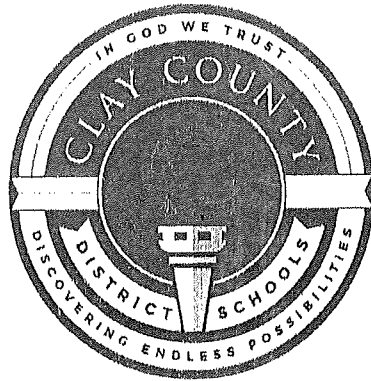


Clay County District Schools



Internal Accounts Manual

A Reference Manual for School Bookkeepers

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Forms/Exhibits

ONLINE REFERENCES

School Board Rules or District Home Page>School Board>School Board Policies	https://www.oneclay.net/domain/5198
Florida State Board of Education Rules edu/index.stml	http://www.fldoe.org/policy/state-board-of-edu/index.stml
Florida Statutes	http://www.flsenate.gov/Laws/Statutes
Florida Administrative Code	http://www.flrules.org/default.asp
Florida Department of Revenue	http://dor.myflorida.com/dor
Internal Revenue Service Publications	http://www.irs.gov/publications
USDA Office of Ethics	http://www.usda-ethics.net/rules/fundraising.htm
Florida High School Athletic Association	http://www.fhsaa.org

CHAPTER 1 – GENERAL OVERVIEW

INTRODUCTION

The sole purpose for the existence of internal funds is to promote the general welfare, education, and morale of all students and to finance the activities of School Board sanctioned co-curricular organizations. A well-planned program for internal funds will ultimately enrich the curriculum as well as improve morale and discipline. Section 1011.07, Florida Statutes, and 6A-1.087, State Board of Education Rules, designate the responsibility of Internal Funds to the School Boards and directs the Boards to adopt written policies governing the receipt and disbursement of funds.

This manual is an update, it includes changes needed to maintain conformance with current laws, regulations, and School Board rules. It also ensures greater internal control by documenting existing practices.

All funds, including those for outside organizations, are governed by the policies and procedures outlined in this manual and School Board rules. The principal of each school is solely and fully responsible to the School Board for all internal fund activities within the school. The bookkeeper is responsible for maintaining the records documenting internal fund transactions and for pointing out to the principal any transaction that does not agree with this manual. All parties involved in the handling of internal funds should become knowledgeable of the policies and procedures prescribed in this manual.

Due to the wide variety of activities at each school the purpose and intent of individual accounts will vary. The purpose for which accounts are established should be documented and available for audit purposes.

This manual, as adopted by the Clay County School Board (hereinafter referred to as “School Board” or “Board”), is the governing document on internal fund accounting. Florida Statutes, State Board of Education Rules and the rules of the School Board of Clay County are the governing requirements and must be adhered to; in case of conflict, they will take precedence over this manual.

BASIC PRINCIPLES

1. School Internal Accounts funds shall be used to finance a program of School Board approved activities that supplement those activities provided for by District budget funds. All Internal Accounts funds designated for general purposes shall be used to benefit the student body.
2. The School Board shall be responsible for the administration and control of Internal Accounts funds of the District school system, and in connection therewith shall:
 - a. Adopt written policies governing the receipt and disbursement of all Internal Accounts funds and the accounting for property pursuant to Florida Statutes.
 - b. Provide for an annual audit of Internal Accounts funds. The audit shall include documentation of any failure to comply with the requirements of Florida Statutes, State Board of Education Rules and School Board rules, and observations as to financial management of the internal funds. After presentation to the School Board, the signed and written audit report becomes a part of the public record.

3. The financial transactions of school organizations shall be accounted for in the school Internal Accounts funds. All funds handled by School Board employees during normal working hours and/or after hours at school-sanctioned events, shall be included in, and become part of, the Internal Accounts funds of the school unless accounted for in the District-level accounting system. All organizations of the school or organizations operating in the name of the school, that collect money from the public shall be accountable to the Board for receipt and expenditure of those funds in the manner prescribed by the Board. If approved by the School Board, a school-based, direct-support organization as defined under Section 1001.453, Florida Statutes, must have all financial transactions accounted for in school Internal Accounts funds.
4. All individuals handling monies must be authorized by the principal and be insured by the School Board.
5. Funds collected shall be **expended to benefit those students** in school unless the funds are being collected for a specific documented purpose or are generated by career education production shops. Career education production revenues shall benefit the students or program that generated the funds, or the entire student body.
6. Funds collected by and used for the benefit of faculty and staff may be exempt from the preceding requirements at the option of the School Board. Staff activity accounts shall be separately identified and used to purchase items for faculty and staff and shall be differentiated from the funds used for the student body.
7. The objectives of fundraising activities by the school, by any group within, or by an outside group that uses the name of the school shall not conflict with programs as administered by the School Board.
8. School Internal Accounts funds shall be used to benefit activities authorized by the School Board.
9. The collection and expenditure of school Internal Accounts funds shall be pursuant to the Florida Statutes, State Board of Education Rules, Clay County School Board Policies, the Clay County School District Internal Accounts Procedures Manual, and the Financial and Program Cost Accounting and Reporting for Florida Schools; Chapter Eight, *School Internal Funds* (hereinafter referred to as "Red Book").
10. All Internal Accounts funds shall be placed in numbered accounts based on the Chart of Accounts, the basis of which is found in the Red Book. The Chart of Accounts is maintained by the District Finance Department.
11. With respect to detailed guidance for Internal Accounts funds, the Clay County School Board Policies and Procedures, and the Clay County School District Internal Accounts Procedures Manual, shall be the first reference area for school officials.
12. Sound business practices shall be observed in all transactions.
13. Purchases from Internal Accounts funds shall not exceed the resources of the applicable student activity/project account, except for items acquired for resale or items authorized by School Board Rule.
14. An adequate system of internal controls shall be maintained to safeguard the assets of the school's Internal Accounts funds.

15. Each school's organization, class, club, or department shall operate within a budget formulated by the organization members. The format of the budget shall be prescribed by the principal if not prescribed by the School Board Rule.
16. The financial support for various school activities shall be carefully planned and organized so that demands for money from students do not become a burden.
17. All collections received by any club or school organization must be deposited into the school Internal Accounts funds. All extra-curricular activities shall be self-supporting. Such projects are subject to the approval of the principal before a commitment by a school group.
18. In the event of violations of any rules established herein, the Superintendent of Schools (hereinafter referred to as "Superintendent") shall be responsible for disciplinary action as may be deemed necessary.
19. The Internal Accounts funds shall be maintained under the cash basis of accounting. Money shall not be collected from students on school premises without the principal's approval. The teacher, class, club, or group sponsor shall receive written approval for money to be collected before the initiation of any collection activities. Failure to comply may result in disciplinary action.

RESPONSIBILITY

The School Board shall be responsible for the administration and control of the Internal Accounts funds of the District School System and shall:

1. Adopt written policies governing the receipt and disbursement of all Internal Accounts funds and for the accounting of property pursuant to Florida Statutes.
2. Provide for an annual audit of Internal Accounts funds in accordance with Rule 6A-1.087, Florida Administrative Code.
3. The Superintendent shall have the responsibility for the administration and enforcement of the Florida Statutes, Florida Administrative Code, State Board of Education Rules, and Clay County District School Board Policies as they pertain to Internal Accounts funds.
4. If applicable, the Internal Accounts Coordinator shall have the responsibility of submitting a signed written report to the School Board covering Internal Accounts funds which shall include notations of failure to comply with requirements of Florida Statutes, State Board Rules and policies of the School Board and commentary as to financial management and irregularities. Any such audit shall be presented to the School Board and filed as a part of the public record.
5. The principal shall be held accountable for the handling of all phases of internal funds accounting in his/her school, shall use a uniform system of accounting as prescribed by the Superintendent, and shall make monthly and annual reports of Internal Accounts funds as directed by the Superintendent. Under no circumstances shall the books of records and related supporting documents, including money, checkbooks, etc. be allowed to be taken home by any School Board employee.
6. The school's secretary/bookkeeper (hereinafter referred to as "bookkeeper") shall be the party handling all phases of internal funds accounting, using a uniform system of accounting, and generating monthly and annual reports of Internal Accounts funds on behalf of the principal.
7. **The bookkeeper shall not, under any circumstances, be the initial collector of any funds.** Since the bookkeepers' duties include bank deposits, posting monies collected in the system, and

performing bank reconciliation, there is not an appropriate level of segregation of duties if they are also the initial collector of monies.

8. Each school bookkeeper will perform due diligence in selecting and making arrangements for a School Board employee to act on their behalf as a designated "back-up" to their bookkeeper position. The Board employee selected as a "back-up" to the bookkeeper shall have the written approval of the principal on the Bookkeeper's Back-up Support form. Notification of the selected "back-up" shall be sent to the Internal Accounts Coordinator promptly to ensure the proper security assignments in the District's accounting software system. Also, it is the bookkeeper's responsibility to ensure that proper notification is sent to the Accounting Department if the designated/approved "back-up" changes at any time. At all times the bookkeeper will have a designated "back-up" who can perform the bookkeeper's assigned responsibilities in times of absences.
9. All employees and volunteers having responsibility for handling and recording Internal Accounts fund financial transactions shall be authorized by the principal and bonded through the District School Board. The person or persons designated by the principal shall have the responsibility of collecting and expending school Internal Accounts funds in accordance with Florida Statutes and School Board Policies.

GENERAL PRACTICES

1. All employees responsible for handling and recording Internal Accounts fund financial transactions shall be bonded through the School Board.
2. Purchases from Internal Accounts funds must be authorized in writing by the principal or designee. Neither the school nor the School Board shall be liable for any purchase made in the name of the school without express written approval.
3. District approved, pre-numbered receipts (school receipt books) shall be used to record and account for cash received.
4. District approved pre-numbered checks shall be used to disburse and account for funds.
5. Promissory notes, installment contracts, and lease-purchase agreements shall not be executed in the name of a school or any school organization except as authorized by the School Board.
6. Internal Accounts funds shall not be used to cash checks, accommodate individuals, make any kind of loan, extend credit nor pay any form of compensation directly to employees. Employees of the School Board who are compensated for additional services, such as working at athletic events, shall be paid through the District Payroll Department or, when appropriate, as prescribed by School Board policies.
7. Internal Accounts funds shall be accounted for on the same fiscal year basis as to all other District funds. No school organization shall make expenditures that exceed the cash resources available to that organization. All open accounts payable shall be disclosed to the School Board at the end of the fiscal year.
8. Bank statements shall be reconciled as soon as received. The principal will review the reconciliation.
9. Monthly financial reports shall be made in an approved written form to provide the school's administration with financial information necessary for decision making. An annual report will

provide data for the inclusion of Internal Accounts funds in the District's annual financial statements.

10. Account balances shall be subject to limits that the School Board may prescribe.
11. Unless specifically exempted herein, all purchases of items must be in accordance with state law and policies prescribed by the District Purchasing Office. Any other proposed purchase shall be referred to the Director of Purchasing for assistance in developing specifications and for bids quote.
12. School Internal Accounts funds shall be expended for the purposes for which they were collected. A signed receipt or an invoice supporting any expenditure shall be kept on file. Canceled checks are only part of the supporting evidence for any given transaction and are not sufficient to support the expenditure.
13. Expenditures from any trust funds shall be subject to the same rules as those required for other expenditures, except purchases made from funds held in trust for individual entities under approved vendor contracts, such as class rings, caps and gowns, cards, and invitations which are exempt from such requirements.
14. No expenditure shall be made unless it is approved in writing by the principal or his/her designee. Any proposed expenditure shall be considered prohibited until approved.
15. If an expenditure requires prior authorization from an additional party other than the principal, the school shall anticipate the need in time to obtain the written authorization. Expenditures shall not be made unless prior written authorization has been given. Verbal requests for authorization shall not be accepted.
16. Funds collected during the late afternoon or for evening activities shall be placed in a safe by the sponsor or other designated individual arranged by the principal. Sponsors or any other individuals who place funds in the safe shall not be responsible for protecting funds, so long as the sponsor/individual follows proper guidelines. Under no circumstances shall funds be left on the school premises, unless the safe procedure is followed. Any School Board employee who fails to remit funds each day may be liable for any loss. The District Finance Office must be notified of any loss. The District Finance Office has the authority to override loss repayment by the individual. Justification for this decision must be in writing.
17. For any individual piece of equipment costing \$1,000 or more, a check from Internal Accounts funds must be written to Clay County School District and forwarded to the District Business Affairs Department with the appropriate Equipment Distribution form for funds inclusion in the District budget revenue line before making the equipment purchase.
18. All disbursements shall be made by check. Supporting Internal Accounts Purchase Order form, invoice or receipt substantiating purchase, and check stub for each expenditure shall be approved in writing by the principal and shall be maintained on file for all disbursements.
19. No check shall be made payable to "cash".
20. All checks issued must be signed with two signatures, preferably the principal and the bookkeeper.
21. All signatures on checks must be original signatures. Facsimile, stamped, or other electronic signatures are prohibited.
22. In the absence of the principal, his/her designee shall also authorize purchases and sign checks.
23. Any reservations or disapproval of such transactions shall be reported by the principal to the Superintendent or his/her designee immediately. Any further review of the transaction shall be conducted by the Superintendent or his/her designee.

24. The principal shall have full responsibility for all phases of the Internal Accounts funds. No employee, class, club, teacher, or School Board member shall incur any expense or liability without the prior written authorization of the principal or his/her designee.
25. No vendor shall be paid if there is a dispute over a price or if the products are received unsatisfactorily.
26. Internal Accounts shall not be held responsible for an expenditure made by a student, teacher, or by any employee who has not first received written approval from the principal or his/her designee. Anyone making a purchase before approval shall be liable.
27. No trust fund account shall be overdrawn.
28. Purchases are specifically exempted from sales tax, except for purchases for resale.
29. The principal shall be fully responsible for all purchases and purchase commitments requiring the present or future disbursements of Internal Accounts monies. A signed commitment from the principal or designee must be on file before any purchases are made. No purchase shall be made unless sufficient resources are available.
30. Neither the school nor the School Board shall be liable for any purchase made in the name of the school without prior written approval. Promissory notes, installment contracts, or lease-purchase agreements shall not be executed in the name of a school or any school organization except as authorized by the School Board.

SAFEGUARDING OF FUNDS

Schools/Centers shall use a safe or vault for the protection of money received.

1. The safe shall resist drilling, burning, or removal, all of which could result in decreased insurance premiums.
2. Lightweight safes shall be set in a wall or bolted to the floor to prevent removal. Storing money and attaching forms outside of a safe is prohibited. Items allowable to be stored outside of the safe include blank check stock, school receipt books, tickets, and deposit slips; however, those items must remain locked in a filing cabinet, desk, or credenza if not maintained in the safe.
3. The safe or vault should be locked whenever not attended. This means turning the combination; not presetting on some digit, which nullifies insurance coverage. Only the principal, bookkeeper, and principal's designee shall know the combination.
4. The safe combination shall be changed whenever there is a change in administrative personnel and/or bookkeeper or at the end of every third year. If a locksmith is used to change the combination, documentation supporting the date of the combination change, such as an invoice from the locksmith, shall be kept on file at the school. If a locksmith is not used to change the combination, a memo signed by the principal documenting the date of the combination change is permitted.
5. In the event the school incurs a loss due to theft, the police shall be notified immediately and a written report shall be sent to the Superintendent or his/her designee.
6. For middle and high schools, the safe must have a built-in slot for night depository.

ERRORS ON INTERNAL ACCOUNTS PAPERWORK

1. Per Auditors: Any erroneous information must be invalidated by the originator of the entry by

- lining through such information, entering the correct information above or below the error, and initialing and dating the correction.
2. Any signed documents that require approval should be done in blue or black pen (not pencil), should never be written over, errors should not be scribbled over, and any changes must be initialed and dated.
 3. If a mistake is made, the person making the correction, should draw a fine line through the error and initial it, before getting the principal's approval. Documents should never be changed after the principal has signed them.
 4. Errors on paperwork should never be:
 5. Scratched or scribbled out
 6. Covered with whiteout
 7. Written over so that it not clear/legible
 8. Be completed with a pencil (documents must be done in ink)
 9. Dates should never be altered

BASIC RECORDS AND FILING

Internal Accounts funds shall be accounted for by using the most recent available version of the Board authorized accounting software system (hereinafter referred to as "accounting system").

