required for the event/activity should be included on the Request. The traveler should include sufficient time for travel. However, for out-of-state trips, the travel time must be limited to include one travel day at the beginning of the trip and one travel day at the end of the trip. In-state trips must be planned for sufficient travel time to attend the necessary meetings. Travel expenses will be reimbursed ONLY for those days approved on the Administrative Leave Request.
- C. The meeting agenda must be attached to the Administrative Leave Request for all out-of-state and in-state trips. If no formal agenda exists, then traveler should submit proper documentation to reflect the invitation, notice of event or request to attend the meeting that outlines the dates of the event. It is recommended that the submitter obtain an electronic copy of the agenda or notice (or scan in) in order to submit thus enabling an electronic process for submission of the Request.
- D. The user department may utilize the field immediately after "What source of funds will be used to pay for related costs..." to reflect account codes or other information.
- E. Failure to obtain Administrative Leave Request approval preceding an event/activity can result in the request being denied and travel expenses not being reimbursed. If for any reason it becomes necessary to leave earlier or return later, if transportation method changes, or if the destination changes, the traveler should submit an amended Administrative Leave Request so that all allowable expenses can be reimbursed.
- F. **Selecting the Code for Payment of Substitutes:** Check the form if a substitute is required. The submitter MUST select the funding source that will pay for the sub. If the sub is paid from funds at the local school level, the school must select either **Activity 2170 or Other Local School Funds**. (See drop down box.) If the sub is paid from state, federal or local funds at the central office departmental level for programs and grants such as Title II funds, funds from Information Technology Services or Instructional Services, etc., the applicable department will provide this code. If the sub will be paid from pre-authorized system-paid categories, select the program from the drop down box. If a system-paid

category is selected, the school MUST SUBMIT THE ADMINISTRATIVE LEAVE REQUEST TO THE SUPERINTENDENT'S OFFICE TO THE ATTENTION OF [lcoe@bcbe.org](mailto:lcoe@bcbe.org) with a copy to [asanks@bcbe.org](mailto:asanks@bcbe.org). The Superintendent's office will affix a protected signature for the Superintendent and return to the school via email. PLEASE NOTE: IF A SCHOOL PROCESSES REMOTE LEAVE USING SYSTEM PAID SUBS FOR AN UNAUTHORIZED/UNAPPROVED EVENT, THE SCHOOL WILL BE CHARGED FOR THE SUB UPON REVIEW OR AUDIT OF LEAVE RECORDS.

#### **APPROVALS:**

The basic guideline for approval of Administrative Leave Requests and corresponding travel expenses is as follows: The Superintendent, Executive Staff or Principals will approve Administrative Leave and travel for those individuals reporting to them and/or for travel funded by a program or fund each individual manages. See breakdown as follows:

A. Superintendent approval is required for the following:

1. Administrative Leave Requests and corresponding travel claims for Executive Staff, principals and any other staff members reporting directly to Superintendent.
2. Administrative Leave Requests for all categories that require "System-Paid" substitutes.

B. Executive Staff members' approvals are required for the following:

1. Administrative Leave Requests and corresponding travel claims for employees that report directly to Executive Staff.
2. Administrative Leave Requests for principals and school staff when the workshop or event attended or any costs incurred are administered or managed by those particular Executive Staff Departments.

C. Principals may approve the following:

1. Administrative Leave Requests for school staff for which any associated costs for substitutes or other costs are paid directly at the school level.
2. Principals must forward the Request form and corresponding travel claim to the applicable Executive Staff member if the related travel costs are paid with system funds managed by the applicable Executive Staff member as described in "B" above.
3. Otherwise, the only approval required is the principal.

**Please automate the use and flow of the Request forms now that less paperwork is required and the approval process is streamlined. Most forms can be emailed to the applicable approver!**

#### **SUBMISSION OF TRAVEL CLAIMS FOR REIMBURSEMENT:**

**All forms for local, in-state and out-of-state travel expense reimbursements are available in fill-in PDF forms on web site.**

It is preferred that completed forms reflect electronic signature of traveler and all approvers. If it is not possible to affix an electronic signature, the preparer may type in the names or the traveler may sign. If the forms are signed, it is preferred that the forms be scanned in so that the electronic process can continue. If names are typed in, the department or school preparing the forms must ensure that documentation is available at the originating office to demonstrate signature or approval of some type of traveler and approvers.

Completed forms may be emailed to designated approver. If paid with local schools funds and Superintendent approval is not required, the approved forms may be processed for payment. For system paid travel, once approved by the final designated approver the completed forms must be electronically filed in the specific departmental "Travel Folder" located on the system's shared folders. Any required agendas or receipts/tickets should be scanned in and saved along with travel claim. The travel claims must be properly saved with identifying file name. Example: Travel Exp., Smith, J., March 2011. It is not necessary to submit original signatures or original tickets. Originating department or school must retain original documentation.

