

BROOKLAND SCHOOL DISTRICT ACCOUNTING PROCEDURES

1. CONTACT INFORMATION

For questions regarding:

Activity Funds/Fixed Assets:

Stacie Bergman Ext. 110

Operating Funds/Budget:

Heather Huffmaster Ext. 111

Payroll/Human Resources:

Beth Monteforte Ext. 151

2. BANK ACCOUNTS

The district maintains all bank accounts at the central office level. No other bank accounts may be opened using the name of the district or the district's tax identification number.

District bank accounts shall have at least two signers. The signers shall be the superintendent, who is appointed the Ex officio financial secretary per A.C.A. 6-17-918(a), and a Board appointed Disbursing Finance Officer. Checks may be signed via use of electronic signature. All checks will be written and distributed from the Central Office.

All bank statements will come to the central office, and the central office will have online access to district bank accounts.

In the event of a change in personnel responsible for the financial management of school funds, new signature cards will be obtained. New signatures will be uploaded to the check printer by the central office.

3. FUND STRUCTURE

- The district follows the fund structure as set forth in the Arkansas Financial Handbook for Arkansas Public Schools. Each fund maintains a complete set of self-balancing accounts which show its assets, liabilities, reserves, fund balances and expenditures.
 - Fund 1XXX – Teacher Salary Fund – set of accounts used to record expenditures for payment of salaries for certified personnel.
 - Fund 2XXX – Operating Fund – set of accounts used to record receipts and expenditures for current operating expenses other than those that relate to the purposes set out for the other funds listed.
 - Fund 3XXX – Building Fund – set of accounts used to record the receipts and expenditures for specific building projects.
 - Fund 4XXX – Debt Service Fund – set of accounts used to record local tax receipts and expenditures for the retirement of bonded debt.
 - Fund 5XXX – Capital Outlay/Dedicated Maintenance & Operating Fund – set of accounts used to record the receipts and expenditures of building projects funded by millages voted and passed specifically for capital outlay and dedicated M&O purposes.
 - Fund 6XXX – Federal Grants Fund – set of accounts used to record the receipts and expenditures restricted to federally sponsored projects.
 - Fund 7XXX – Activity Fund – set of accounts used to record the receipts and expenditures related for pupil activities.
 - Fund 8XXX – Food Service Fund – set of accounts used to record the receipts and expenditures of the food service operations.
 - Fund 9XXX – Fixed Asset Fund – set accounts indicating the investment in fixed assets.

New funds will be established by the district treasurer or superintendent's secretary as necessary when requested by building administrators, department heads or the superintendent.

4. RECEIPTING AND DEPOSITING FUNDS

All money received by school personnel must be receipted and deposited into the district's bank account. Teachers or staff members are not to deposit funds into personal accounts to pay for purchases.

- Each building secretary will collect, count, and receipt funds delivered to the office by teachers, sponsors, etc.
- Checks will only be taken for exact amounts. Funds are to be deposited in the same denomination it was received. Receipts will be marked to reflect same denominations of cash, coin, and/or check as received from the teacher, sponsor, or designated staff member collecting funds.
- After funds are counted and receipted by the secretary, funds will be placed in the building safe until brought to the central office.
- The central office secretary will recount each deposit as it is received in a triplicate copy receipt book. A copy of the receipt will be returned to the appropriate teacher, sponsor, etc.
- Checks will be deposited by the central office secretary using the Remote Item Capture Deposit System. Cash will be placed in the central office safe. Before being transported to the bank, the District Treasurer will verify all cash deposits and lock the bank bag.
- After deposit is made, the bank teller's receipt will be returned and attached to the deposit book.
- If a receipt has to be voided, all three copies should be in your receipt book. Do not tear voided receipts out of your receipt book. If the receipt has been torn out, staple all three copies back into the book at the correct spot.

5. POSTING RECEIPTS

- The central office will post all receipts. Receipts will be posted by the District Treasurer to e-Finance throughout the month and reconciled to the bank monthly.
- Receipts will be posted in accordance with the guidelines set forth in the Arkansas Financial Handbook for Arkansas Public Schools.