1. Pre-numbered school receipt books shall be used as the means of documenting cash received. These provide the basis for entries to the accounting records where official sequential electronic receipts are recorded.
2. Pre-numbered checks shall be used as the means for disbursing funds.
3. The following papers connected with Internal Accounts funds should be kept in numerical order by month in a file folder:
 - a. Report of Monies Collected forms
 - b. Duplicate Deposit Slips
4. Purchase Order forms with related check stub and supporting documents (receipts, invoices, etc.)
5. Transfer forms
6. Journal Entry forms
7. Monthly financial reports generated from the accounting system
8. Bank statement and bank reconciliation, including supporting detail for reconciled items
9. These items shall be maintained on file at the end of the fiscal year according to the General Records Retention Schedules for Florida Public Schools

CHAPTER 2 – GENERAL PRACTICES

The efficient and accurate accounting of school Internal Accounts funds requires that sound business practices be followed in handling school monies received and expended. It is recommended that the school develop and distribute a set of guidelines that will educate faculty and staff on basic internal funds procedures.

FISCAL YEAR

Internal funds shall be accounted for in the same fiscal year (July 1- June 30) basis as to all other District funds. No school organization shall make expenditures that exceed the cash resources available to that organization. All accounts payable and accounts receivable shall be disclosed to the School Board at the end of each fiscal year.

BANK ACCOUNTS

Depositories for School Internal Accounts Funds

1. Depositories in which internal funds are kept must be qualified public depositories, approved by the District School Board.
2. The list of active Florida qualified public depositories approved for the deposit of public funds can be found on the Florida Department of Financial Services Website at the following link: https://apps8.fldfs.com/CAP_Web/PublicDeposits/ActiveQPDDisplayList.aspx
3. Please consult with the District Finance Department before changing banks to ensure that funds are deposited in a qualified public depository.

Checking

1. Each school shall have only one checking account, which shall be entitled, "NAME OF SCHOOL, INTERNAL FUND, THE SCHOOL BOARD OF CLAY COUNTY." This account title must be imprinted on all Internal Accounts checks and deposit slips. Savings or Investment Accounts shall be titles in the same manner.
2. All monies received by the school shall be deposited intact as collected into this account, and all disbursements will be made by checks drawn on this account. Savings or investment accounts shall be titled in the same manner.
3. All school Internal Accounts funds must be maintained in a financial institution recognized by the State of Florida as a depository collateral entity approved by the District Finance Office.
4. Bank statements shall be reconciled as soon as received. In the event the bookkeeper reconciles the bank statement, the principal shall review the bank statement before reconciliation and shall review the bank reconciliation immediately upon completion. The principal shall date and sign the bank statement and bank reconciliation after the reviews are completed.

Authorized Signatures on Checks

1. The principal of each school shall designate two persons in addition to him/herself who shall be

- authorized to sign checks and withdraw funds from checking, or other investment accounts.
2. Under NO circumstances shall checks be pre-signed.
 3. Two signatures shall be required for all transactions, one of which shall be that of the principal or his/her designee. A copy of the bank signature card of authorized signers on file with the bank shall be kept on file at the school for audit.
 4. When the authorized signers change, the bank should be notified immediately. A copy of the notification to the bank and updated bank signature card of authorized signers shall be kept on file at the school for audit.
 5. To substantiate the signature for each check, proper supporting documentation shall accompany the check before signing it. Facsimiles, stamps, or electronic signatures are not allowed. Such action makes the signer personally liable for anything recorded over his signature.

INVESTMENTS

1. SBA (State Board of Administration) investment opportunities are available for internal funds through the Clay County School District Business Affairs Division.
2. There is no minimum dollar amount required for investment and no minimum length of investment required, interest rates would fluctuate according to market conditions.
3. Funds invested are not connected to a particular activity account; therefore amounts to be invested should be based on total funds available.
4. Initial investment procedures:
5. Email the Business Affairs Finance Office, with the amount to be invested
6. Send a check in the correct amount to the Business Affairs Office and note for investment

Interest Earned on Investments

1. Each month a statement will be sent to every school with investments in the SBA indicating the amount of their investment and the interest earned that month on their investment.
2. SBA interest earned must be entered into the accounting system through Journal Entry before reconciling the bank statement each month.

Investment Return Procedures

1. Email the Business Affairs Finance Office with the amount that is needed and the date it is needed.
2. Please give three or more days' notice to process the request for funds to be returned
3. The amount of returned investment funds need to be entered into the accounting system through Journal Entry.

DONATIONS, GIFTS AND BEQUESTS - Approval Levels and General Provisions

A donation, gift, or bequest is a free contribution of unsolicited monies, from a person or group made for specific educational purposes or instances of presenting something as a donation, gift, bequest, or contribution especially to a charity or public institution.

If donations are solicited or asked for, such as at a car wash, funds requested to support a certain purchase or program, or by letters sent out asking for donations, then it is considered a fundraiser.

1. Donation information and request for approval should be documented on a District approved donation form.
2. Donation form must include:
 - a. a description of the donation and how it should be used.
 - b. your account name and number
 - c. a description of how you will be using the funds
 - d. the value of the donation
 - e. the name of the person or company who donated the funds
 - f. the date the donation was received, would be the same date on the Report of Monies Collected form
3. All donations, gifts, and bequests shall be properly receipted when accepted on a completed Report of Monies Collected form with the Donation form attached.
4. Monetary gifts and donations shall be deposited into the school's Internal Account corresponding to the purpose of the donation.
5. Funds received for a specific purpose must be used for the intended purpose.
6. In instances where an anonymous donation is received funds should be deposited into the general student account to be used for the general welfare of the entire student body.
7. Gifts of money, supplies, equipment, or other personal property of a value less than \$3,000 may be accepted by the principal or department head based on the criteria listed.
8. Proposed gifts of money, supplies, equipment, or other personal property of value between \$3,001 and \$9,999 must be approved by the Assistant Superintendent of Business Affairs with a memorandum from the principal, department head or other appropriate staff member describing the nature and purpose of the gift.
9. All proposed gifts of real property (regardless of value) and tangible and intangible personal property having a value of at least \$10,000 must be approved by the School Board
10. Gifts should not be broken up into smaller lots to keep them under the \$3,000 threshold.

SPONSORSHIPS

Sponsorship is usually when something is given or provided to a sponsor in return for their sponsorship. Example – a banner on the field, an ad in a program, their name on an event shirt, etc. in exchange for their money.

When presented with the opportunity for a sponsorship provide the bookkeeper with the following:

1. A copy of the memo, flyer, letter, or information pertaining to what the sponsors will be sponsoring.
2. A completed Report of Monies Collected Form along with the funds collected

LOANS AND ACCOMMODATIONS

1. Internal Accounts funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees, nor extend credit to School Board employees, School Board members, outside organizations, or others.
2. School Board members, the Superintendent, employees, students, or any organization or other individuals are prohibited from making purchases through a school's Internal Accounts for personal

gain or use. The use of a school's purchasing privileges, such as sales tax exemption, special school discounts, credit card rewards or other such benefits by any School Board employee, the Superintendent, any Board member, any student, or any organization or other individuals, except as directly related to a school purchase, is prohibited.

CHART OF ACCOUNTS

The Internal Accounts funds Chart of Accounts is an all-inclusive listing of available account codes for classifying and recording internal fund financial transactions. The Chart of Accounts is maintained by the District Finance Department. All new account structures are created by the District Finance Department upon request of the school bookkeeper and principal. The Clay County School District established a standard Chart of Accounts and sub-account numbers. The purpose of requiring uniformity is to promote consistency throughout the District and to ensure compliance with federal and state guidelines. The Internal Accounts funds accounting system is composed of seven (7) basic fund types. The table below provides the basic account numbers and categories as detailed in the Red Book.

Chart of Accounts	
Control Account Number	Student Activity/Project
1000	Athletics
2000	Music
3000	Classes
4000	Clubs
5000	Departments
6000	Trusts
7000	General

Athletics – 1000

1. All revenue and expenditures involving athletic business transacted at the school level shall be recorded in accounts in this classification. Activity for each athletic program shall be maintained in a separate account within this fund.
2. Under no circumstances is the school athletic director permitted to act as the principal's designee for authorizing transactions in the athletics accounts. The principal or his/her designee shall authorize all transactions in this fund, as in all funds. It is recommended, however, that the athletic director review activity in these accounts and serve as a secondary authorization source as considered necessary.
3. All transactions within this fund must be in compliance with rules imposed by the Florida High School Athletic Association (FHSAA), found online at <http://www.fhsaa.org/rules>.

Music – 2000

1. Proceeds from activities of musical organizations, donations to these groups, and their expenses for supplies and trips shall be recorded in this classification.
2. Collections from students for rental or maintenance of uniforms or instruments shall also be recorded in this account.

Classes - 3000 and Clubs – 4000

1. Class and club accounts are those which support a group of students within a program or group of programs with a common interest, with a roster of members, officers, and a sponsor. Approval of the existence of all classes, clubs, and department activities is the responsibility of the principal. A copy of the club bylaws should be on file and approved by the principal or designee.
2. The teacher/sponsor of each class/club organization is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records. These records may include an organization budget, duplicate receipts of all income from dues, fundraising activities, entertainments, assessments, donations, and approved requests for payments.
3. The financial support for various school activities shall be carefully planned and organized so that demands for money from students do not become a burden.
4. All collections received by any club/class or school organization must be deposited in the school's Internal Accounts. All extra-curricular activities shall be self-supporting. Such projects are subject to the approval of the principal before the commitment by a school group. All disbursements by any club/class or school organization must be made by an Internal Account check. Authorization of expenditures shall carry the approval of a designated class, club, or department officer (grades 6-12), sponsor, and the principal. Expenses should be for the benefit of the students that participated in the generation of revenue. No accounts may be overdrawn at the end of the current school year.
5. A financial report shall be filed with the principal at the close of each fundraising activity, in accordance with the Fundraising Section of this handbook. To accommodate the collection of data for this report, a separate account for the activity may be established. The organization sponsor shall participate, along with the bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts.
6. A graduation class, with a remaining balance at the end of the school year, shall transfer the funds to the General Fund at the discretion of the principal. (project for entire student body)
7. Any club which becomes inactive and has a balance in its account at the close of the current school year shall have its funds transferred to the General Fund and the account shall be closed at the end of the following school year.
8. Class, club, and department monies shall be expended for the benefit of the class, club, or department or for purposes designated by the class, club, or department that participated in the generation of the revenue. The specific purpose of the revenue collected must be documented by approved written minutes, field trip requests, fundraising activity form, etc. If the documented purpose allows for the collection of funds to cross fiscal years, then the remaining funds in the club or department can be carried forward to the next school year.

9. Any gifts identified as coming from a particular class or club shall be financed entirely by that group. This should not prevent a class or club from contributing to a project undertaken by several classes or clubs or by the student body. All such gifts to the school must first receive the approval of the principal. After approval, the group may set aside an amount for a specific project. Specific projects to contribute/donating for charitable purposes are allowable, provided the cash contributions are not made payable to an individual.
10. Awards, other than scholarships, presented in the form of cash are prohibited. Checks awarded as scholarships are allowable, provided funds are payable to the educational institution of the student's choice. Checks that exceed \$5,000 shall be approved by the superintendent before the award.
11. All extra-curricular activities shall be self-supporting unless funds are provided from the school's activity funds. No student will be excluded from participating in an extracurricular event because of a lack of money for dues, materials, and uniforms. This does not apply to charge for admission as a spectator to extra-curricular activities.
12. Programs or fundraising events for which admission is charged, such as drama and chorus productions, shall not be held during school hours, as required by Red Book Section III.

Departments- 5000

Departments shall be structured similarly to classes/clubs and conduct financial activities subject to the same policies presented above.

Trust Funds and Outside Organizations - 6000

1. Trust accounts are used for money contributed by or held for the sole use of specific groups and not owned by the student body as a whole. Trust funds shall be expended only for the purpose for which it was collected. A trust account shall not be overdrawn, nor may trust funds to be expended for general student body activities.
2. If a school organization undertakes a project extending beyond the current fiscal year, receives a restricted donation to be used over a period of time beyond the year in which it was received, approval must be granted by the principal and the funds shall be held in a trust fund, classified as other trusts.
3. When the purpose of a trust fund has been accomplished or becomes inoperative, the unused trust fund shall be returned to the person(s) from whom it was collected, if practicable. Funds that are not practical to return shall be considered as belonging to the general fund.
4. Collections for the District and funds collected from students as deposits shall be accounted for in a trust account.
5. Expenses for the beginning of the year, holiday, and/or end of year breakfast, lunch, and/or dinners and/or parties for administrators, teachers, staff, and volunteers can be accounted for in the staff activities trust account. Monies charged to each individual for this function shall also be recorded in this same account. Any net profits that are made from the teachers' lounge vending machine may be recorded as revenue to this trust account to support these activities.
6. Awards, other than scholarships, presented in the form of cash are prohibited. Checks awarded as scholarships are allowable, provided funds are payable to the educational institution of the student's choice. Checks that exceed \$5,000 shall be approved by the Superintendent before the award.

7. Outside organizations which are connected with, or operating in the name of the school, such as a parent/faculty organization, shall also have their financial transactions recorded and maintained in this category.

General Funds – 7000

1. The activities supported by the General Fund usually encompasses the entire student body or the student taking part in an activity such as competition representing the school. This category encompasses all accounts for funds other than those described below which are to be utilized for the general welfare of the student body or the school operation.
2. Separate accounts shall be maintained for various general activities. It is a good business practice to separately monitor the financial status of the activities. One such example is a **School Store Fund**:
 - a. Merchandise that is needed by students to facilitate classroom instruction and to accommodate students may be sold in school stores where permission to operate such stores has been granted by the District.
 - b. The principal should establish an approved list of merchandise. Profits from the school store may be transferred to the Internal Accounts general fund. Monies to establish the school store may be transferred from the Internal Accounts general fund. The school store shall operate as a separate fund.
3. Activities not accounted for separately shall be recorded in a miscellaneous account.

CHAPTER 3 – CASH COLLECTIONS AND DEPOSITS

All funds collected for school-sponsored activities are required to be deposited in the Internal Accounts funds of the school. This section will provide detailed information about the steps necessary to receive, process, and deposit Internal Accounts funds. All monies collected must be for a specific purpose which must be determined before the collection of funds. Given the wide range of purposes that can be identified for the collection of Internal Accounts funds, this section is designed to discuss some common sources such as field trips, student fees, fundraiser proceeds, and funds held in trust for yearbooks, class rings, etc. All funds must be collected for a specific purpose and processed in accordance with the guidelines outlined and detailed below.

GENERAL PROVISIONS

Red Book, Chapter 8, Section II Subpart 3 states clearly that “District-approved pre-numbered receipt forms shall be used as the means of recording cash received and as the basis for entries to the accounting records”.

Red Book, Chapter 8, Section III – *Standards, Practices, and Procedures*, Subpart 1.4, *Cash Collections and Deposits*, states “all checks, receipt forms and tickets shall be pre-numbered and perpetual inventories of each shall be maintained. Inventories shall show the beginning and ending numbers of all documents acquired and issued. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. Any pre-numbered documents shall be accompanied by a certified statement of the numbers received.”

CHECK ACCEPTANCE POLICY

If your school accepts checks, this check acceptance policy must be followed.

1. Any check written to a school must contain the maker’s name, current address, phone number, and student name, and should contain the reason for the check.
2. Post-dated checks are not accepted as it is considered an illegal action.
3. Change cannot be given if the amount of the check is higher than the amount of the sale.
4. Checks cannot be accepted 15 business days before a field trip.
5. If a check is accepted for items sold (t-shirt, yearbooks, fundraiser, etc.), the items cannot be delivered for 15 business days after receipt of the check by the school.
6. Please note that if a check is returned by the bank, the principal is responsible to get the sponsor who accepted the check, to recover the funds in cash, money order, or online payment.
7. If a check is returned or rejected for any reason, all future payments must be cash, money order, cashier’s check or online payment.
8. The use of checks as payments for things such as field trips, books, fundraisers, etc. is acknowledgment and acceptance of this policy and its terms and conditions.
9. Please take every measure to meet the requirements of the check-writing policy.
10. All checks received by the school shall be endorsed with an inked deposit stamp “FOR DEPOSIT ONLY” with account title and number.