Travel procedures pertain to all Baldwin County Board of Education employees for out of state, in state and local travel.

No reimbursement shall be authorized for travel between the employee's residence and work base.

Teachers may forfeit or accept less than the usual per diem amount for travel in some instances. Documentation should be on file for audit purposes to explain the lesser amount of reimbursement.

**Example:** Teacher requests to attend conference and agrees to claim mileage only. The Principal agrees to these conditions. Explanation must be included and attached to check copy explaining the missing per diem reimbursement.

All travel forms are available under Forms and Documents of the Business & Finance Section on the website: [www.bcbe.org](http://www.bcbe.org).

When completing the Local Travel Form, please use the sample format below:

#### SAMPLE LOCAL TRAVEL FORM

DATE	DESCRIPTION OF TRAVEL ( ) Indicate miles between points rounded to the nearest mile	ACTUAL MILES	HOME/BASE/ HOME MILES	REIMBURSE- MENT MILES
28-Jun	Home (36) FLYH (2) FLYE/FLYM (10) ELBM (20) CBMS (24) CO	92	5	87
				0
				0

**All travel claims must be requested and paid within the current year for all school staff. No travel reimbursements will be paid for travel claims in a prior year.**

**Student travel** may be handled as follows:

1. Student travel may include but not limited to athletics, band, choral, conventions (Key Club, TSA, FBLA, etc). They do not generally include field trips.
2. Check activity balance to ensure availability of funds
3. Transportation by bus (county or charter) or rental vehicle (if approved) will be reserved and paid for through the school.
4. Send registration fees as applicable to event/activity when adequate documentation is received from teacher/sponsor to state purpose and amount of registration.
5. Check may be issued to teacher/coach/sponsor for expenses related to food for students and incidentals.
6. Teacher/coach/sponsor must provide a listing of members in the traveling party indicating participating students, siblings of students, chaperones, etc.

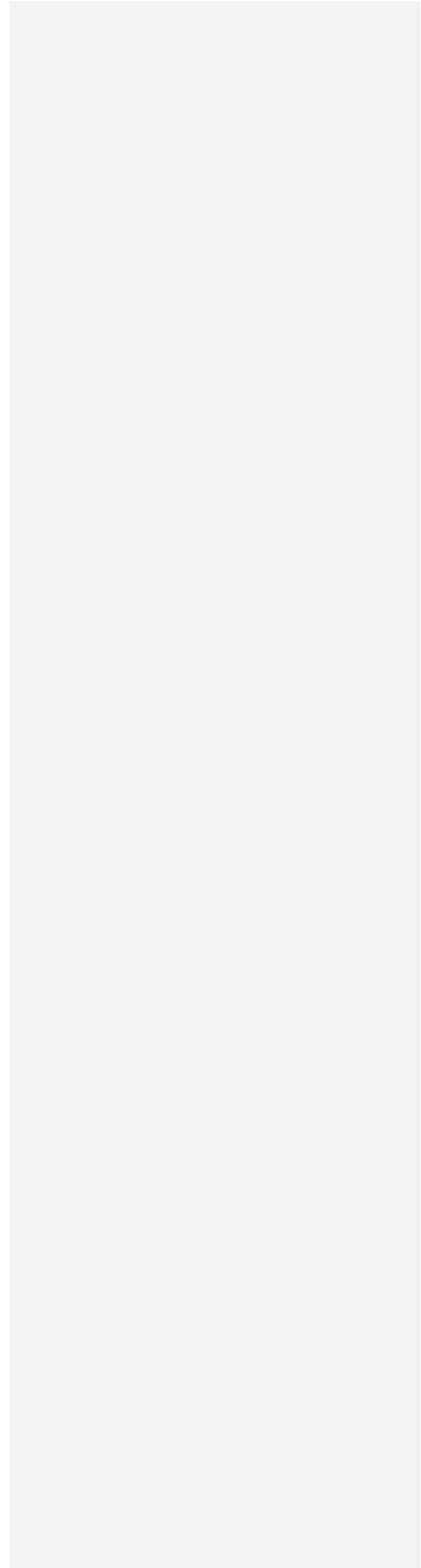
7. ALL receipts must be returned to the bookkeeper totaling the amount of funds spent during the course of the activity with applicable teacher/coach/sponsor signatures. Receipts must be attached to check copy and other documentation for audit purposes.
8. At the principal's discretion, teacher/coach/sponsor may be held responsible for funds spent without adequate itemized receipt detailing expenditure.
9. Amount of tips and gratuities must be documented and included as part of check documentation for student travel.