6. PETTY CASH

- Petty cash of \$100 will only be allowed in the central office for small purchases. Receipts will be used to reconcile the fund, and petty cash will be replenished on an annual basis before the fiscal year end.

7. PURCHASING MERCHANDISE OR SERVICES

- Cash collected by staff may not be used to make purchases.
- Staff at each building level will obtain a purchase order from the building administrator to authorize a purchase. If the building administrator determines that the purchase is not an allowable expenditure or does not meet budgetary requirements, the purchase

order will not be issued and the employee will not be authorized to make the purchase.

- Items purchased using restricted funds or grants must be allowable pursuant to the terms of the funding agency.
- Invoices should be attached to the purchase order and sent to the central office for payment.
- When necessary, employees may also submit a check request to their supervisor to approve reimbursement for goods purchased.

8. P-CARDS

- Staff at each building may check out a p-card from the building administrator to make purchases. The transportation supervisor and technology director will have their own card. The Cat Club director and maintenance supervisor will check out cards from the central office.
- At the end of each month, each building administrator will be responsible to match receipts to each card statement and turn them in to central office by the 4th day of the month.
- Each charge must have a receipt. It will be the responsibility of the administrator to obtain a replacement receipt in the event a receipt is lost. In the rare event a receipt cannot be obtained, an affidavit must be signed by the person who made the charge certifying it was for school business.
- If the building administrator has a charge on any of their accounts which is determined to be fraudulent, the district treasurer should be notified immediately so a dispute can be filed.

9. PAYMENT OF INVOICES/CHECK REQUESTS

- Operating purchase orders/invoices and check requests are to be sent to the District Treasurer in the central office for payment.
- Activity purchase orders/invoices and check requests are to be sent to the Superintendent's Secretary in the central office for payment.
- Once checks are printed, a copy of the check should be attached to the supporting documentation and given to the superintendent for approval before checks are released.

10. TRAVEL EXPENSES

- All staff travel must be pre-approved by the building administrator.
- A reimbursement request should be completed and signed by both the traveler and supervisor before being sent to the central office for payment.
- Meals will only be paid if an overnight stay is required. Receipts should be itemized. Non-itemized credit card receipts will not be reimbursed. Meals will be reimbursed up to \$40 per day starting on departure date and ending on return date.
- Mileage will only be reimbursed when a school vehicle is not available and must be approved by the transportation director.

- Fuel will only be reimbursed for school vehicles and must be approved by the transportation director.

11. FIXED ASSETS

- Determining whether an item is considered a supply or a fixed asset is dependent on the following.
 - Will it last at least two years?
 - Will it be repaired rather than replaced?
 - Is it an independent unit rather than being incorporated into another item?
 - Is the cost per unit \$1,000 or more?If any answer is no, the item is a supply. If all answers are yes, the item is considered a fixed asset.
- Items which are determined to be fixed assets will be assigned an inventory tag and entered into the fixed assets system.
- Inventory of all fixed assets will be conducted on an annual basis.
 - A printout of all inventory assigned to each building or area of operation will be sent to the appropriate administrator or department head.
 - Each administrator or department head is responsible for physically locating and verifying each item on their inventory list.
- If an item is moved to another location, the administrator or department head must notify the superintendent's secretary so the asset can be updated in the system.
- If an item is obsolete, the administrator or department head should notify the superintendent's secretary so the item can be added to the retired asset list for board approval.

12. MONTHLY BUDGET REPORTS (for funds other than activity)

- Budget Reports will be furnished to each building administrator and department head on a monthly basis or as requested to monitor expenditures and available budget balances.

13. MONTHLY CASH LEDGER REPORT FOR ACTIVITY FUNDS

- Cash Ledger Reports will be furnished to the responsible party of each activity fund on a monthly basis or as requested to monitor receipts, expenditures, and available cash balances