COLLECTION OF FUNDS

1. All funds collected for school-sponsored activities are required to be deposited in the Internal Accounts funds of the school.
2. Before receipt of funds, the individual(s) planning to collect monies shall prepare proper District authorized forms (i.e.: fundraising, general purchases, field studies, ticket sales), which shall be approved in writing by the school principal authorizing the collection of monies.
3. Monies shall be collected only by the person, authorized by the principal, who is bonded by the Board.
4. **The bookkeeper, shall not, under any circumstances, be the initial collector of any funds.**
5. An alternative recipient, in case of absence of the bookkeeper, should be designated by the principal; acceptable designees include the school principal, assistant principal, or clerical staff as long as they are a current School Board employee.
6. All monies collected must be substantiated by a sequentially numbered electronic receipt and the Report of Monies Collected form, prepared by the individual collecting the cash.
7. If checks are accepted they shall meet all requirements of the check acceptance policy and where the student's name is different from the name of the person signing the check, the student's name or the receipt number shall be written on the check.
8. All funds collected and supporting Report of Monies Collected form shall be delivered to the bookkeeper on the day of collection.

REPORT OF MONIES COLLECTED

1. The Report of Monies Collected form is the supporting document for all funds collected. This form shall be used by all individuals who collect monies for Internal Accounts funds.
2. All monies collected must be documented in blue or black ink on the Report of Monies Collected form and submitted to the bookkeeper on the same day of collection.
3. If monies have been collected from more than one source (purpose) of the collection (activity, fundraiser, etc.), or for different activity accounts a separate Report of Monies Collected form shall be completed for each source and account and each Report of Monies Collected should be entered into the accounting system with its one Official Receipt number.
4. Any erroneous information must be invalidated by the originator of the entry by lining through such information, entering the correct information above or below the error, and initialing the correction.
5. The date recorded by the teacher/sponsor on the Report of Monies Collected form should be the date the funds were actually collected by the teacher/sponsor and match that which is written on the student activity receipt (if a student activity receipt is applicable).
6. Monies should be delivered to the bookkeeper by the individual that collected them. Funds should not be left in the bookkeeper's office, mailbox, or delivered by a student.
7. In case of after-hours activities, funds may be dropped in the secure school safe.
8. The following shall be shown on each completed Report of Monies Collected form:
 - a. Purpose (source) of the collection of funds
 - b. The actual date the monies were collected by the teacher/sponsor
 - c. Official electronic receipt number (*entered by the bookkeeper*)

- d. Source of the cash collection (full name), student activity receipt number (if applicable), and the amount collected from each. If the source of the funds collected is from a student, the student's name must be listed on the form. If the student and parent's last name differ, include the parent name on the Monies Collected form or receipt. (If the list becomes too lengthy, a class list or roster indicating the amount collected from each student can be attached and noted instead.)
 - e. Total for deposit
 - f. Signature of the teacher/sponsor responsible for collecting the money
 - g. Signature of the bookkeeper and date verified funds were received from the teacher/sponsor. This date MUST be recorded by the bookkeeper separately from the date of initial collection, which is written on the top of the form by the teacher/sponsor
9. Each Report of Monies Collected form shall be entered into the School Board approved accounting system, substantiated by a sequentially numbered electronic official receipt.
 10. The form shall be identified by the corresponding official electronic receipt number representing the collection (issued by the bookkeeper) and the original white copy shall be held by the bookkeeper and filed in numerical sequence.
 11. The duplicate (carbon) copy shall be given to the individual who turned in the Report of Monies Collected form as their receipt.
 12. The teacher/sponsor must retain their copies of the Report of Monies Collected forms until after the completion of the school year-end audit (usually during July) in case any questions should arise.

STUDENT ACTIVITY RECEIPTS (student/teacher receipts)

1. All monies collected for school-sponsored activities are required to be deposited in the Internal Accounts funds of the school. A student activity receipt will be issued for all monies received of \$5.01 or more pre-numbered sequential receipts. The student activity receipt book holds pre-numbered, two-part, or three-part receipts for all funds collected by a teacher/sponsor from each source.
2. The school may, at their option, utilize a three-part receipt book. The pre-numbered receipts are the means of recording all monies received and providing support for entries on the Report of Monies Collected forms, as well as substantiating each bank deposit.
3. The District approved pre-numbered receipt forms (student activity receipts) must substantiate individual receipt of all cash and/or checks meeting the criteria.
4. Student activity receipt books will be kept under the control of the bookkeeper.
5. The bookkeeper will distribute a student activity receipt book to any teacher/sponsor responsible for collecting money from any source by securing the signature of the teacher/sponsor on the Receipt Book Log.
6. **Under no circumstance should the bookkeeper be the initial collector of monies from any source.**
7. The teacher/sponsor responsible for collecting money will complete and distribute student activity receipts.
8. The bookkeeper will maintain the log of the numbered student activity receipt books and the signatures of whom the books are assigned.
9. A student activity receipt will be issued for all monies received of \$5.01 or more.

10. A student activity receipt is not required for the following:
 - a. Checks received by mail
 - b. Funds received by credit card or electronic transfer (ACH)
 - c. Funds received at Book Fairs
 - d. When money collected is derived through the sale of tickets for athletics, events, or other activities.
11. Student activity receipts are to be used in sequential numerical order and must be completed in ink.
12. The student activity receipt number must be included on the Report of Monies Collected form if a copy of the receipt is not attached.
13. A two-part receipt form will be distributed as follows:
 - a. The top copy (white) of the receipt form will be given to the person remitting the money
 - b. The second (audit) copy (yellow) will remain in the school receipt book.
 - c. Bookkeeper must audit the receipt book per each collection by initial and dating the yellow ending student receipt number.
14. A three-part receipt will be distributed as follows
 - a. The top copy (white) of the receipt form will be given to the person remitting the money.
 - b. The second copy (yellow) of the receipt goes to the bookkeeper attached with the Report of Monies Collected form and monies collected or can be dropped in the safe.
15. The third copy of the receipt (pink) will remain in the school student receipt book for audit.
16. Any voided student activity receipts must have the word "VOID" written across the original receipt, be stapled together with all copies of the voided receipt, and must be retained in the student activity receipt book for audit purposes.
17. Each day that money is collected, the teacher/sponsor will bring to the bookkeeper; the Report of Monies Collected form, the funds collected and, if using two-part receipts, the Student activity Receipt Book; if using three-part receipts, the second (yellow) copy of the receipt will be attached to the Monies Collected form.
18. The bookkeeper will verify the beginning and ending receipt numbers in the student activity receipt book.
19. The bookkeeper will verify that the receipt number is listed on the Report of Monies Collected form or for three-part receipts, the yellow copy of the receipt is attached.
20. The total of the receipts must equal the total funds written on the Report of Monies Collected form.
21. The bookkeeper will mark – by initial and date – the audit copy of the last receipt included on the Report of Monies Collected form. This will provide the bookkeeper with a visual cue of the beginning receipt number to be included in the next deposit.

OFFICIAL RECEIPTS (electronic receipts entered by the bookkeeper in the accounting program)

The bookkeeper shall have responsibility for the issuance of a sequentially numbered official electronic receipt into the Board approved accounting system and shall record the number on the corresponding Report of Monies Collected form. Official receipts shall be entered in sequential order and by the date, the monies were received.

The bookkeeper shall:

1. Complete the verification of monies collected process as detailed below.
2. Enter the transaction in the accounting system and generate the official receipt number.
3. The bookkeeper will hand write the official receipt number on the corresponding Report of Monies Collected form return the duplicate copy to the teacher/sponsor who initially collected the funds.

VERIFICATION OF FUNDS RECEIVED

When a Report of Monies Collected form is remitted to the bookkeeper with the corresponding funds, he/she shall count the funds and compare the total to the total written on the Report of Monies Collected form.

The cash remitted must match the cash listed on the form and the checks remitted must match the checks listed on the form. Any discrepancies found shall be addressed immediately or as soon as is feasibly possible.

Once the funds have been received the bookkeeper shall:

1. Reconcile the monies collected to the Report of Monies Collected form,
2. Document the sequentially numbered electronic official receipt number,
3. Sign and date the form. The signature of the bookkeeper indicates that the total for deposit is correct, the cash listed matches the cash remitted, and the checks listed match the checks remitted, and that all of the required information is on the form. They must date the Report of Monies Collected form with the date that he/she received and verified the funds. This date will be in addition to the date recorded by the teacher/sponsor.
4. Issue a duplicate (carbon) copy of the Report of Monies Collected form to the individual remitting the monies. All checks received by the school and deposit slips shall be endorsed with a deposit stamp "FOR DEPOSIT ONLY" with account title and number}
5. The principal shall be notified immediately upon the discovery of possible fraud so that necessary adjustments can be made in the handling of school activity accounts.

For remittances with no student activity receipts:

1. Verify the mathematical accuracy of the amounts written on the Report of Monies Collected form.
2. Total the monies and verify that they match the total on the Report of Monies Collected form.
3. Verify the pertinent information recorded on the Report of Monies Collected form *see above.
4. Sign and date the Report of Monies Collected form evidencing completion of the verification process.
5. Record the electronic official receipt number on the Report of Monies Collected form and provide the yellow copy to the teacher/sponsor who remitted it.

For remittances with student activity receipts:

1. Prepare an adding machine tape of the amounts recorded as received for the series of student activity receipt numbers covered with the remittance.

2. Verify that the total from the tape agrees with the amount written on the Report of Monies Collected form and that the student activity receipt numbers are written correctly.
3. Verify that the amount of money received agrees with both the total for the series of receipts and the total recorded on the form.
4. In the receipt book, clip together the series of student activity receipts recorded on the Report of Monies Collected form, on the backside of the last receipt in the series clipped, write the total amount received, date received, your initials, and the official receipt number issued.
5. Sign and date the Report of Monies Collected form evidencing completion of the verification process.
6. Record the electronic official receipt number on the Report of Monies Collected form and provide the yellow copy to the teacher/sponsor who remitted it.

DEPOSITS

Handling Deposits

1. All money collected, including funds that will be placed into District budget funds (i.e.: VPK, Food Service, etc.) must be deposited into the school's Internal Accounts checking account as frequently is feasible or as dictated by sound business practices.
2. In any event, funds collected must be deposited within five working days of receipt, whereas working days are defined as District working days, and receipts are defined as the original collection.
3. All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, Report of Monies Collected forms, pre-numbered tickets, reports of tickets issued, and sold, or other auditable records.
4. Insofar as is practicable, all money collected should be submitted to the bookkeeper daily. Collections made outside of the school must be turned in to the bookkeeper no later than the next business day.
5. All money collected must be deposited intact to the bank as frequently as feasible and as dictated by sound business practices. In any event, funds collected must be deposited within the five (5) working days.
6. All deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit. Deposit slips shall be made in the number of copies necessary to meet the approved accounting procedures. All checks received shall be deposited with a restrictive endorsement of "For Deposit Only" and specifying the account title and number.
7. The principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate corrective action.

DEPOSIT GUIDELINES

Procedures for deposits prepared by the bookkeeper

1. Total the amount of receipts entered into the accounting system and bundled for the specific deposit. A cash receipts report should be generated and attached to the deposit. The total receipts must equal the total amount reflected on the bank deposit slip.

2. Total the actual amount of cash on hand.
3. Total the actual amount of coins on hand.
4. Add cash on hand to coins on hand and verify that the total amount matches the total cash recorded on the Report of Monies Collected forms.
5. Total the actual amount of checks on hand and verify that the amounts match those recorded on the Report of Monies Collected forms.
6. Total all amounts for deposit and verify that the amounts match the total receipts entered into the accounting system for the deposit.
7. The bank deposit slip shall include a separate listing of cash, coin, and checks in the deposit.
8. Deposit slips are to be prepared in duplicate (on a two-part form). One copy is for the bank to keep, the other will be validated (imprinted) by the bank at the time of the deposit and must be returned to the bookkeeper and maintained in the school's Internal Accounts records. It is a good practice to check the validation before leaving the bank to make sure the total shows the same amount as the deposit.
9. Deposits should be made within (5) working days of when monies were collected.
10. All money collected must be deposited intact to a depository (bank) as frequently as feasible and as dictated by sound business practices.
11. In the event the bookkeeper is not available, the deposit shall be prepared by his/her designated backup, the principal, or his/her designee.

School Night Deposits

If a school has a safe for after-hour activities, the safe must have a built-in slot for night depository. The following procedures should be followed for any monies received from school events held after regular school hours.

1. It shall be the responsibility of the teacher/sponsor for the after school event to secure a money bag from the bookkeeper before the event.
2. When the after school event is finished, the teacher/sponsor shall place the money, tickets (if applicable), etc. in the money bag and deposit it in the safe before leaving that night.
3. On the next school day, the bookkeeper shall remove the money bag from the safe and present it to the teacher/sponsor. The teacher/sponsor shall then prepare a Report of Monies Collected and a Report of Tickets sold, if applicable. The money, tickets (if applicable), etc. shall be returned to the bookkeeper for final processing.

Recordkeeping for Deposits

1. The deposit slip shall be attached to a sequential list of receipts and the series of Report of Monies Collected forms used to support the deposit.
2. The Report of Monies Collected forms should be organized in sequential numerical order.
3. The records should be maintained as a part of the school's Internal Accounts records.

CHAPTER 4 – CASH DISBURSEMENTS & EXPENDITURES

GENERAL PROVISIONS

All cash disbursements and expenditures from school Internal Accounts funds shall be made by check. This chapter will discuss the processes governing such as disbursements, compensation, and other expenditures.

PURCHASE ORDERS

Purchase Order Internal Accounts form BAD.-1-3022 must be used as prior written approval for Internal Accounts transactions. The purchase order must be generated before making a purchase or obligating the school to purchase items using Internal Accounts funds.

Internal Accounts Purchase Order Procedures

1. The teacher or staff member requesting a disbursement must complete an Internal Purchase Order form. The request must meet either the District or the school level requirements for issuance of a Purchase Order.
2. This form should identify the Internal Accounts's account number and name of the funding source requesting disbursement and the estimated maximum purchase amount.
3. The person requesting disbursement prepares the Internal Purchase Order form, which must be authorized by the principal before the purchase commitment.
4. The Internal Purchase Order form must include the date, vendor, amount requested, description of items to be purchased, the account to be used for processing payment, and the signature of the requestor.
5. The completed form must be reviewed by the bookkeeper to ensure that unencumbered funds are available to cover the purchase.
6. The principal's signature approval must be obtained before generating the Purchase Order.
7. If the bookkeeper determines that adequate funds are available, he/she must generate the Purchase Order in the accounting software.
8. The bookkeeper will then give a copy of the Internal Purchase Order form with the Purchase Order number back to the person requesting disbursement.
9. Once items are received, the signed invoice or receipt must be provided to the bookkeeper to issue a check to the vendor or for reimbursement.
10. The bookkeeper should review invoices and receipts before processing a check.
11. The total amount on the invoice (goods, services, and shipping) shall not exceed more than 10% of the authorized requested amount on the form.
12. The actual purchase date on the invoice shall not be before the date of approval on the form.
13. Documentation of goods or services received must be attached to the Internal Purchase Order form.
14. The principal or designee is responsible for reviewing all invoices before signing a check

CHECKS

Checks can only be issued by the bookkeeper after receiving all properly completed forms and supporting documentation to include the Purchase Order and all invoices or receipts. No checks shall be issued to an individual that is not a School Board employee without a W-9 form on file.

The bookkeeper should review the documentation to:

1. Ensure that items have been received and the invoice/receipt amount matches the purchase order amount.
2. Determine whether sales tax should be applied to the purchase. Sales tax only applies to items purchased for resale.
3. Ensure that the invoice from the vendor includes the date of purchase, unit price, details of the purchase, and total amount due.
4. Verify the mathematical accuracy of the invoice.

Generating Checks

After all, reviews have been completed and accuracy verified, the check should be generated and printed using the Internal Accounts accounting system.

1. The bookkeeper shall prepare an electronic check using the accounting system, which will automatically post to the Internal Accounts general ledger.
2. Two original signatures are required to be affixed to all checks drawn from Internal Accounts.
3. The authorized signers must review all supporting documentation before signing the checks.
4. Checks cannot be signed using a signature stamp or other facsimile.
5. Under no circumstances shall checks be pre-signed.
6. All disbursements shall be made by check.
7. The system will assign a check number to the electronic check.
8. All check numbers must be issued in sequential order.
9. Check stock shall be safeguarded in accordance with the policies.

RECORD-KEEPING

1. All supporting documentation for each disbursement including the Purchase Order and all invoices/receipts should be attached to the check stub.
2. The documentation should be maintained in sequential order by check number and stored with the school's Internal Accounts records.