**Example: DO** > bookkeeper issues check to coach for \$200 for student meals, coach returns from event with receipts totaling \$169.50 with \$30.50 in cash. Remaining funds (cash) must be receipted with a C/R journal code and posted against the expense where original check was issued. This is acceptable.

**Example: DON'T** > bookkeeper issues check to coach for \$200 for student meals, coach returns from event with receipts totaling \$130 with \$25 in cash. Coach explains that other items were purchased but no receipt was given for items. The coach may have to reimburse school for \$45 due to lack of accountability. For audit purposes, there must be documentation on file explaining circumstances.

# **ACCOUNTABILITY**

Canteen  
Field Trips  
Fundraisers  
Ticket Sales



## Guidelines for Operation of School Canteens and Stores

### Introduction

The “Guidelines for Operation of School Canteens and Stores” sets out procedures for individual schools to use for the operation of canteens and/or school stores. This is being done in an effort to standardize accounting procedures for local schools. This is also being done in an effort to have more accountability, efficiency and management tools for analysis.

All of the forms used in this process may not apply to some operations within a school. Some forms will not be needed for every reporting period. If there is an entry in a column on form RA-1 (Retail Accountability Control Report), then there should be a supplemental sheet to support that entry.

All retail accountability forms (RA) were designed for end of the month reporting, but can also be used for any time period if the need should occur (i.e. suspected theft, sales analysis, etc.). One thing to keep in mind is that all supplemental forms (RA-alfa) should be completed for the same time period. Regardless of the time period(s) used, a **monthly report will be due** for review by the Board and the Examiners of Public Accounts. Shortened months for whatever reason should be completed through the last day of work for that month.

There may be situations that the format presented in this document will not fit. If you cannot adapt the forms for your own needs and still maintain accountability, please contact internal auditing and discuss any problems,

The following forms should be used to account for any type of retail sales:

#### *Summary Control Report*

RA-1 – Retail Accountability Control Report

#### *Supplemental Forms*

RA-A - Inventory Items Received by Workers

RA-B - Other Inventory Deductions

RA-C - Principal Approval for Inventory Transfers

RA-D - Inventory Received

RA-E - Summary of Receipts

RA-F - Physical Inventory Count Sheet(s)

RA-G - Bulk Inventory Tracking Schedule

RA-H - Tally Sheet for Reward Program Discounts

RA-J - Summary of Tickets/Tokens Submitted for Discounts

All forms are available for download at [www.bcbe.org](http://www.bcbe.org) under Business and Finance/Forms and Documents

## Principals and Bookkeepers

Principals are ultimately responsible for both the educational and financial operations at their school. Principals should use sound management decisions as to how school canteens/stores are set up and how many and what type workers are appropriate under the circumstances. Fewer people involved in the process usually mean better efficiency and controls. The more efficient these operations are, the more discretionary income they bring to the school.

Principals and bookkeepers need to be aware of the accounting process involved with retail sales. Understanding the flow of information will help identify problem areas when reviewing accountability reports. Knowing where to look and what signs to look for are key elements to determine what is not operating properly or could be improved. Large quantities in any of the deduction columns on form RA-1 should be investigated further before signing the form. The principal should be aware of amounts over and under on form RA-1. Amounts under are **subject to be charged back** by the Examiners of Public Accounts or the Board of Education.

A memo from the principal to the custodian should be written (copy should be maintained in the office) stating limits allowed any workers each day for their services. Also, if someone other than the principal is going to be held accountable for any shortages, then they will need to have a secure location for all inventories under their control. If numerous people have access to the room/building where inventory is stored, then the custodian can not be held responsible for inventory stocks.

Principals should approve any transaction that is out of the ordinary procedures of the activity. For instance, approval should be given before any inventory items are given to any other activity such as athletics, clubs, etc. Principals should occasionally spot check some items at the end of the month on form RA-F (inventory count sheets) to test the accuracy of inventory counts. Errors in counts should be followed up on and resolved.

## Custodian

Any person who is responsible for money and/or inventory is considered a custodian. Custodians should realize that they have a responsibility to account for inventory and any money due to be collected. Custodians should realize the need to have a secure location in which to store inventory if they are going to be held responsible by the principal. The custodian should discuss any concerns of this nature with their principal.

## Inventory

A detailed inventory should be taken at the beginning of the school year before receiving anything from vendors on form(s) RA-F. Items should be listed individually based on their selling price. If more than one sheet is needed for a particular price category, then additional sheets should be used. Subtotals from other same price category sheets should be brought forward to the 1<sup>st</sup> sheet in that category and all of those sheets stapled together. Total quantity for each price category should be taken to the "Retail Accountability Control Report" (Form RA-1).