REFUNDS

Parents and/or students should be notified in advance of the no refund policy. Generally, a refund should not be given unless the reason for the expenditure has become null and void; for instance, if an activity is canceled due to extenuating circumstances or a product was purchased but did not arrive. In any event, a refund will not be considered without the student activity receipt or other validated documentation. Permission slips, activity sales flyers, and/or online ads should include the no refund policy.

All requests for refunds shall be submitted to the bookkeeper on a Refund Request form with the student activity receipt or other validated documentation attached before a refund can be considered and before a check is generated.

All documentation regarding the refund(s) shall be retained by the bookkeeper after disbursements are completed including a copy of the parent notification and the signature log and an account of redeposited non-distributed cash if there was any.

Approved refunds may be issued from Internal Accounts using one of the following two methods:

1. A refund may be given individually for each student unless parents and/or students were notified in writing in advance that there would be no refunds. Any refund check issued should be made out to the parent and the student name(s) must be included in the memo section of the check. request form
2. In the event of multiple refunds, (10 or more), and if the individual amount to being refunded to each student is \$5.00 or less for elementary schools or \$10.00 or less for secondary schools, a check for the total amount to be refunded shall be issued to the teacher/sponsor. It is the responsibility of the teacher/sponsor to cash the check and disburse the funds to each student. As an acknowledgment of receipt of the cash refunds, the teacher/sponsor shall secure each student's signature along with the date and amount of refund on a Refund Log sheet. This procedure may be used at the elementary level with prior parent notification. All non-distributed cash will be redeposited to the account from which the check was written. Log for this.

REIMBURSEMENTS

Reimbursements may be given in certain circumstances if there are no other feasible options. They may not be given if current vendors can supply the items. Reimbursement cannot be used to circumvent the Purchase Order process.

1. If there is a school credit card for a vendor, (example: Publix, Sam's Club, Winn Dixie) the card should be used instead of reimbursement, and a Purchase Order form shall be submitted.
2. All requests for reimbursement must be in writing, and before any funds being spent, the paperwork completed and submitted with the principal's signature.
3. All approvals must reflect the date range for monies to be spent on the Purchase Order.
4. To generate a reimbursement, there must be an itemized receipt listing only the items that were purchased for school/business use, receipts shall not show any personal purchases.
5. An itemized receipt is the only documentation needed to generate a reimbursement, they don't need to present a copy of their personal credit card statement or bank statement.
6. The date on the receipt must be later than the approval date on the purchase order
7. Sales taxes cannot be reimbursed to individuals, even if they are doing school business.
8. Personal purchases should never be mixed with school/business purchases on the same receipt.
9. Receipts for reimbursement must be submitted for payment within one week of the purchase date (dates reflected on Purchase Order).
10. Make sure the reimbursement to the individual is NOT for purchases that were made with a school's credit card.

11. Reimbursements shall NOT be made for third party reimbursements nor items purchased on social media websites (Craigslist, Facebook Market), garage/estate sales, or from individuals.
12. Encourage teachers to use vendors instead of making cash purchases and remind them that they will not be reimbursed for sales tax or purchases made without prior written approval.

COMPENSATION TO EMPLOYEES

Red Book, Chapter Seven, *General Practices*, states “internal funds will not pay any form of compensation directly to school board employees. All compensation to employees must be paid through the payroll department”. In accordance with this proposed general practice and recent Internal Revenue Service rulings, Clay County School Board adopts this practice as policy. In order not to violate this rule, the bookkeeper should contact Business Affairs before paying any person for a rendered service. If the person is not an employee, payment should be made in accordance with IRS regulations regarding 1099's.

Compensation to School Board employees who perform extra duty outside their normal working hours, such as ticket-taking, coaching, event security, over-time, or any other compensation must be processed through the District Payroll Department and **never** paid directly from Internal Accounts funds. The school will reimburse the District for the amounts to be paid including taxes, and the associated fringe benefits. Employer's benefits calculations will change periodically. The District's Payroll Department should be consulted for current factors to be used in making calculations for extra-duty pay. This policy also applies to outside groups who request to compensate School Board employees to perform specific duties.

Generally speaking, when using Internal Accounts funds to pay School Board employees to perform established CCSB services for extra-curricular activities rendered after the employee's normal working hours, the following procedures must be followed:

- A. When a School Board **instructional** employee is to be compensated using Internal Accounts funds to perform an established CCSB service for an extra-curricular activity the following procedure must be followed:
 1. The school administration must contact the Assistant Superintendent of Human Resources in writing for approval before the service being rendered. A Request for Temporary Employee form shall be completed with the date of services and detailed amounts of compensation.
 2. After approval is received, the payroll secretary or bookkeeper at the cost center should receive a copy of the Request for Temporary Employee form.
 3. The teacher/sponsor follows appropriate disbursement procedures to have one (1) check processed to reimburse the District for salary, including taxes and the associated fringe benefits.
 4. A copy of the approval, the Request for Temporary Employee form and an Internal Accounts check (with documentation showing the appropriate budget lines to be credited), shall be forwarded to Business Affairs.
 5. When the Request for Temporary Employee form has been processed by Human Resources, the employee's name and job number will appear on the payroll certification. Once services have been rendered and payroll certification has been submitted, Payroll Department personnel will pay the employee on the regular payday in his/her regular check.
- B. When a School Board **support** employee is to be compensated using Internal Accounts funds to perform

an established CCSB service the following procedures must be followed:

1. The teacher/sponsor requests the employee's services for the event and estimates hours to be worked.
2. The school administration approves the request, estimates the wage cost for estimated cost figures, and provides an estimated total cost to the teacher/sponsor.
3. Upon determination of actual hours worked, any recalculation of cost figures should be made.
4. The bookkeeper follows the appropriate disbursement procedures to generate one (1) check to reimburse the District for salary costs, including taxes and the associated fringe benefits.
5. The bookkeeper shall attach the check to the appropriate payroll form and forward it to the Business Affairs Division where the funds will be keyed to the appropriate budget lines and a copy of the payroll form will be sent to the Payroll Department for processing.
6. If the check is for overtime hours, the school's payroll secretary shall report the overtime hours for the employee on the regular payroll report. Attach the check to the payroll report and forward it to the Business Affairs Division.
7. Payroll Department personnel will pay the employee on the regular payday in his/her regular check.

EXPENDITURES NOT REQUIRING PRIOR DISTRICT LEVEL AUTHORIZATION

The **principal** is authorized to make the following types of expenditures without prior District approval. However, this authorization does not preclude bid/quote requirements as stated in policies prescribed by the District Purchasing Department.

1. Equipment costing \$999.99 or less, except that which is attached to a building or major equipment requiring the use of public utilities.
2. Supplies, forms
3. Repair, moving, and maintenance of equipment purchased by student groups.
4. Merchandise purchased for the purpose of resale in the school.
5. Dues of student organizations.
6. Entertainment.
7. Publications.
8. Instructional materials and supplies, if operating funds are not available.
9. Athletic supplies and services.
10. Laundry.
11. Towels, washcloths, and other linens.
12. Sanitary service.
13. General student body expenses not otherwise restricted.
14. Gifts or honorariums, excluding scholarships, to an individual from a class or club of \$50.00 or less.
15. Scholarships awarded from an Internal Accounts Trust Fund, \$5,000.00 or less.
16. Custodial supplies not to exceed \$1,500.00 per school year.

RESTRICTED EXPENDITURES

Expenditures for the following items or purposes shall not be made from Internal Accounts unless from a Trust Fund collected for such specified purpose. Chapter 8, Section 3.5, of The Red Book, provides a list of expenditures that cannot be made from Internal Accounts funds as follows:

1. Equipment, supplies, forms, and postage for curricular or classroom use. The exception is for revenues derived from career education production shops, which may be used for this purpose.
2. Curricular-related travel. The exception is for revenues derived from career education production shops, which may be used for this purpose.
3. Professional, technical or consultant services. The exception is for revenues derived from career education production shops, which may be used for these purposes.
4. Articles for the personal use of any student, employee, or another person, except those items that are identifiable as being in recognition of service or promotion of school activities and those items identified under Rule 6A-1.0143, Florida Administrative Code., *Promotion and Public Relations Funding*.
5. Books and magazines, subscriptions for personal use, and personal memberships in a professional organization.
6. Salaries or other compensation for duties or assignments that are the responsibility of the school district. Salary supplements or a bonus to a School Board employee. If a Trust Fund is used, then monies collected shall be transferred to the District Office and disbursed from the District Payroll Department to the School Board employee upon authorization of the Superintendent. Amounts shall be included in the employee's annual compensation statement issued by the District office.
7. Loans, credit, or accommodation purchases for anyone.
8. Repairs and maintenance of School Board equipment for which District funds are available. The exception is for revenues derived from career education production shops, which may be used for these purposes.
9. Dues or contributions to any association, group, or organization in which the records are not open for inspection to any citizen of the State of Florida
10. Curricular-related travel, professional, technical, or consultant services, or other items for which District funds are available. However, revenue derived from vocational education production shops may be used for these purposes.

PROHIBITED PRACTICES

General guidelines concerning expenditures are explicitly provided in School Board Policies. Prohibited practices include:

1. Expenditures made by a student, parent, or employee who has not first received written approval from the principal. The school is not responsible for any expenditure made under such circumstances.
2. Purchasing from School Board employees who would capitalize on his/her position to sell their merchandise or services through the schools.
3. Issuing a check without first securing an itemized invoice or receipt (except for deposits for field trips or travel advances).

4. Using a statement as the basis for payment.
5. All forms of gambling and games of chance.
6. Using a personal check copy as support when the check has not been canceled.
7. Purchases shall NOT be made as third party purchases nor for items purchased on social media websites (Craigslist, Facebook Market, etc.), garage/estate sales, or from individuals.

CHAPTER 5 - FUNDRAISING, TICKET SALES & CHANGE FUNDS

FUNDRAISING

The Superintendent acts as the custodian of all school property pursuant to Section 1001.51(4), Florida Statutes, and may delegate responsibilities to the school principal. The principal shall control the fundraising activities conducted in the name of the school and ensure that the purposes are worthwhile.

School principals are to be made aware of, approve, and oversee all fundraising activities and actions conducted on a school campus and approve all fundraising activities in the name of the school. Any fundraising activity conducted on school property is a school-connected activity.

1. Form BAD-1-3025, "Fundraiser Application and Financial Recap" Part A and "Prior to Event" section shall be completed and submitted to the bookkeeper prior to any advertising or collection of funds. Reconciliation shall be completed within 30 days after final sale.
2. Each fundraising activity shall be planned to finance a specified objective.
3. Each fundraising activity shall have the approval of the organization sponsor and the principal.
4. Fundraising activities for which students are charged an admission shall not be presented during school hours.
5. **Students shall not be involved in door-to-door selling.**
6. Raffles and other activities of chance shall not be conducted by the school or on school property, including raffles conducted by charitable, nonprofit organizations leasing school property. Encouraging or permitting minors to participate in games of chance by playing or betting money or other valuable things is prohibited pursuant to Section 849.04, Florida Statutes only a charitable, nonprofit organization exempt from federal income taxation pursuant to the Internal Revenue Code may conduct raffles or drawings by chance in the name of the school if the organization complies with all applicable provisions of Chapter 496, *Solicitation of Funds*, and Chapter 849, Section 849.0935, Florida Statutes, and the raffle is not conducted on school property.
7. When any school organization or group is involved in a fundraising activity or any function exposing the district school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.
8. Collections for all school-sponsored fundraising activities must be deposited in the internal fund, and all transactions in connection with the activity must be conducted in accordance with district school board policy.

Sales Methods

If items such as candy, novelties, magazines, or other items, including pledges (i.e.: walk-a-thons, shoot-a-thons, etc.), are sold by students for fundraising purposes, then the following information shall be maintained by the appropriate class, club, or athletic sponsor.

Presale Method

1. Funds for all sales under the presale method shall be collected at the time of the sale when the order is taken. Under no circumstances are accounts receivable allowed. The class, club, or athletic sponsor shall at least document the following information:
 - a. Name of student selling items.
 - b. Amount of money turned in.
 - c. Names of individuals purchasing items.
 - d. Method of payment (cash or check number).
 - e. The items and number of units purchased.
 - f. Completed order forms, which may include some or all of the information listed above.
 - g. Delivery records indicating items were received by the individual purchaser.
 - h. Reconciliation records for monies collected per the class, club, or athletic sponsor and monies collected per school bookkeeper.

No Presale Method

1. Funds for all sales that are not under the presale method shall be collected at the time of the sale when the item purchased is provided to the individual making the purchase. The class, club, or athletic sponsor shall at least document the following:
 - a. Name of student receiving items to be sold.
 - b. The number of individual items given to a student for sale.
 - c. Date items were given to the student for sale.
 - d. Signature of the student signifying the student did receive the items as well as the date the student received such items.
 - e. Date student returned the money and/or unsold items to the sponsor.
 - f. The amount of money returned.
 - g. The number of unsold items returned.
 - h. Reconciliation records for differences (if any) between the number of items issued to students and the amount of money collected and/or amount of unsold items returned to the sponsor.

TICKET SALES

1. Sale of tickets is required for cash control at all school-sponsored events where an admission price is charged.
2. NO admission may be charged, nor are tickets required, for school-sponsored events occurring during the regular school day.
3. All tickets must be pre-printed, pre-numbered, and color-coded. Different colors are to be used when more than one admission price is charged for a single event. Do not use priced tickets for complimentary admission.
4. The order and control of tickets shall be performed by a school employee not associated with the selling of the tickets. A Ticket Control Sheet should be used to provide for ticket accountability and detection of missing tickets

5. Information on the number of tickets on hand and used, and the related event descriptions. A separate Ticket Control Sheet should be used for each roll of tickets on hand. The resale of previously used tickets is prohibited.
6. The Ticket Control Sheet is an ongoing inventory system, where ticket numbers are recorded as they are issued to be sold at an event and reflects the current tickets remaining in inventory. The Ticket Control Sheet should be updated after each ticketed event.
7. The Ticket Control Sheet contains the following information:
 - a. The number of tickets on hand at the beginning of the year, noting the ticket numbers and color of the tickets.
 - b. The number of tickets purchased during the school year, noting the ticket numbers and color of the tickets as well as the date purchased.
 - c. The number of tickets sold by event or activity, noting the ticket numbers, the color of the tickets, event, and date sold. This information would be secured from the completed Report of Tickets Sold/Admissions Collected form.
 - d. Comments on any tickets that have not been accounted for, including notations about the ticket numbers.
8. Proper documentation of the Ticket Control Sheets shall list a full inventory of tickets on hand at the end of the school year, including ticket numbers and color of the tickets.
9. Periodically during the school year and at the end of the school year, school officials shall reconcile the actual tickets on hand with the tickets on hand as per the written inventory records.
10. Two school officials, the principal or his/her designee and the bookkeeper, shall perform this reconciliation.
11. The bookkeeper shall be the individual in charge of the tickets while the principal or his/her designee is not normally associated with the tickets.
12. The principal shall sign off on the ticket inventory after reconciliation.
13. All tickets shall remain in a locked location in compliance with School Board safeguarding policies. Tickets must be returned to the bookkeeper and locked up daily.
14. For convenience, school officials can designate certain ticket rolls to be used for a specific function or activity until fully used. Different colored pre-numbered ticket rolls must be used for ticketed events with multiple ticket prices (i.e.: student tickets and adult tickets) or if multiple ticketed events are going on simultaneously (i.e.: baseball game and softball game).
15. Schools must use pre-numbered tickets obtained from an outside vendor. All tickets must meet the requirements of School Board policies and be approved by the principal before the acquisition. All tickets must be pre-numbered, per Red Book, section 1.4(f). The control over these tickets must follow School Board policies. The bookkeeper must order the pre-numbered custom tickets, setting the beginning and ending ticket numbers, and the bookkeeper must confirm those ticket numbers upon receipt of custom ticket stock.
16. Before each ticketed event, the individual in charge of the ticketed event shall obtain the pre-numbered tickets from the bookkeeper. The bookkeeper must complete the top of the District approved Report of Tickets Sold form indicating the beginning and ending ticket numbers obtained for sale.
17. The collection of monies shall be by an individual authorized by the principal. Monies collected are the responsibility of the principal and the individual in charge of the ticketed event. To provide for proper segregation of duties, **the bookkeeper shall not collect monies** under any

circumstances, including ticket sales.

18. After each ticketed event, the individual in charge of the ticketed event must complete the Report of Tickets Sold for the beginning and ending ticket numbers sold and unsold, the total number of tickets sold, the total cash received, and sign off on the form. The individual in charge of the ticketed event shall review the Report of Tickets Sold and sign off on the form. The individual in charge of the ticketed event must also prepare and sign off as the collector of monies on a Report of Monies Collected form. The monies collected, Report of Tickets Sold, Report of Monies Collected form, and unsold tickets must be either turned in to the bookkeeper if monies are collected during school hours or dropped in the school safe if the event occurs after hours.
19. The bookkeeper shall verify the accuracy of the ticket sales documentation by performing the following steps:
 - a. Verify the first ticket number on the roll of tickets returned is one more than the last number listed as sold on the form.
 - b. Calculate the number sold (ex. Ticket numbers 10-20 sold = 11 tickets sold, not 10).
 - c. Verify the accuracy of all the included data.
 - d. Reconcile the cash collected to the Report of Tickets Sold.
 - e. Add the cash receipt number and date received.
 - f. Sign the Report of Tickets Sold and Report of Monies Collected.
 - g. Update the Ticket Control Sheet for sold tickets.
 - h. Follow School Board policies for generating official receipts and depositing funds.
20. This reconciliation may also include procedures for the change fund as applicable

Season Tickets

1. Pre-numbered or seat-numbered season tickets may be sold for athletic events, drama shows/performances, and/or other events.
2. The event's sponsor, such as the school's athletic director, drama sponsor, etc., shall prepare a Report of Monies Collected including the name of the season ticket holder, sport and/or event, year involved, and ticket number and/or seat number on the description line.
3. An individual receipt or acknowledgment letter can be prepared by the school's athletic director for each individual purchasing a season ticket.
4. Complimentary season tickets may be issued if the individuals who will receive the tickets are approved in writing by the principal before the issuance of the tickets.
 - a. A list of complimentary season ticket holders shall be kept by the principal noting the ticket number and/or the seat number that was given to each individual.
 - b. Discretion and sound judgment by the principal shall be used if complimentary tickets are used.
 - c. Complimentary season ticket holders shall sign for the complimentary tickets when they are received. Inventory and money collection procedures that are used for regular tickets shall be followed for season tickets.

CHANGE FUNDS

Two change funds, Athletics and Other Events change funds, may be maintained as considered necessary by each school as long as the following set-up, control, and monitoring conditions are met:

1. The change funds shall be withdrawn from the Internal Accounts only with prior written authorization by the principal or designee as needed.
2. An Athletics change fund should not exceed a cumulative \$5,000 for the fiscal year and the Other Events change fund should not exceed \$500.
3. Amounts over the approved limits of \$5,000 for the Athletics change fund and \$500 for the Other Events change fund require written approval from the District Chief Financial Officer.
4. The change funds are the responsibility of the principal.
5. All change funds shall remain in the school safe except when in use at events.
6. Each time the change fund is removed from and returned to the safe for use at an event, the event shall be documented in writing on the Change Fund Log.
7. The Change Fund Log documentation must include:
 - a. Description and date of the event.
 - b. Amount checked out
 - c. Amount returned
 - d. User signature of the individual in charge of the ticketed event
 - e. Bookkeeper signature (upon return of change fund)
8. The bookkeeper's signature serves as evidence that the bookkeeper has counted and verified that the amount of funds returned.
9. For ticketed events, the change fund verification process shall be performed simultaneously with the ticket sale reconciliation procedures.
10. The amounts removed from the safe for use at an athletic event must be returned to the safe in full with all ticket sales proceeds.
11. No disbursements shall be made from the change fund.
12. The change fund shall never be used for the payment of vendors under any circumstances.
13. The change fund must be re-deposited to the Internal Accounts bank account in full before the end of the fiscal year.

CHAPTER 6 – ATHLETICS

GENERAL PROVISIONS

All funds generated from athletic business transacted at the school level shall be deposited in the school's Internal Accounts funds. These funds may include gate receipts, proceeds from athletic fundraisers, student athletic fees, etc.

GATE RECEIPTS & TICKET SALES

1. A properly completed Ticket Seller Report should be prepared for all tickets sold – including gate receipts at athletic events. This report should be completed by the person who sold the tickets. The properly completed Ticket Seller report should accompany the properly completed Report of Monies Collected form and gate receipts when funds from athletic events are being remitted for deposit into the school's Internal Accounts.
2. A change fund may be issued to facilitate gate receipts and ticket sales in accordance with the guidelines of this manual.
3. Ticket sales should be handled in accordance with the requirements outlined in this manual.

LOG OF COMPLIMENTARY ATHLETIC PURCHASES

1. The Log of Complimentary Athletic Purchases should be maintained for any gratis or complimentary items purchased using athletic funds. The log should include the type of item purchased, the check number used for payment, and the signature of the individual receiving the item and date received.
2. The Log of Complimentary Athletic Purchases should be developed at each school site to reflect the above information at a minimum.

ATHLETIC FEES

All revenue, fees, ticket sales, donations, and/or sponsorships received as a result of activity programs shall be credited to the school's Internal Accounts fund. Any exceptions to this shall be approved by the Clay County School Board.

CHAPTER 7 – TRAVEL

GENERAL PROVISIONS

The District Finance Office manages District travel rates and reimbursements. The following practices are required for travel payments from Internal Accounts:

1. Part 1 of the form ACP-1-3202 "Authorization to Incur Travel" must be completed and submitted for approval at least two weeks prior to any commitments for travel reservations or registrations.
2. An Internal Accounts Purchase Order shall be submitted to encumber available funds in the proper Internal Account prior to any arrangements or commitments.
3. Cash advances from available funds will be allowed only for Clay County employees and students on student trips.
4. Cash advances for travel from available funds shall not exceed the estimated per diem or lodging and meals, mileage, common carrier, and registration expenses.
5. Any prepayments are not to be included in the advance cash payment.
6. The basis of the advance will be computed on the Purchase Order which is signed by the traveler and the principal.
7. Within three days of return to school from the trip, all receipts, excess advance funds, and a completed Part 2 of the original Authorization to Incur Travel form must be remitted to the bookkeeper for payment.
8. Current Per Diem rates: (check with Finance Office for current rates)
 - a. Breakfast- travel begins before 6 a.m. and extends beyond 8 a.m.
 - b. Lunch- travel begins before noon and extends beyond 2 p.m.
 - c. Dinner- travel begins before 6 p.m. and extends beyond 8 p.m., or when travel occurs during nighttime hours due to special assignments.

OUT OF COUNTY/STATE TRAVEL

1. When out-of-county travel by students is necessary for the pursuance of approved student activity, advance travel arrangements shall be made when possible. Advance arrangements shall include transportation, meals, registration or entrance fees, and lodging.
2. Internal Accounts checks may be prepared in advance for the exact amount and made payable to the corporation or proprietor providing the service. The faculty sponsor, accompanying the students, shall be the temporary custodian of the checks and is responsible for obtaining an invoice for the exact amount of the check from the corporation or proprietor upon presentation of the check as substantiating documentation for audit purposes of the bookkeeper.
3. When advance arrangements for meals or lodging are impractical because service to be rendered is en route, or the student group is of such number as to make prior knowledge of the exact number impossible, advancements may be made to the faculty sponsor for distribution to the student. Each student shall sign a signature sheet certifying that he/she received the meal or lodging allowance.
4. Disbursement support must include the names of all persons covered by payment to the motel, restaurant, amusement park, or other organization.
5. The cost of meals and/or lodging in registration fees shall be deducted from the per diem or meal allowance.
6. When payment cannot be made based on per diem, actual costs may be paid to the employee for substantiating receipts which represent clear verification from the person or company paid. An example of this requirement

follows:

- a. Lodging (Not a Confirmation Notice)
 - b. All charges and payment
 - c. Dates of stay
 - d. Name of motel
7. Travel payment for the use of private or employee vehicles may be made based on the District per mileage rate or based on substantiating gas receipts. When gas receipts are the basis for payment, the receipts must have the date of purchase, name, and location of the station and the amounts paid.

CHAPTER 8 – PTOS/ PTAS/ BOOSTER GROUPS

GENERAL PROVISIONS

The Red Book, Chapter Seven, requires that all organizations connected with or operating in the name of the school, which obtain money from the public be accountable to the School Board for receipt and expenditure of those funds. Booster groups and parent groups that are operating within Clay County Public Schools are operating in the name of the school. Therefore, the Board intends to account for the receipts and expenditures of the organizations by requiring that all such organizations be included within the Internal Accounts fund structure.

The public views the organization operating in the name of the school as a part of the school, not as a separate entity. Vendors make delivery of merchandise ordered by these organizations directly to the school and invoice the school directly. When school personnel accepts delivery of merchandise, it places a liability on the school; the Board's policy is based on this conceptual relationship between the organization and the school.

It is not the intent of the Board that the organizations lose control of their monies by including them within the Internal Accounts funds of the school facilitated by the school bookkeeper. The intent is that the school and the organizations work cooperatively together to make certain that the monies are collected and expended within the legal guidelines that are outlined in this manual. The funds will be held in trust for the organizations; no expenditure will be made from those accounts without the authorizing signature of the organizations' officer responsible for finances.

To better ensure that funds are expended in accordance with the wishes of the organizations, the organizations should inform the school's administration of one or two persons who will be responsible for submitting purchase requests and depositing funds; these individuals will not be members of the school administrator responsible for financial transactions. These individuals should perform the duties as outlined in this manual for the teacher/sponsor. Copies of all supporting documentation should be retained by the organization to more easily reconcile their books.

By including the organizations' funds within the school's internal funds, the following is available:

1. Use of the school's sales tax exemption number for appropriate purchases.
2. Free use of the school's facilities for meetings and events.
3. Use of the Clay County Print Center for purchase of printing services.
4. Ability to purchase items from State contracts and Clay County bids.
5. Annual audit.

CHAPTER 9 - AUDITS

AUDITS

State regulations require the Internal Accounts funds activity to be audited annually. The Financial and Program Cost Accounting and Reporting for Florida Schools (Red Book) states:

1. The District School Board shall provide for an annual audit of Internal Accounts Funds.
2. In accordance with the Florida State Board of Education Rule 6A-1.087(2), the signed written report of the audit shall include notations of any failure to comply with requirements of Florida Statutes, State Board of Education regulations, and policies of the School Board. The report, which must also provide commentary as to financial management and irregularities, shall be presented to the School Board while in session and filed as a part of the public record.
3. When there is a change in principals or bookkeepers, an interim review performed by independent auditors shall be conducted.

PURPOSE

The purpose of an audit is to accomplish the following objectives:

1. Review of Internal Accounts funds financial statements prepared by schools to provide reasonable assurance that financial statements are materially free of errors or other irregularities.
2. Review transactions to ascertain compliance with all applicable statutes, federal and state regulations, State Board Rules, and District School Board Policies.
3. Report weaknesses in accounting, management, and internal controls, and recommend corrective actions.
4. Examine the effectiveness of management controls.
5. Study and evaluate internal control structure and environment to assure that assets are protected and safeguarded.
6. Upon request of management, a performance audit may be performed to review the effective and efficient use of resources.

MONTHLY BANK RECONCILIATION

1. Bank statements shall be reconciled as soon as reports are available online, print the statement, and submit to the principal to review. The principal must date and sign the bank statement and give it to the bookkeeper to complete the reconciliation process.
2. The **bookkeeper** shall complete the monthly reconciliation process utilizing the accounting system.
3. The bank statement balance is to be reconciled to the Principal's Monthly Report.
4. The reconciliation should be completed by the 15th day of the month following the closing date on the bank statement.
5. The reconciliation process requires entering pertinent information from monthly bank statements, clearing checks, and generating all of the necessary journal entries (interest, corrections, transfers, adjustments, etc.).
6. Before finalizing the monthly reconciliation, the **bookkeeper** should research and clear any variances noted on the Bank Reconciliation Report.
7. Variances **cannot** be cleared by the entry of manual adjustment figures on the Principal's Monthly Report.
8. In addition to the steps noted above, the **bookkeeper** should take steps to research accounts with negative balances, NSF checks, and stale-dated checks.

FINANCIAL REPORTS

Financial Reports are designed to provide the information necessary for administration and management to remain in compliance with federal and state regulations, and District School Board policies. These reports shall reflect the financial condition of the Internal Accounts and proof of reconciliation of the bank accounts.

1. The monthly financial reporting package (Principal's Monthly Report) shall be submitted by the bookkeeper (or by the principal, assistant principal, or back-up in the bookkeeper's absence), to the designated District Business Affairs Division employee.
2. The monthly financial reporting package shall be due by the 15th of the following month and shall be delinquent after the 19th of such month, except for additional time for year-end reporting. All delinquencies in filing the financial monthly reporting package shall be recorded in the principal's files.
3. The following financial reports, signed by the principal, shall also be maintained in files for audit.
4. The monthly financial reporting package (Principal's Monthly Report) shall include the following:
 - a. Bank Statement
 - b. Bank Reconciliation
 - c. List of Outstanding Checks
 - d. NSF Detail Log
 - e. General Ledger Report
 - f. Account Payable List
 - g. List of Deficit Balance with reason
 - h. Accounts Receivable
 - i. Sequential List of Activity Account Transfers
 - j. Sequential List of Checks
 - k. Sequential List of Receipts

ADMINISTRATIVE REVIEW PROCESS

1. Upon completion of the reconciliation by the bookkeeper, the bank statement(s), bank reconciliation(s), Principal's Monthly Report, and all journal entries shall be provided to the principal for review.
2. The Principal's Monthly Report should detail account balances including total monthly and year to date receipts and disbursements by activity account. This level of detail will aid the principal in obtaining an understanding of the current financial position of each activity account.
3. The principal should complete a comprehensive review of the Principal's Monthly Report and compare account balances to the values on the monthly Bank Reconciliation Report.
4. Further, the principal should review the monthly bank reconciliation report to identify any variance between the bank balance and the balance recorded in the accounting software. Any exceptions or variances should be investigated by the principal. Appropriate action should be taken by the principal to document exceptions or variances (journal entries, incident reports, etc.)
5. The bank statement(s), bank reconciliation(s), Principal's Monthly Report, and all journal entries shall be signed and dated by the principal. The original signed copies of these documents shall be maintained as a part of the school's Internal Accounts records.

RECORD-KEEPING

The following documentation must be maintained to support the monthly reconciliation process:

1. Bank Statements (signed by the Principal or designee)
2. Bank Reconciliation Report (signed by the Principal or designee)
3. Principal's Monthly Report (signed by the Principal or designee)
4. Journal Entry Report (signed by the Principal or designee)
5. Properly completed Purchase Order forms with all invoices, receipts, and other necessary supporting documentation attached. The checks and support shall be organized in sequential order by check numbers.
6. Properly completed Report of Monies Collected forms (official receipts) with all necessary supporting documentation. All official receipts shall be kept in sequential order and attached to the corresponding deposit slip. The deposit slips should be organized by the date of deposit.

YEAR-END CLOSEOUT

In addition to the reconciliation activities completed monthly, the bookkeeper should work in collaboration with the school principal to ensure that adequate support and documentation is maintained.

The school's Internal Accounts records should be organized and stored in a secure location. Reconciled bank statements and monthly financial reports should be readily available for review. In addition to the documents noted above, the list below, although not comprehensive, guides the types of additional documentation that must be maintained:

1. **Cash Receipts - (Official Receipts)** All Reports of Monies Collected forms (ROMCs) and supporting documentation for the fiscal year.
2. **Cash Disbursements** - All Purchase Orders and supporting documentation for the fiscal year.
3. **Monthly Financial Statements** - Bank Statements, Bank Reconciliation Reports, Principal's Monthly Reports, and Journal Entry Reports.
4. **Student Activity Receipt Book Log (Teacher Receipt Book Log)** - serves as an inventory of the student activity receipt books issued during the fiscal year. It includes the date issued, receipt number range included in the receipt book, the teacher's signature receiving the book, and signature of the bookkeeper evidencing return of the completed book.
5. **Gift Card Log** - documents all gift cards purchased during the school year. The log should include the account number and check number used for the purchase of gift cards, the reason for the purchase, as well as the signature and date of the individual receiving the gift card. Additionally, purchases of gift cards should not exceed District guidance as follows: Gifts or honorariums cannot exceed \$50 per person, per year.
6. **Log of Complimentary Athletic Purchases** - should be maintained for any gratis or complimentary items purchased using athletic funds. The log should include the type of item purchased, account number and check number used for payment, and the signature and date of the individual receiving the item. This applies mainly to Junior and High Schools.
7. **Fee Letters** - Student fee letters must be provided to the parents whenever fees are requested. The fee letters should include an itemization of expenses and detail the purpose for the collection of funds.
8. **Sponsorship** - Sponsorship flyers, letters, or publications must be provided to the bookkeeper.
9. **Yearbook Report** - is used to track all yearbook inventory for the school year.