Items purchased in bulk that are not "ready for consumption" should also be inventoried at the beginning of the school year (i.e., boxes of cups, cases of popcorn, etc.) on form RA-G. As these items are moved or "readied for sale" they should be added to inventory on Form RA-1.

Inventory counts should be done on the last working day of the month after closing or the beginning of the next working day following the end of the month. It is essential to have accurate counts of inventory items.

### **Individual Form Instructions:**

#### **Inventory Items to Workers (Form RA-A)**

This form is used to account for all items given to workers as payment for their services. These items should be within the limits/day established by the principal.

Items received by workers should be recorded each day under the item column on that date. At the end of the month (period), the number of each separate item received should be totaled and then combined with all other items in the same price category. This combined total should be recorded in the summary area of the form. These totals are then transferred to RA-1, column D. Should additional sheets be needed, they should be stapled together with the summary on the first sheet only.

#### **Other Inventory Deductions (Form RA-B)**

This form is used to account for spoiled, damaged, and returned to vendor items. Any items shown on this form should have a written explanation as to the reason for the deduction. Large quantities of damaged or spoiled goods should be witnessed and initialed by the principal beside the explanation. All items should be totaled by price category and recorded in the summary area of the form. These totals (by price category) should be carried to Form RA-1 column E at the end of the period.

#### **Principal Approval for Inventory Transfers (Form RA-C)**

This form is used to account for items that the principal approves to be donated to athletic functions, school functions, etc. If the item(s) being transferred is a bulk inventory item (for example: a sleeve of unopened cups not already in "ready for sell" inventory), the word "bulk" should be written in the "price category" column of form RA-C. Also on form RA-G (Bulk Inventory Tracking Schedule) under the "items produced" column at the bottom of the form enter "transfer". The quantity transferred should be shown in the "used on" column at the top of the form and the "quantity made" column at the bottom of the form. No bulk items with "transfer" entered under the items produced heading on form RA-G should be included in totals taken to RA-1.

Principals should sign the "inventory transfer form(s) if any deductions are shown on the "Retail Accountability Control Report" (Form RA-1). Principal's signature is approval for the transfers by the custodian. For the custodian's protection, if they are directed by the principal to make a large inventory transfer, they should make the entry(s) on form RA-C and have the principal initial to the left of the date of transfer.

#### **Inventory Received (Form RA-D)**

This form is used to account for all items received during the period. Each invoice should be listed separately. Quantities of items of the same selling price should be added together for each invoice and the total quantity for each price category entered under the appropriate price category. Any other items (items not immediately ready for sale) should be added together and the total price entered under the bulk column. Quantities for individual bulk items should be entered on the "Bulk Inventory Tracking Schedule" (Form RA-G).

At the end of the month, total quantities by price category should be carried forward to the form RA-1 column C. The total invoice column is used as a means to tract all expenditures from the canteen account.

Copies of original invoices should be maintained with this form and the originals should go to the school office to be filed with the check documentation. Custodians should check all quantities of items received for accuracy and then sign the invoice/receiving report as acknowledgement of verification.



**Summary of Receipts (Form RA-E)**

This form is used to track all money received. All money collected should be counted, recorded and turned in to the school office at a minimum daily. The school bookkeeper should verify the cash amount and then issue an official school receipt to the custodian. If school bookkeeper's receipt differs from amount counted by custodian the difference should be resolved immediately. This receipt should then be recorded on form RA-E and filed with that month's other support documentation.

At the end of the month all receipts should be added and the total carried to the "Retail Accountability Control Report" (Form RA-1).

**Physical Inventory Count Sheet (Form RA-F)**

This form is used to count all inventories (except bulk) at the end of the month. For future inventory counts, descriptions of all items that are going to be sold should be entered on the appropriate price category sheet (be as legible as possible). Some thought should be given to the order that they are written (for the way inventory is laid out or stored in the room) to facilitate inventory counts in the future. After all items have been written in, copies of all sheets should be made (without quantities) and kept on hand for future counts.

After all items have been counted under each price category, total quantities should be carried to form RA-1 column H. If additional sheets are needed for a particular price category, then the subtotals of additional sheets should be brought forward to the first sheet and all sheets for that price category should be stapled together.

**Bulk Inventory Tracking Schedule (Form RA-G)**

This form is used to account for bulk items that are not "ready for sale" or otherwise included in normal inventory stocks. Bulk inventory might include items purchased by the pound, loaves of bread, sleeves of cups that are unopened (when opened, would be counted by cup as additions to a price category in regular inventory). At any given time, amounts of bulk items due to be on hand should be able to be determined.