10. **Yearbook Ads Sold Report** - lists the date sold, advertiser's name, ad size and amount, and a record of payment. This report is used to track all ad sales for the school year.
11. **Donation Forms** - should be obtained from all sponsor/staff/coach and include details regarding how the donor would like the funds disbursed. If a donation is not specified, the funds must be posted to the general student account and used for the general welfare of the entire student body.
12. **Inventory Reports** - must be maintained whenever items are purchased for resale to include concession sales, school store inventories, T-shirt inventories, etc. The Inventory Report should include the type and quantity of items purchased, actual costs, sales price, and profit information. The report should also indicate the status of any unsold inventory (spoiled, salvaged, donated, retained for future sale, etc.).
13. **Ticket Seller Report** - indicating ticket prices and the number of tickets sold should be completed by an event sponsor whenever tickets are sold for an event. This record should contain a perpetual inventory of tickets on hand by color code (price), ticket number, admission prices, and actual cash on hand. Ticket Seller Reports should be attached as supporting documentation to the ROMC when funds are being submitted for deposit.
14. **Ticket Log and Ticket Inventory Log** - substantiating documentation for all tickets purchased and sold
15. **Fundraiser Reconciliation Report** - shall be completed to identify the types, frequencies, and profitability of fundraising efforts.

RECORD RETENTION

Records that are maintained as part of the school's Internal Accounts funds and public records under Florida Statutes must remain on file as required by the Florida Department of State Services for Records Managers, Schedule No. GS7 & GS1 - Public Schools Pre-K-12, Adult & Vocational/Technical as fully described at <http://dlis.dos.state.fl.us/recordsmgmt/scheduling.cfm>. Records shall not be destroyed or otherwise disposed of without specific written authorization from the principal. Each school is responsible for reviewing current state law regarding the retention of records, sending records to the Records Department for ultimate destruction in accordance with current law, and documenting how the procedures performed for the destruction of such records are in compliance with current law. To ensure that the destruction of records will occur properly and for general information, internal fund records should be held at your school for five fiscal years if feasible. At this time a Records Transfer Request form (MIS12624) should be filled out so that your records can be processed. Send the Records Transfer Request to Information Services (Records). It will be approved by the director then sent to the Records office where they will arrange a pick-up with the courier. Records (even past hold period) cannot be destroyed by anyone other than the Records office.

CHAPTER 10 – MISCELLANEOUS & GENERAL PROCESSING

JOURNAL ENTRIES

1. Journal entries are necessary to post corrections or make adjustments to transactions in the accounting system. All journal entries should include a date, amount, and description indicating the reason for the entry.
2. The bookkeeper shall obtain the principal's signature on all journal entry reports to evidence his/her review and understanding of all adjustments posted during the month.
3. Do not post on any month that has been closed and reconciled, use the current month only.
4. Typical reasons for posting journal entries include, but are not limited to, posting interest earned, correcting posting errors with cash receipts and cash disbursements, recording bank fees, and posting the online sales from credit cards and collection of NSF checks.
5. The signed Journal Entry Report shall be maintained as a part of the school's Internal Accounts records.

ACTIVITY TRANSFERS

1. A transfer between activity accounts may be made under certain circumstances, such as but not limited to transferring funds to proper accounts for disbursement.
2. A transfer is a recording procedure to move funds between two accounts. No actual check is written.
3. Transfers are not considered a receipt of the receiving fund nor are they considered a disbursement of the disbursing fund.
4. A transfer is initiated by the use of a Transfer Request form. Both the sponsor for the disbursing account and the sponsor for the receiving account must sign authorizing the transfer.
5. The properly authorized transfer request should be forwarded to the bookkeeper to verify account balances and get the correct information for approval.
6. Upon the approval of the Transfer Request form by the Principal, the bookkeeper will enter the transfer number on the transfer request. Transfer numbers should be numbered sequentially using the accounting system within a fiscal year.
7. Signed Transfer Request forms and reports shall be maintained as a part of the school's Internal Accounts records.

INSUFFICIENT FUNDS (NSF) CHECKS

Please note that if a check is returned and only after the many attempts to recover the funds, the principal may require all future payments paid through the online system, money order, or cash.

Please take every measure to meet the requirements of the check-writing policy.

1. Any check written to a school must contain the maker's name, current address, phone number, and student name.
2. Checks will not be accepted less than 15 business days before a field trip
3. If checks are accepted for items for resale (t-shirt, yearbooks, fundraiser) the items shall not be delivered for 15 business days after receipt of check by the school.
4. If a check is returned or rejected for any reason, all future payments should be cash, money order, cashier's check or online payment.
5. The use of checks as payment for things such as field trips, books, fundraisers, etc. is your acknowledgment and acceptance of this policy and its terms and conditions.
6. Post-dated checks are not accepted as it is considered an illegal action.

7. Change cannot be given if the check is higher than the amount of the sale.
8. If a check is returned by the bank because of a banking violation such as insufficient funds, account closed, etc., the bookkeeper should verify that the check acceptance policy was followed.
9. Bank charges related to NSF checks shall be recorded in the General Fund.
10. At each month-end, a supporting schedule of outstanding NSF checks shall be prepared, listing the check number, date, name, and amount for each NSF check pending reimbursement from the collection agency. This schedule should be attached to the monthly bank reconciliation. The Accounts Receivable ending total on the Cash Balance Report should agree to the balance of returned checks pending reimbursement from the collection agency at the end of the month.

STALE DATED CHECKS

Any outstanding uncashed check dated more than one year before fiscal year-end is considered unclaimed property. According to the Florida Department of Financial Services, unclaimed property is intangible property held by a business or governmental entity (holder) that has been left unclaimed or abandoned by its owner. Chapter 717, Florida Statutes, relates to unclaimed property and requires holders to use due diligence to locate the owners of inactive accounts.

Bookkeepers shall perform due diligence by first attempting contact via telephone and such communication shall be duly documented. When contact by phone is unsuccessful, the bookkeeper shall prepare an Unclaimed Property Form Letter on school letterhead, ensuring that it is postmarked within the State of Florida prescribed deadlines.

Phone call attempts should first be made and noted;

1. Does the payee have the check?
2. Will the payee be able to cash the check soon, when?

If the Payee does not have the check:

1. Send the payee an unclaimed property letter to sign.

Checks cannot be voided before receiving the Unclaimed Property Letter, signed and dated by the Payee.

Once the signed Unclaimed Property Letter is received by the bookkeeper, the bookkeeper can then proceed to void the check and reissue if requested too.

If the holder of the property is unable to locate or re-establish contact with the owner and return the asset, the property is presumed abandoned and is required to be reported and remitted to the Florida Department of Financial Services, Division of Unclaimed Property at the end of a dormancy period.

The Division of Unclaimed Property requires the District to file an annual report and remit unclaimed property annually. Schools with unclaimed property must be included in the District's report. Schools shall submit unclaimed property information, along with supporting documentation of due diligence, to the District Finance Office no later than April 1st annually. Upon review and proper authorization, schools will be notified by the Internal Accounts Coordinator of the necessary steps to remove the unclaimed item(s) from the Internal Accounts bank reconciliation.

Do not reissue checks that have been reported as unclaimed property. The payee must contact the Florida Department of Financial Services, Division of Unclaimed Property after April 30th to claim the return of the property. Refer the payee to the following website: www.fltreasurehunt.org.

STOP PAYMENTS ON CHECKS

If it is necessary to issue a stop payment on a check issued out of Internal Accounts funds, the stop payment should be completed and issued promptly using standard banking practices for the bank holding the school's accounts. Any required forms for this process should be obtained from your bank, this may incur a fee to the school.

VOIDING CHECKS

It may become necessary to void a check after imprinting. Voided checks should have the word "VOID" prominently displayed on the face of the check and be maintained on file as part of the school's Internal Accounts records. Destroying the voided check is prohibited. Checks may be voided for several reasons.

Three of the most common reasons are:

1. The check was lost or stolen
2. The check was issued for the wrong reason
3. The check was misprinted or should otherwise be voided before issuance

In the event a check must be voided please follow these practices:

1. Whenever possible retain the full check page
2. Write the word "VOID" prominently across the face of the check portion
3. Write the reason for the void on the check
4. Remove and destroy the signature lines portion of the check
5. Destroying the voided check is strictly prohibited
6. Maintain the voided check with the school's Internal Accounts records in sequential order by check number
Accurately void electronically in the accounting system

Checks that are known to be lost may be replaced by issuing a new check, following check void and reissue procedures provided by the District Internal Accounts Coordinator. **Do not** reissue checks that have been reported as unclaimed property (see unclaimed property section above).

W-9s AND 1099s

Periodically, schools engage the services of independent contractors. An independent contractor is a person, business, or corporation that provides goods or services under a verbal agreement or a written contract. Unlike employees, independent contractors do not work regularly for an employer but work as required, providing services such as but not limited to; repairs, custom printing, performances/programs, officials, chartered buses, piano tuning, medical services/physical therapy, etc.

Internal Revenue Service requires a Form 1099 - *Miscellaneous Income* be prepared for independent contractors paid more than \$600 per calendar year (January 1 - December 31). Before paying for a service rendered (regardless if it is for less than \$600) it must be ascertained whether or not a W-9 is on file in your school. If a W-9 is not on file, one must be filled out. Please make sure that either a Tax ID Number or Social Security Number and a current address is included on the form. The document must be signed with a legible signature. Even if you've had a W9 form filled out by a vendor in previous years, request that a new form be completed. As soon as you receive a new or updated W-9 form, and **before issuing the check**, scan a copy of the W-9 to the Internal Accounts Coordinator.

Since Internal Accounts funds are residents of individual schools, it then is the responsibility of each school to track information relating to this requirement. It is each school's responsibility to provide a complete listing of 1099 payments that they made each year to the District in January. To ensure proper procurement and reporting of information, coordinate with the Business Affairs Division when necessary to ensure inclusion with the District's 1099 report. Vendors meeting requirements for receipt of 1099s should be properly noted in the accounting system.

PHOTOGRAPH/PICTURE SALES

1. The principal shall be responsible for obtaining a student picture contract.
2. Commissions earned from photography/picture sales shall be deposited in the General Fund in the Internal Accounts of the school.
3. Collections directly by the contracted vendor are also allowable.

FIELD TRIPS

All school class/club/activity field trips must be approved by the principal before any commitments or expenditures. Funds collected for field trips are expected only to cover the full cost of the trip.

An evaluation should be done by the bookkeeper for the Internal Accounts of each class, club, and department at mid-school year. If an account has collected excess funds due to over-estimated field trip expenses, appropriate adjustments must be made to reduce the parents' cost of future field trips within that year.

Clay County District School Field Trip forms and School Bus Requisitions are allowable substantiations for authorization for expenditures related to field trips, provided that the field trip was authorized before purchase commitments. A copy of the approved Field Trip form shall be attached to all Purchase Order forms related to field trip expenditures.

COLLECTIONS FOR THE SCHOOL BOARD

Voluntary Pre-K and Child Care

Monies collected for a fee-based VPK or Child Care program must be recorded in the Internal Accounts Trust funds of the school. Monies collected shall be deposited into the appropriate Internal Account. A check for the amount collected shall be generated every month and forwarded to the District Finance Office to be credited to the proper cost center, function, and object.

Textbooks

These collections include payments received for lost or damaged District **textbooks**. Funds shall be collected during the current school year and deposited into the proper Internal Accounts Trust fund (as defined in this manual). A check for the amount collected shall be generated at the close of the current fiscal year and forwarded to the District Finance Office to be credited to the proper cost center, function, and object.

TIPPING

Internal Accounts funds may be used to provide tips for services when tips would be expected as a part of the customary payment. Tips may be provided to bus drivers, food delivery drivers, and wait staff or servers at

restaurants. Tips should be reasonable and should not exceed the standard rates. Funds for tips may be collected as a part of the fees collected from students when fees are assessed.

Documentation, such as signed invoices or statements, should be obtained to evidence payment.

SALES TAX

In general, materials and supplies purchased by the school for use in carrying out their educational duties are tax-exempt. Purchases for parent groups are also tax-exempt for items used in their customary activities or items donated to the school. Gifts, school store purchases, and other items for resale are subject to sales tax. There are instances where the school is acting as a vendor and must collect for and remit taxes to the Department of Revenue.

Florida law grants certain exemptions from Florida sales and uses tax to State tax-supported schools, colleges, and universities; Parent-teacher groups (PTOs, PTAs, etc.) associated with a K-12 school whose purpose is to raise funds for the school; School support organizations (Boosters) whose sole purpose is to raise funds to support extracurricular activities at K-12 schools. More information can be found at the site below.
https://floridarevenue.com/taxes/businesses/Pages/sales_schools.aspx

Taxable Purchases

All items purchased for resale are subject to Florida Sales Tax unless specifically exempted. Items that are resold, regardless of profit, are subject to sales tax. On purchases for resale made from out-of-state suppliers that do not add Florida sales tax to the purchase price, schools shall file Form DR-15MO, Florida Department of Revenue Out-of-State Purchase Return. This form shall be used to transmit the sales tax calculated on the purchase price of the resale item. Due dates for filing are outlined in the form's instructions. Refer to instructions for Form DR-15MO online at <https://floridarevenue.com/Pages/results.aspx?q=Form%20DR-15MO> for further guidance and links to the current forms.

Tax-Exempt Purchases

Items that are purchased for school use and not for resale are exempt from Florida Sales Tax. The school shall use the sales exemption number issued to the District for purchases that are specifically exempted from sales and use tax. (tax-exempt form located in the Bookkeeper Drive)

1. Yearbooks
2. School books containing printed instructional materials for use with regularly prescribed courses of study.
3. Items of clothing bought and paid for by a school with ownership and title remaining with the school (ex. band uniforms, athletic uniforms, and equipment, etc.)
4. Labor, parts, and materials used and incorporated into and becoming a part of tangible personal property, in rebuilding, repairing, or reconditioning the same for resale, are exempt.

Sales tax will not be reimbursed on purchases made and paid for personally by teachers or sponsors.

Taxable Sales

Schools offering grades K-12, and Parent/Faculty organizations for those schools, may elect to pay Florida sales tax directly to their suppliers when purchasing certain taxable items and then sell those items without collecting sales tax. For more information go to https://floridarevenue.com/taxes/businesses/Pages/sales_schools.aspx

Each school shall register with the Florida Department of Revenue to collect, report and pay sales tax on items sold using the Department's online registration system or by submitting a paper *Florida Business Tax Application* (Form DR-1). Refer to the instructions on the form online at https://floridarevenue.com/Forms_library/current/dr1.pdf for further guidance. Schools shall comply with filing requirements set forth by the Florida Department of Revenue for remitting sales taxes to the state.

1. Fundraising Activities - Resales of items for fundraising purposes, such as candy, candles, confections, and other novelties by school-sponsored organizations are taxable. Sales tax may be paid directly to a Florida vendor on the purchase price or paid directly to the Florida Department of Revenue based on the sales price.
2. Uniforms and Equipment Sales or Rentals - The sale, lease, or rental of items to students such as band uniforms or instruments, athletic uniforms or equipment, and other items of clothing owned by the school are taxable on the sale or rental amount.
3. School Stores - The sales of school materials and supplies in a school store are taxable.
4. Concession Stand Sales - If the concession stand is run by an internal organization (i.e.: class, club, or department), sales tax may be paid directly to the Florida vendor based upon the purchase price/invoice amount or directly to the Department of Revenue based upon the sales price.
5. Meals - Barbeques, fish fries, and similar meals are taxable, even if the entire proceeds are used for charitable purposes.
6. Parking Fees - Fees charged for parking are taxable, the net of any portion of the fee held as a refundable deposit.
7. Vocational Education Classes - If a vocational education class has the opportunity to sell items or products to groups or individuals other than school-sponsored groups, then sales tax must be paid on the sales amount.
8. Tangible Personal Property - The sale of tangible personal property, either purchased, rebuilt, or reconditioned for resale, is taxable on the sales amount.
9. Rent, Utilities and Equipment Fees - Sales tax is charged unless an organization provides a valid Florida sales tax exemption number on the Facility Use Agreement and a copy of the Certificate of Exemption.

Exempt Sales

1. Yearbooks - Sales of school yearbooks are exempted by Chapter 212, Florida Statutes.
2. School-sponsored Events - Admissions to athletic or other events are exempt only when student and/or faculty talent is utilized.
3. Textbooks - The sales of school books, textbooks, workbooks, and other printed material used in regularly prescribed courses of study, are exempt
4. Commodities - Commodities such as cheese, sausage, spices, fruit, and bulk cookies or cookie dough, are exempt.

YEARBOOKS

If yearbooks are sold by a school, the yearbook sponsor shall maintain the following information:

1. A detailed calculation as to how the unit sales price was determined.
2. The number of yearbooks ordered.
3. The number of yearbooks received from the supplier.
4. Contracts and/or invoices related to the purchase of the yearbooks.
5. A list of individuals who purchased yearbooks, including student name, date paid, the amount paid, payment method (cash or check number), and date yearbook was issued to the student. *Refer to the check acceptance*

policy regarding delivery.

6. A list of individuals receiving complimentary yearbooks (if applicable) and the date yearbook was issued to the individual.
7. Reconciliation records for differences (if any) between the number of yearbooks issued and the amount of money collected and/or complimentary yearbooks ordered.

The segregation of duties related to the yearbook process should be as noted below:

1. The **principal** or his/her designee (someone other than the yearbook sponsor) should receive the initial order of incoming yearbooks. This person should count and document the total number of yearbooks the school initially received. This individual should not participate in yearbook cash collections, reconciliation, or other yearbook related duties.
2. The **yearbook sponsor** should complete the annual yearbook reconciliation. The District approved the Yearbook Reconciliation form.
3. The **bookkeeper** shall review the Yearbook Reconciliation form for accuracy and completeness. This review should include a comparison of the reconciliation form to the following supporting documents for accuracy:
 - a. Vendor invoice (number of yearbooks and cost)
 - b. List of yearbooks sold (online sales and in-person)
 - c. List of complimentary yearbooks given out, (if applicable)
4. The bookkeeper should also observe and count the yearbooks on-hand at year-end and compare to the number remaining on the Yearbook Reconciliation form for accuracy.
5. Sound business practices shall be used in the selling of the yearbooks. In that, all yearbooks are to be sold to students at the lowest possible cost to allow the maximum number of students to purchase a book.
6. The sale of yearbooks should not be construed to be a fundraising activity. All monies due from yearbook sales shall be collected and deposited before year-end. The Yearbook Reconciliation Form should be used to account for the sale of yearbooks, and to ensure that all funds received are disbursed (no profits).

In instances where fund balances have accumulated, one or more of the following is required:

1. The future sale price of yearbooks should be reduced.
2. Expend the fund balance in one or more of the following ways:
 - a. Purchase and/or maintain camera or computer equipment, software, or supplies specifically for the production of the yearbook.
 - b. Finance expenses related to training and travel (i.e.: publishing and graphic design companies) for students working on the yearbook.

Sale of Advertising Space

Advertising space in yearbooks can be sold to help fund a scholarship. Advertising money shall be received and deposited before the yearbook goes to the press. The yearbook sponsor shall maintain the following information:

1. The number of ads sold.
 - a. List of individuals or businesses purchasing the ads, including the name of individual or business, size of ad sold, date paid, the amount paid, payment method (cash or check number).
 - b. Name of individual selling the ad.

Yearbook Scholarships

If a yearbook scholarship is awarded, documentation must be maintained that the yearbook scholarship was funded from yearbook revenues other than the sale price charged to students. The scholarship is to be payable to an educational institution of the student's choice.

GIFT CARDS

Gift cards are considered compensation as they are a cash equivalent item. Cash is generally intended as a wage, therefore, cash or cash equivalent, cannot be a de minimis fringe benefit (*see below).

Below is a link from the IRS website that notes in part: Cash or cash equivalent items provided by the employer are never excludable from income. Gift certificates that are redeemable for general merchandise or have a cash equivalent value are not de minimis benefits and are taxable.

<https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

If the recipient of a gift card is a Clay County School Board employee the following applies:

Per Auditor Comment 2019-06 District Employee Compensation: Compensation to employees includes cash and cash equivalent items. Gift cards would fall under the classification of cash equivalent. The funds will have to be sent to payroll to be processed.

Section II (6) of Chapter 8 of the Redbook: Employees of the school district who are compensated for additional services, such as working at athletic events, shall be paid through the school district payroll department or, when appropriate, as prescribed by district school board rules.

***de Minimis Fringe Benefits**

In general, a de minimis fringe benefit is one for which, considering its value and the frequency with which it is provided, is so small as to make accounting for it unreasonable or impractical. An essential element of a de minimis benefit is that it is occasional or unusual in frequency. It also must not be a form of disguised compensation.

If they are taxable, they should be included in wages on Form W-2 and subject to income tax withholding. If the employees are covered for social security and Medicare, the value of the benefits are also subject to withholding for these taxes. <https://www.irs.gov/government-entities/federal-state-local-governments/de-minimis-fringe-benefits>

If the recipient of a gift card is not a Clay County School Board employee the following applies:

1. A gift card or gift certificate not to exceed \$50.00 as a thank you is permissible once per year.
2. Any amount over \$50.00 is considered compensation, therefore a W-9 must be completed by the recipient and the 1099 box marked in the accounting system.

The school shall maintain sufficient evidence to support the distribution and receipt of all gift cards purchased. The bookkeeper shall maintain a log, as part of the school's Internal Accounts records, that includes the reason for the gift card, the date it was received, and the names and signatures of individuals receiving each gift card.

VENDING MACHINES

1. Vending machines may be installed in schools/centers according to School Board policy. The sale of food and/or beverages to students shall not be in competition with or hinder the District School Food and Nutrition Services Program as established in the School Board policy.
2. Funds derived from vending machines accessible to students in schools shall be accounted for in the general account. Generally, the commissions are to be expended for the student body as a whole.
3. Food/beverage vending machines may be installed in faculty lounges and workrooms for the exclusive use of teachers and staff.
4. Funds derived from vending machines in faculty lounges and workrooms shall be accounted for in a separate account (Staff Activities Trust Account) from the profits generated by the general-use vending machines.
5. Commissions from vending machine sales should be listed on the Report of Monies Collected forms.
6. Food/beverage vending machines shall never be accessible to students in grades K-5, shall only be accessible to students in grades 6-8 after regular school hours, and shall be accessible any time to students in grades 9-12, provided access does not violate District School Food and Nutrition Services Program agreements.
7. School supply vending machines may be accessible at any time to any grade level.
8. If the vending machine supplier is fully responsible for the machines (fills the machines with supplies and removes money from the machines), then no inventory records are required to be maintained by school officials.
9. For vending machines supplied by the school that is not operated on a commission basis, a perpetual inventory system shall be used and a monthly sales analysis shall be performed and be included as a part of the school's Internal Accounts records.

SCHOOL STORE

A school store can be established in an area of the school set aside for use of dispensing items for sale as a fundraiser. It may be managed by a school club or group under the supervision of a staff sponsor approved by the principal. All school store collections shall be accounted for in Internal Accounts and become a part of the school's Internal Accounts records.

Any food or beverage items sold in the school store must meet USDA School Meal Nutrition Standards and must not compete with District School Food and Nutrition Services.

Proceeds from school store sales may be used as a fundraiser to benefit the entire student body with prior approval from the principal. An activity request form should be completed indicating this purpose in advance.

School Store Inventory

Inventory records shall be required for school store activity supplied by the school or sales of supplies where revenues are collected for use by the school.

For school store activities such as the sale of basic school supplies (paper, pencils, folders, erasers, etc.) school officials shall at least document the school year-end inventory, which shall be observed by the school store sponsor and signed by the principal, and shall provide the following information:

1. Description of the item in inventory
2. Number on hand
3. Retail price per unit
4. Total retail price (number on hand times the retail price per unit)
5. Actual cost per unit, including sales tax.
6. Total actual cost (number on hand times the actual cost per unit)

Perpetual Inventory

A perpetual inventory record shall be maintained for specialty school store items and non-commission based vending machines. If there are multiple school stores or non-commission based vending machines on campus, perpetual inventory records shall be kept for each location, documenting the location, month of inventory, and a description of the items in inventory. The perpetual inventory records shall also be signed and dated by the appropriate school official, and reviewed by the principal.

For each item in inventory, reconciliation records shall reflect the following:

1. The number of items on hand at the beginning of the month (which shall equal the number of items on hand at the end of the previous month).
2. The number of items purchased or received during the month.
3. The number of items sold during the month.
4. Calculation of the number of items that should be on hand at the end of the month
5. The actual number of items on hand at the end of the month per physical count.
6. Reconciliation of the difference (if any) between calculated ending inventory and physical ending inventory, and an explanation for any such differences.

Monthly Sales Analysis

In addition to the perpetual inventory, a sales analysis shall be performed monthly by the bookkeeper and the appropriate school official to determine if expected sales income has been deposited. The sales analysis records shall also be signed and dated by the appropriate school official and reviewed by the principal. The monthly sales analysis shall be attached to the perpetual inventory records.

For each item sold, sales records shall reflect the following:

1. Description of the item.
2. The retail price of the item.
3. The number of items sold during the month.
4. Expected gross sales for the month (number sold times retail unit price).
5. Actual gross sales deposited during the month.
6. Reconciliation of the difference (if any) between expected gross sales and actual gross sales deposited, and an explanation for any such differences.

CONCESSION SALES

1. Concession sales at all student activities shall be approved by the principal. They may be operated by student groups, faculty groups, or by outside groups authorized by the principal.
2. If the concession stand is run by an internal organization (i.e.: class, club, or department), sales tax may be paid directly to a Florida vendor based upon the purchase price/invoice amount or directly to the Department of Revenue based upon the sales price.
3. An analysis of each item sold by the school must take place yearly.
4. The teacher/sponsor should complete a sales report when inventory items are sold. A new beginning inventory and sales report must be completed by the teacher/sponsor when the price of an item changes.

STUDENT FEES

All student fees accumulated for the fiscal year must be collected for a specific purpose and expended for that purpose, on the students who generated the funds. All fee accounts must have a zero balance at the end of each fiscal year. Some of the most common fees include, but are not limited to:

1. Locker/Lock Fees
2. Parking Fees
3. Senior Fees
4. Lab Fees
5. Field Trip Fees
6. Athletic Fees
7. Rental Fees

STUDENT FINES

Fines may be assessed when school property, equipment, or supplies are damaged, lost, or taken by a student. Some of the most common fines include, but are not limited to:

1. Lost or Damaged Textbooks
2. Fines for late, lost or damaged library items in Media Centers
3. Vandalism
4. Parking Violations

LOCKS/LOCKERS

1. A Locker account will be maintained for fees/rentals collected for the use of school lock/lockers.
2. Sales tax must be paid to the State of Florida for rentals unless Sales Tax was paid to the vendor at the time of purchase.
3. If an excess balance accumulates greater than the need for replacements, a transfer may be made. Lock rentals may be transferred to the Miscellaneous General Account; gym lock/locker rentals to the Physical Education Department.

PUBLICATIONS/ADVERTISEMENTS

The sponsor and principal must sign the contract for school newspapers, yearbooks, and other publications. The selling price of student body publications shall be set at a point consistent with sound business practices so that the maximum number of students may benefit from the publications. Sales should not be construed to be a fundraising activity.

Advertisements sold for yearbooks, athletic programs, or any other purpose must be paid in advance before being submitted for printing.

TRUST ACCOUNTS

Funds collected for a specific, restricted purpose shall be accounted for in an Internal Accounts trust account. When the purpose of the trust fund has been accomplished or becomes inoperative, unused trust funds shall be returned to the person(s) from whom collected, if practicable. Donors may designate an alternative purpose. Donation forms must be maintained as documentation of the donors' intended use of funds.

ESTABLISHMENT OF SCHOLARSHIP FUNDS

When groups or individuals wish to establish scholarship funds to the memory of a particular individual, a written request must be made to the Superintendent to include this account within the Internal Funds structure. The request should outline the following information:

1. Group or individual making request.
2. The person in whose memory scholarship will be established.
3. General criteria for the awarding of the scholarship.
4. Outline the composition of the selection committee.
5. Guidelines for any residual amounts left in the account.

Upon approval by the Superintendent, you should establish this account as a Trust Fund within the Internal Accounts funds. This will not be treated as an outside organization since control of the funds lies with the school and not with the originating group or individual.

Awards, other than scholarships, presented in the form of cash are prohibited. Checks awarded as scholarships are allowable, provided funds are payable to the educational institution of the student's choice. Checks that exceed \$5,000 shall be approved by the Superintendent before the award.

STAFF ACTIVITIES ACCOUNT

The Staff Activities Account shall be funded by faculty and/or staff for purposes of expenditures including, but not limited to, flowers, gifts, and beginning or end of year parties for administrators, teachers, staff and volunteers. Funds collected must be deposited into the school's Internal Accounts and recorded in a Trust Fund.

FINANCIAL DISCLOSURE

Section 112.3145 (1)(a)3, Florida Statutes requires that certain local officers file financial disclosure forms. Among the local officers who must file are purchasing agents having the authority to make purchases exceeding \$1,000. Section 112.312(20) Florida Statutes, defines a purchasing agent as "a public officer or employee having the authority to commit the expenditure of public funds through a contract for, or the purchase of, any goods, services, or interest in real property for an agency, as opposed to the authority to request or requisition a contract or purchase by another

person." The principal of the school is within the definition of a purchasing agent and therefore must file financial disclosure forms.

As principal of the school, Form 1, "Statement of Financial Interests" must be filed by July 1 of each year. Even if you have delegated the purchasing responsibility to another school administrator, you must file for disclosure, not your designee, because the ultimate responsibility lies with the principal.

INTERNAL FUNDS DEFINITIONS

This chapter contains definitions of terms used in this guide and such additional terms as seem necessary to achieve common understandings concerning financial accounting procedures for internal funds. Internal funds are defined as all local school funds derived by any public school from all activities or sources. The glossary is arranged alphabetically with appropriate cross-referencing where necessary.

Some of the definitions shown are taken or adapted from the recommendations of the National Committee on Governmental Accounting. Others have been taken or adapted from Handbook I and Handbook II in the State Education Records and Reports Series.

Account - A record of financial transactions that are similar in terms of a given frame of references, such as purpose, objective, or source.

Accounting Period - A time for which financial statements are prepared. (i.e. July 1 - June 30)

Accounts Payable - Unpaid balances or invoices against an internal fund that is owed.

Accounts Receivable - Amounts owed to the internal fund.

Accrual Basis - Recording of revenues and expenditures at the time revenue is earned or at the time an expenditure results in a liability regardless of when the actual cash receipt or disbursement occurs.

Asset - Something of value that is owned.

Assets, Current - Cash and other assets readily converted into cash, such as accounts receivable, inventory, and some prepaid expenses.

Assets, Fixed - Land, buildings, machinery, furniture, and other equipment, which the school system intends to hold or continue in use over a long period. "Fixed" denotes the probability of intent to continue use or possession and does not indicate immobility of an asset.

Audit - An examination of records and documents by an auditor in the process of securing evidence for one or more of the following purposes: (a) determining the propriety of completed transactions, (b) ascertaining whether all transactions have been recorded, (c) determining whether transactions are accurately recorded in the accounts and the statements drawn from the accounts.

Balance - The difference between the total debits and the total credits of an account; the total of an account containing only debits or only credits.

Bank Deposit - The total amount of money taken in, recorded on receipts for a specified time, and deposited intact with a depository (bank).

Capital Outlay - An expenditure for land or existing buildings, improvement of grounds, construction of buildings, additions to buildings, remodeling of buildings, or equipment.

Cash - Currency, checks, postal and express money orders, and bank deposits including certificates of deposit.

Cash Basis - The basis of accounting under which revenues are recorded only when received and only cash disbursements are recorded as expenditures.

Cash Discount- An allowance received or given if payment is completed within a stated period. The term is not to be confused with "trade discount".

Change Fund - An amount of money obtained by issuing a check to a designated individual to make the change for a specific event. No expenditures are to be made from these monies.

Check- A written order on a bank to pay on demand a specified sum of money to a named person, to his order, or bearer out of money on deposit to the credit of the maker. It is canceled when the bank has paid it and thus "cleared" and returned to the writer.