**Tally Sheet for Reward Program Discounts (Form RA-H)**

Some schools offer discounts and/or free items from the canteen/store as part of a reward program for good behavior, scholastic excellence, or excellent attendance. Principals should review these reward programs to determine if some alternative reward system might be used instead of monetary discounts. Non-monetary rewards require less accountability documentation and provide increased income to the school.

For those schools that do offer discounts through the canteen/store, form RA-H is used to account for programs which offer a discount based on presentation of a card to receive a discount (for example: gold and silver cards which are presented for a 25 cents discount). Because this process has no physical piece of paper to document the transaction, a tally sheet of discounts issued must be kept by the day on form(s) RA-H. There are two versions of form RA-H. One version is used when the number of discounts is below 150 per day. The second version is for when the number of discounts is greater than 150 and less than 500. For amounts over 500, please contact internal auditing for a review of procedures.

**Summary of Tickets Submitted for Discounts (Form RA-J)**

This form is used to account for reward programs in which some type of paper slip or token is given to the student. For the student to receive the discounts/items, they have to turn the slip or token into the canteen/store. These are then counted daily and entered on form RA-J on that date. These tickets should be bound together (rubber bands, stapled, paper clipped) and retained for audit. At the end of the month, the total value of tickets received should be carried to the bottom of form RA-1 as a credit against the amounts due to be collected

## Field Trip Guidelines and Procedures

### Teacher/Coach/Sponsor

1. The Field Trip Request form is online under Transportation Forms and Documents. Complete and submit by e-mail to the School Secretary and Principal 2 weeks prior to trip.
  - i. Trip requests that require Board Approval and/or Overnight Approval (Over 100 Miles) must be submitted 3 weeks prior to trip along with backup documentation. *(Please allow time for monthly Board Meetings.)*
2. After approved, the form will be returned to the Teacher/Coach/Sponsor.
3. Obtain parental/guardian approval for all participants.
4. Collect money (if applicable) and submit to School Secretary **daily**.
5. If admission is to be pre-paid, submit a Purchase Order to ensure prior payment. Remember, a check can not be issued until all funds have been collected.
  - i. If a check is needed the day of the trip, complete a Purchase Order **(1) week** prior to the trip.
6. Day of trip, Teacher/Coach/Sponsor will give approved form to the Bus Driver for the completion of the Bus Driver Report.
7. Bus Driver will sign and complete trip information and return it to the Teacher/Coach/Sponsor.
8. Completed form must be returned to School Secretary to complete payment and close monthly books.

### Secretary/Bookkeeper

1. After Principal has reviewed and approved the Field Trip request, e-mail the form to the Transportation Department. ([jbryars@bcbe.org](mailto:jbryars@bcbe.org))
  - i. If the trip requires Board Approval and/or Overnight Approval e-mail all required documentation to the Superintendent's Administrative Assistant ([lcoe@bcbe.org](mailto:lcoe@bcbe.org)) (3) weeks prior to trip.
2. After all approvals have been obtained the form will be returned to the Principal and the School Secretary via e-mail.
3. Print the approved Field Trip request form and return it to the Teacher/Coach/Sponsor.
4. End of month close out for Field Trips should be paid on separate check and submitted to the attention of Business and Finance office along with a copy of the approved Field Trip form.

## Student Field Trip Worksheet—Teacher Guidance

Review field trip policy in your Teacher Handbook.

Call or visit the field trip site. You will need to request pricing and availability information from the site to be sent to you in writing/fax/email. This is especially important if a charter bus will be used. Check with facility for bus and car parking.

Determine the cost—needed for request form for field trip and permission slip.

Cost of Trip: The following items must be considered when calculating the amount of money due from each child for this trip.

- |    |   |          |
|----|---|----------|
| a. | Admission to event (play, zoo, etc.)  | \$ _____ |
| b. | Cost of meals (total for all meals)   | \$ _____ |
| c. | Mileage @ Current per Diem  | \$ _____ |
| d. | Bus driver pay –Hours away from school multiplied by current hourly rate  | \$ _____ |
|    | <small>SEE SALARY SCHEDULE FOR CURRENT RATES<br/>(Include an additional \$1.00 per hour for Special Benefits)</small> |          |
| e. | Other: _____  | \$ _____ |
| f. | Other: _____  | \$ _____ |
| g. | Total cost of trip:   | \$ _____ |
| h. | Cost per child (total cost ÷ number of children)  | \$ _____ |
|    | (Round up to nearest quarter)   |          |

Fill out the Field Trip Request Form on the BCBE website and present to principal Three (3) weeks in advance.

If the superintendent's approval is necessary, allow more time.

(Exhibit A)

Enlist a bus driver.

Make reservations and verify costs.

Advise cafeteria 3 weeks in advance of field trip. The cafeteria will need to know the date of the field trip and the number of students going. If the cafeteria is to furnish sack lunches, they will need to know an approximate number needed.

\*\*ENDING BALANCE FUNDS ARE TO BE EXPENDED ON STUDENTS PARTICIPATING IN TRIP—NOT TO BE EXPENDED ON FOOD ITEMS (i.e. Instructional supplies, another field trip). Balances may be transferred to next grade level at end of school year.

\_\_\_\_\_  
Principal Signature

**\*\*A COPY OF THIS WORKSHEET IS TO BE APPROVED BY PRINCIPAL\*\***

## **Field Trip Procedures**

**After approval by the principal send a permission slip home with students that is to be signed by the parent. Include information – deadline for payment, deadline for ordering cafeteria lunches. Send a reminder home the day before permission slips are due.**

**Write a detailed receipt to each child that states description of the field trip as you receive money. Remember to give the original copy of the receipt to the child, and turn your money and receipt book into the office daily. If the cost of the field trip is \$5.00 or less, a field trip receipt sheet may be used.**

**If admission is to be pre-paid fill out a Purchase Order so a check can be mailed to arrive before it is due. If a check for admissions/food will be needed the day of the trip, request/complete a Purchase Order one week prior to the trip to allow time for a check to be prepared.**

**Enlist chaperones at the grade-level ratio in the Teacher's Handbook.**

**Fill out a bus manifest listing all students riding the bus. Attach a Passenger Manifest/Release form.**

**If cafeteria lunches are to be provided send an estimated lunch count to the cafeteria at least one (1) week before the trip.**

### Day Before Trip:

- 1. Make first aid/emergency box. Include—Soapy water, towels, garbage bag, band aids, etc.**
- 2. Double check permission slips.**
- 3. Verify with bookkeeper check/checks will be ready the day of the trip and the amounts are correct.**
- 4. Send a letter advising parents of lunch plans if cafeteria lunches were not ordered, arrival time for chaperones, where they are to meet, etc.**
- 5. Make arrangements for children who do not return permission slips.**
- 6. Prepare student/chaperone name tags. Give chaperone name tags to the receptionist in the office so they may be given to the chaperones upon their arrival to school. Notify the receptionist as to where the chaperones are to wait.**
- 7. If cafeteria lunches are to be provided, the cafeteria will give you a lunch packet that is to be prepared and returned the morning of the trip.**

**Day of the Trip:**

1. If school lunches are being provided, return completed lunch packet to the office as soon as possible.
2. Pick up lunches from the cafeteria. The lunches will be packed in an ice chest with ice.
3. Pick up check/checks from bookkeeper.
4. Give Pay Schedule for Bus Drivers Making Field Trips form to the bus driver. It must be completed and signed by the driver before it is returned to the office. Driver will NOT be paid if this completed form is not received by the bookkeeper.
5. Call roll from Manifest after students and parents have loaded the bus. Add chaperone names to list and mark through students names that are not in attendance. The White copy is to be returned to the office and the Yellow copy is to be given to the bus driver as you board the bus.
6. While on trip, if children check out to ride home with parents, parents must sign the Passenger Manifest Release form.
7. If parents want to take children home after arriving back at the school from the trip, they must sign the Passenger Manifest Release form on the bus and may not enter the school without going through the office and receiving a visitor pass. (Children that have been checked-out of school may not roam the halls.) Parents my NOT pick up other children before regular dismissal time.
8. Return ice chest to cafeteria cleaned and dry.

## FIELD TRIP DOCUMENT USAGE

### Field Trip Procedures-Teacher Guidance

Document Purpose: This document was created as an initial layout of procedures, accountability, and planning of a field trip.

Document Usage: This document is to be included in each teacher field trip packet. The packet should also contain a copy of each form shown as exhibits in the Field Trip Procedures document. The first page of the Field Trip Procedures document, that includes a cost worksheet, is to be emailed to the principal along with the Academic Field Trip Request Form for approval. Upon approval, copies of these forms are to be retained by the bookkeeper. The forms can be filed in a folder labeled for the field trip (example: Kindergarten – Gulf Breeze Zoo – March 2006).

### Bus Driver Pay Schedule

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=1732>

Document Purpose: This form has multiple purposes. It can be a rate of pay notification to the bus driver for his/her services. After completion it can be used as additional audit documentation and accountability.

Document Usage: This blank form is to be included in the field trip packet that is given to the teacher. The teacher is to complete the date, destination, sponsoring class sections of the form and give to the driver prior to trip departure. The driver is to complete the departure and return times stating the actual time his/her services were needed. The driver is to sign the form and return to the bookkeeper or teacher along with the Field Trip Request Form, which calculates mileage. In order to receive payment for services rendered The Bus Driver Pay Schedule must be returned to the bookkeeper. It is better to calculate the actual driver pay using this form versus the Field Trip Request Form. The completed Bus Driver Pay Schedule form is to be approved by the principal prior to the issuance of payment. The form can be used as supporting documentation with copies of the Special Payroll Form in the local school for audit purposes. Copies of the forms could also be placed in the folder labeled for the field trip.

### Passenger Manifest Release Form

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=400>

Document Purpose: To release the liability of the local school and Board of Education for children checked out to their parents/guardians during a field trip. This form also serves as accountability as to who the child was released to.

Document Usage: This form is to be included in the field trip packet given to the teacher. The parent/guardian is to sign this form when checking a student out during a field trip away from school. The form is to be returned to the bookkeeper. The bookkeeper is to keep a copy of this form with the Passenger Manifest.

#### Student Receipt Sheet

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=401>

Document Purpose: To serve as accountability for the collection of funds from students \$5.00 or less.

Document Usage: This document can be included in the field trip packet. The teacher is to turn this form in daily with money collected from students. After all funds are collected, it can be filed in the folder labeled for the field trip for audit purposes.

#### Field Trip Reconciliation Sheet

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=423>

Document Purpose: To itemize all revenues and expenses incurred in a specific field trip for accountability and audit purposes.

Document Usage: This form is to be completed by the bookkeeper. It serves as an accountability of the total cost of a field trip. Figures can be compared to field trip activities as a “checks and balances” measure to insure correct posting of revenues and expenditures. Copies can be given to teachers to keep them informed on the cost of their trips. A copy of this form can be placed in the folder labeled for the field trip along with copies of receipts, and checks issued to vendors for accountability and audit purposes.

## FUNDRAISING

### **Accountability reports must be completed for all fundraisers**

<http://www.bcbe.org/Download.asp?L=1&LMID=&PN=DocumentUploads&DivisionID=825&DepartmentID=&SubDepartmentID=&SubP=&Act=Download&T=2&I=1938>

**Participation in any fund raising or charity drive sponsored by the school or outside agency shall be entirely voluntary as far as each student is concerned.**

Fund raising activities sponsored by the school must receive the approval of the principal and be under the control of the principal. Fund raising activities and charity drives sponsored by outside agencies must receive the approval of the principal and superintendent.

Shown below are additional guidelines that are a restatement of guidance issued by Baldwin County Board of Education in 1985:

1. Any funds that are raised using school resources and/or school personnel shall be deposited in the local school account and regular purchasing and accounting procedures will be followed.
2. Purchase orders shall state the items to be purchased, the quantity, the price and the vendor.
3. If any of these requisites are not known prior to purchase, a purchase order describing approximate or reasonable limits will be issued subject to the users due diligence and care in exercising his/her authority to purchase.
4. Any funds raised in Item 1 shall be earmarked for the said organization and no transaction will take place without the duly authorized signature of the designated representatives of said organization.
5. Funds collected by an organization without the use of school resources or school personnel may be deposited in an account outside the school accounting system. These funds may be used at the discretion of the organization.
6. If funds identified in Item 5 are used to purchase items for the school, a check must be presented to the school, a receipt issued to the organization by the principal and normal accounting procedures must be followed. All purchase orders shall be numerically controlled and addressed in accordance with generally accepted accounting principles.
7. For clarification purposes, resources of the school are defined as those facilities or personnel used as a primary factor in fundraising activities.

An important factor is to properly identify the source of funds as **public or non-public** and then ensure that funds are deposited into the proper public or non-public account.

Most distinctions between the two types of funds are clear except in the area of Fundraisers. A school can have a public and/or a non-public fundraiser.

Public fundraisers are typically considered school-wide, can be used for all students and the money is primarily controlled by the principal. All proceeds from school-wide fundraisers, such as picture sales and coupon books, must be deposited in a public fund. However, proceeds from nonpublic fundraisers, such as candy, gift wrap, or donuts sold by club members, band students, etc., in the community after school hours can be deposited in the appropriate **non-public** activity, provided that the goods being sold were purchased from that same non-public activity. ***Non-public activity fundraisers (such as cheerleaders, boosters, PTA) can be held on school premises with the approval of the Principal, but must occur after school hours.***

**Basic rule is: During school hours, on school grounds, sold to school students = PUBLIC.**



**FUNDRAISING WITH DONATED ITEMS**

The need for further clarification on fundraising in conjunction with donated items, i.e. raffles, has recently come to our attention. In the event a vendor, who is being paid from public funds, i.e. Coca Cola, donates items (Coke products) to be used for a raffle or any other type of fundraising activity, the proceeds must be considered public and the funds deposited into the school's public account. If an individual donates an item to the school with specific documentation that the item is to be used for a particular group within the school, i.e. cheerleaders, and the consensus is to use the item in conjunction with fundraising, then the proceeds may be deemed non-public, assuming it is off campus or after school hours with the permission of the principal. Also, any tickets purchased for the non-public fundraiser must be expensed from a non-public activity. If tickets are purchased from a public activity and used for non-public fundraising, the proceeds become co-mingled and would have to be considered public funds.

## FUND-RAISING PROCEDURES

When fund-raising activities are held, the school should establish and maintain accountability for these activities. Teachers sponsoring these fund-raising activities should complete retail accountability records that include copies of vendor invoices for all merchandise recorded on accountability forms.

Retail accountability forms should include a detail of merchandise received, ending inventory, merchandise sold, expected and actual receipts. All recorded figures and calculations should be checked for accuracy. Any difference between actual and expected receipts should be explained. A statement outlining the planned disposal and/or storage of any merchandise that remains in inventory at the end of the sale should be attached to the records.

The teacher should obtain fund-raising forms, receipt books, purchase orders and approval for the fund-raiser *prior* to the activity. These materials may be included in a fund raising packet. The teacher should complete the forms in the packet and turn the completed packet into the bookkeeper as soon as the activity is finished. Teachers should avoid fund raising activities that overlap more than one fiscal year or more than one school year.

The Fund-Raising Retail Accountability form is included in this workbook. Information on the form is as follows:

1. ITEM refers to the item offered for sale
2. BEGIN INVENTORY – merchandise on hand prior to the beginning of the sale.  
In most cases this number will be zero (0).
3. UNITS RECEIVED – number of items received in each bracket. If all items are selling for the same price then only one line of this form will be used.
4. TOTAL MERCHANDISE = BEGIN INVENTORY + UNITS RECEIVED.
5. ENDING INVENTORY – actual count of items still available at the end of the sale. Remember to identify the planned disposal and/or storage of any ending inventory.
6. UNITS SOLD = TOTAL MERCHANDISE – ENDING INVENTORY
7. SELLING PRICE – amount received for one item
8. EXPECTED RECEIPTS = UNITS SOLD x SELLING PRICE
9. ACTUAL MASTER RECEIPTS refer to the date, receipt numbers and amounts listed on the master receipts from the office when *money is turned into the office each day of the sale.*

Additional forms for ACTUAL MASTER RECEIPTS and EXPECTED RECEIPTS are included on worksheets 2 and 3.

If there is a difference between the total EXPECTED RECEIPTS and the total ACTUAL MASTER RECEIPTS, it should be explained. It may include money not yet received from students, damaged merchandise, etc.

Any fund producing activity, which is carried on by a member of the school's staff, should be accompanied by this or some other approved form of accountability.

## **Ticket Sales**

1. Pre-numbered tickets shall be used for admission to all athletic contests as well as other events, such as beauty walks, plays, talent shows, etc.
2. The bookkeeper should complete the top portion and the tickets issued section of the Tickets Report. Tickets and a copy of form should be given to the designated person(s).
3. When tickets for athletic events are issued, a Ticket Sales Report/Summary should be prepared for each seller to whom tickets are issued. The report is available for download at [www.bcbe.org](http://www.bcbe.org) under Business and Finance/Forms and Documents.
4. A copy of the Report on Sale of Tickets form shall be filed at the school and be available for review immediately following each event.
5. When the event requiring tickets is over, the report should be completed and signed by ticket seller. The money should be counted by the sponsor/coach and the amount collected written on paper and attached to the money with rubber band or other method for safekeeping. The unused tickets and Report on Sale of Tickets should be turned in to the bookkeeper with the money if during school hours. If event is held after school hours, the sponsor/coach should drop the funds by the bank in a 'Hold for Pick-Up – Not for Deposit' bank bag. The bookkeeper should pick up the money the following morning, prepare the deposit and complete the reconciliation of the tickets.
6. The Bookkeeper shall verify the accuracy of the Report on Sale of Tickets form(s) and reconcile any difference.
7. Upon completion of the ticket reconciliation, the bookkeeper should sign the Report on Sale of Tickets and then forward it to the Principal for his/her signature. A copy of the Report on Sale of Tickets and all unused tickets must be kept at the local school office for auditing purposes
8. Admission prices for athletic events are voted on and approved by the Board. The local school should never change an admission price set by the Board.

FORMS AND DOCUMENTS MAY BE DOWNLOADED FROM WEBSITE UNDER  
BUSINESS AND FINANCE  
FORMS AND DOCUMENTS

**End of Baldwin County LSA Finance Manual**