Closing the Books - The process of putting the account books in order at the end of a month, or a fiscal period, so that a trial balance and financial reports may be prepared.

Commemorative Item - Personalized articles such as class jewelry, announcements, caps, and gowns, yearbooks, cards and invitations, insignia, and school pictures.

Commission -A share of sale proceeds from any company or individual is given to the school in return for the sale, rental, or promotion of any items within the school.

Concession -The act of granting to an individual or group a right that resides with the school.

Consumables - items that are intended to be used up quickly and then replaced.

Deficit- The excess of the obligations of an account over its resources.

Deposit in Transit - A deposit which has been transmitted to the bank and recorded in the school ledgers but was not reflected on the monthly bank statement because it was not received before the bank prepared the statement. (also an Outstanding Deposit)

Deposit, Property - Money collected from students and held in a school account for future return at a designated time to cover losses or damages to school-owned supply and equipment items while being used by the students.

Depositories - Banks where schools conduct the business of depositing and withdrawing money.

Disbursements - Money paid out.

Double Entry - A system of bookkeeping that requires every entry made to the debit side of an account or accounts, an entry for the corresponding amount or amounts must be made to the credit side of another account or accounts.

Dues - A regular charge made to students for the privilege of being a member of a particular club or student body organization.

Encumbrance - A restriction of available money by the issuance of a purchase order.

Equipment - A material item of a non-expendable nature, such as a built-in facility, a moveable or fixed unit of furniture or furnishing, an instrument or apparatus, a machine (including attachments), instructional skill-training device, or a set of small articles whose parts are replaceable or repairable, the whole retaining its identity and utility over a period which is characteristic for items of its class.

Expenditures - Decreases in net financial resources. If accounts are kept on the accrual basis, this includes total charges incurred, whether paid or unpaid. On a cash basis, payments are termed disbursements.

Expense, Travel - Expenses incurred by students and sponsors of school activity in connection with travel related to the activity other than those expenses directly chargeable to student transportation.

Fidelity Bond - A bond guaranteeing the School Board against losses resulting from the dishonest actions of employees.

Finance Clerk - Person assigned responsibilities for internal accounts bookkeeping.

Financial Statement - A formal written presentation that sets forth information concerning the financial condition of the school internal fund.

Fiscal Period - Any period at the end of which a school determines its financial condition and the results of its operations, and closes its books.

Fiscal Year - As it pertains to accounting and internal funds, July 1 through June 30.

General Ledger - A book, file, or other devices in which accounts are kept to the degree of detail necessary to summarize the financial transactions of the school. General ledger accounts may be kept for any group of items of receipts or expenditures on which an administrative officer wishes to maintain fiscal control.

Gift - Something of value received for which no repayment or special service to the contributor is expected.

Grant - Money received by a school activity for which no repayment is expected but for which certain conditions exist relative to the disbursement of funds.

Inactive Account - An account is considered inactive upon declaration of the principal when; (1) no financial transactions have occurred within one year and the need for the organization has passed; or (2) a class has graduated.

Intact or Deposited Intact- The practice in which money is presented to a bank or bookkeeper for the credit of the school's internal fund in the same form as received. This means that any receipt of funds in the form of cash will be deposited as cash. The cashing of a check from funds on hand would be a violation of this concept as would be the substitution of a check or cash.

Internal Control - A plan of an organization under which employee's duties are so arranged and records and procedures so designed, as to make it possible to exercise effective accounting control over assets, liabilities, revenues, and expenditures. For example, under such a system, work is subdivided so that no one employee performs a complete cycle of operations. The procedures to be followed are definitely laid down and such procedures call for proper authorizations by designated officials for all actions to be taken.

Inventory- The value of supplies and equipment on hand not yet distributed to requisitioning units.

Inventory Record - A detailed list or record showing quantities, descriptions, values, units of measure, and unit prices.

Investments - Temporarily idle funds placed in interest-earning accounts. (ex.: SBA)

Invoice - A vendor's notification of merchandise provided or services rendered to a purchaser with the quantity, prices, and charges stated. Other information customarily shown on the invoice is the customer's order number, order date, date of delivery or shipping, and terms of payment.

Journal - The accounting record in which financial transactions of the school are formally recorded for the first time.

Liabilities - Debt or other legal obligations arising out of transactions which are payable but not necessarily due. (Encumbrances are not liabilities, they become liabilities when the services or materials for which the encumbrance was established have been rendered or received.)

Memoranda (Memo) Account - An informal record of an internal fund transaction that cannot be recorded under the regular financial accounts but for which a record is desired. (I.e. encumbrances).

Outstanding Check - A check issued and recorded by the school that has not been presented to the bank for payment before issuance of the monthly bank statement.

Outstanding Deposit - Also a Deposit in Transit, is a deposit which has been transmitted to the bank and recorded in the school ledgers but was not reflected on the monthly bank statement because it was not received before the bank prepared the statement.

Overdrawn - A situation in which a check has been written for an amount above that on deposit. An overdraft is an amount by which withdrawals exceed the depositor's available balance.

Perpetual Inventory - An inventory system that is initiated by a physical inventory and perpetuated by the entry of receipts and withdrawals, thereby reflecting current balances on hand for each item.

Petty Cash - Cash paid out in small amounts for authorized expenditures. Petty cash may be used to reimburse persons or to make a direct purchase. (Petty cash funds must be authorized.) Payments must be evidenced by petty cash vouchers that are signed receipts that show the purpose, date, and amount.

Posting - The act of recording to an account in a ledger the detailed or summarized data contained in the documents of original entry.

Pre-Numbered Documents - Checks, receipt forms, tickets, and similar items which have been consecutively numbered and controlled before use.

Prior Authorization - A written approval granting the authority to enter into a contract, to obligate funds for a purchase, or to receive a benefit, before such action occurs.

Purchase Order - A document issued to a vendor authorizing the delivery of goods or services and implies the obligation of funds.

Reconciliation of Bank Statement - A statement of the details of the differences between the bank statement and the cash account record to show the agreement of the adjusted balances.

Refund - An amount paid back or credit allowed.

Reimbursement - Repayment of authorized expenditures made for or on behalf of the school's internal fund.

Repairs, Minor - The restoration to a usable condition of a given piece of equipment, building, or grounds. The cost of new construction, renovating, and remodeling are not included here but are considered capital outlay.

Reports - Written statements of information which are made by a person, unit, or organization for the use of some other person, unit, or organization.

Requisition - A written request, usually from one department to the purchasing officer or another department, for specified articles or services.

Student Activities - Direct and personal services for public school students, such as interscholastic athletics, entertainment, publications, clubs, band, or orchestra, that are managed or operated by students under the guidance and direction of authorized adults, and are not part of the regular instructional program.

Student Organization - Any group of students organized on campus into a single body to pursue common goals and objectives. This includes the various types of student clubs and class organizations which, with the proper approval by school authorities, are managed and operated by students under the direction or supervision of authorized adults.

Subsidiary Ledger - A record of the financial transactions of a given activity showing the receipts, expenditures, transfers, adjustments, and balances for the activity's account.

Supply - An item of an expendable nature that is consumed, worn-out, or deteriorated in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.

Supporting Documentation - Evidence attesting to the authenticity, accuracy, and authority of a financial transaction.

Surety Bond - A written promise to pay damages or to indemnify against losses caused by the party or parties named in the document, through non-performance or defalcation. For example, a surety bond may be required of a contractor or by official handling cash or securities.

Trade Discount - An allowance made to those engaged in certain businesses and allowable irrespective of the time when the account is paid. The term should not be confused with a "cash discount".

Transfer - Money is taken from one account and added to another account. Transfers are not receipts or expenditures.

Trust and Agency Funds - Funds used to account for money and property held by a governmental unit in the capacity of trustee, custodian, or agent.

Voided Check - A check that has been declared void. A check on which an error has been made in writing, such as an incorrect amount, signature, or a discrepancy in the information included. The check is made void by mutilating the signature space and the check is retained.

Bookkeeper's Back-up Support

School Name _____ School/Center # _____

Every school must have a backup for times when the bookkeeper is off campus. Please complete this form and return to Internal Accounts Coordinator.

Bookkeeper's Name: _____

Bookkeeper's phone #: _____

When bookkeeper is off campus who the back-up that will assist in deposits?

Name of Bookkeeper's Back-up: _____

Position in the school: _____

Back-up's Phone Number: _____

Approved by:

Principal's Signature

Date of Approval

Donation

Offer/Acceptance/Acknowledgement Offer Details

Complete Form and attach to Report of Monies Collected for all Donations.

School: _____ School # _____

Donor's Name: _____ Amount of Donation: _____

Account Name receiving Donations: _____ Date: _____

Donation Description and how donation will be used: _____

Sponsor Signature Date

If Technology is included has this been approved by the District's IT Department? Yes () No ()

Offer Review & Acceptance

Money, Gifts, Supplies or Equipment with a value of \$3000.00 or less.

Money, Gifts, Supplies or Equipment with a value of \$3001.00 - \$9,999.00

Money, Gifts, Supplies or Equipment with a value of \$10,000 or more

Principal Date

Principal Date

Principal Date

Asst. Superintendent Of Business Affairs Date

Asst. Superintendent Of Business Affairs Date

School Board Representative Date

Once approved by Asst. Superintendent of Business Affairs, B.A.D. will CC the Superintendent.

Award of Scholarship

School Name

Address

City, State, Zip

Originate By - Print Name

Account Name & Number

Date Of Request

University or School Information:

Name of University

University's Address

City, State, Zip

University's Phone Number

University's Fax Number

Purpose/Reason For Scholarship

Student Information:

Name Of Student

Student's Address

Student's Date of Birth

Disbursement of Funds (Summer, Fall or Spring)

Student's Phone Number

City, State, Zip

Student's College ID Number

\$ _____
Scholarship Amount

CHECK INFO

/ /
Check Date

Check Number

\$ _____
Check Amount

Teacher/Sponsor Email Address

Teacher's Phone #

Teacher/Sponsor/Signature

Principal/Designee Signature

Date

Receipts ordered from CCSD (Example)

- # 1 Date the receipt was issued
- # 2 Parent's Name with student in ()
- # 3 Purpose of Collection - ex. Zoo Ft, Dues, Name of fundraiser, etc.
- # 4 Alpha Amount of Check - Twenty five 00/100
- # 5 Numeric Amount of Check - \$25.00
- # 6 Sponsor/Teacher/Coach Signature (must be legible)

<i>Your School Name</i>	School	2008851
#1 - Date collected 7/1 20 20		
Received From: # 2 Parent's Name with Student in () Jane Smith (Billy)		
For: # 3 Purpose of Collection - ex. Zoo Ft, Dues, Name of fundraiser, etc.		
# 4 Alpha Amount of Check - Twenty five 00/100		
\$ # 5 \$25.00	#6 Sponsor/Teacher/Coach Signature (must be legible)	
	TEACHER	

Receipts ordered fro Office Depot (Example)

- #1 Date the receipt was issued
- #2 Parent's Name with student in ()
- #3 Numeric Amount of Check - \$25.00
- # 4 Alpha Amount of Check - Twenty five 00/100
- # 5 Purpose of Collection - ex. Zoo Ft, Dues, Name of fundraiser, etc.
- # 6 Select Cash, Check, Money. Credit Card would never be an option
- # 7 Sponsor/Teacher/Coach Signature (must be legible)

RECEIPT		Date #1	No. 117551
RECEIVED FROM: # 2 Parent's Name with Student in () Jane Smith (Billy)		\$ #3 \$25.00	
# 4 Alpha Amount of Check - Twenty five 00/100			
<input type="radio"/> FOR RENT <input checked="" type="radio"/> FOR		# 5 Purpose of Collection - ex. Zoo Ft, Dues, Name of fundraiser, etc.	
ACCOUNT			#6 <input type="radio"/> CASH FROM <u>Leave Blank</u> TO <u>Leave Blank</u> <input type="radio"/> CHECK <input type="radio"/> MONEY ORDER <input type="radio"/> CREDIT CARD BY #7 Sponsor/Teacher/Coach Signature (must be legible)
PAYMENT			
BAL DUE			

Refund Request

Clay County School District Internal Accounts

Today's Date:

Originate By - Print Name

Account #

Account Name

Please make check
payable to:

(check should be issue to parent/guardian for whom the funds were received
from)

(Full Address)

Phone #:

Reason For Refund:

*****Attached to this request should be copy of yellow Reports of Monies collected (legible),
copy of cash receipt if applicable*****

Receipt #

\$

Refund Amount

Date of Receipt

Teacher/Sponsor/Signature

*****Do not write below this line*****

\$

Check Amount

/ /
Check Date

Check Number

Principal/ Signature

Reimbursements

1. If there is a School Credit Card for a vendor, the card should be used instead of reimbursement (example: Publix, Sam's, Winn Dixie)
2. Must follow Purchase Order's directions reflecting the dates that monies will be spent.
3. All approvals must be in writing prior to any funds being spent (paperwork completed and submitted with Principal's approval)
4. To be reimbursed, there must be an itemized receipt listing the items that were purchased. (see attached example of itemized receipt)
5. An itemized receipt is the only documentation you need to reimburse, you do not need their personal credit card statement or bank statement.
6. Personal purchases should not be mixed with school/business purchases on the same receipt.
7. Receipts for reimbursement must be submitted for payment within one week of the purchase. (dates reflected on PO or check requisition)
8. Make sure you are reimbursing an individual for purchases that were not purchased with a school's credit card.
9. The date on the receipt must be later than the approval date on the purchase order or check requisition.
10. Please tell the person being reimbursed to only have items on the receipt that are for the school. The receipt should not be mixed with personal and business items.
11. Sales taxes cannot be reimbursed to individuals, even if they are doing school business. Please see attached tax exempt form.
12. Encourage teachers to use vendors and remind them that they will not be reimbursed for sales tax.

Travel Reimbursement Checklist

The following items **MUST** be included with the “Authorization to Incur Travel” form or it will be returned and result in a delay of payment.

- Hotel Receipt and copy of payment method (if a hotel room is shared by attendees – each person should have a copy of the hotel receipt included in their reimbursement paperwork).
- Conference registration receipt, if applicable, and copy of payment method
- Conference agenda
- Receipts for parking, tolls – if applicable
- Map showing mileage to and from destination

**School District of Clay County
Internal Accounts**

Fundraiser Application and Financial Recap (Recap should be completed 30 days after final sale)

A. Request for Pre-Approval of Fundraiser

FR #: _____

School: _____		Account Name: _____		Account # _____	
Name of Fundraiser: _____			Name of Sponsor: _____		
For what purpose (s) will the proceeds be used? _____					
Name of Vendor: _____		What is being sold? _____			
What is the agreed amount from Vendor? _____ <small>(example: % of sales, half of sales)</small>					
Item Price (\$) _____		X (Times) Estimated Number of Items to be Sold: _____			
Will an admission be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No		Ticket Price \$ _____		X _____	
<small>Estimated # of Tickets</small>					
A. Estimated Revenues: \$ _____ Item/ticket price X Estimated # to be sold = Estimated Revenue. <small>minus (-)</small>					
B. Estimated Expenses \$ _____ What is owed to the Vendor or expenses of fundraiser <small>Equals (=)</small>					
C. Estimated Profit \$ _____ Estimated Revenues less Estimated Expenses = Estimated Profit: <small>A - B = C</small>					
Beginning: _____		Beginning Sale Date _____		Ending: _____	
				Ending Sale Date _____	
Class, Club or Athletic Sponsor: _____		(Signature) _____		Date _____	
Secretary/Bookkeeper: _____		(Signature) _____		Date _____	
Principal's Pre - Approval: _____		(Signature) _____		Date _____	

B. Accounting Summary of Fundraiser

Total Actual Revenue Received (Attach Report of Items or Tickets Sold):	1.	\$ _____
Total Cost of Goods Sold (your cost for items sold):	2.	\$ _____
Other Expenses (decorations, supplies, etc.):	3.	\$ _____
Revenue should total all Reports or Monies Collected & Credit Card Sales.	4. Total Expenditures:	\$ _____ <small>Line 2 (+) plus line 3</small>
Expenses should total all Purchase Orders.	Net Profit (Less):	\$ _____ <small>Line 1 (-) less line 4</small>

C. Final Approval of Reconciliation

I hereby certify that the above accounting information is complete and accurate:

Class, Club or Athletic Sponsor: _____	(Signature) _____	Date _____
Secretary/Bookkeeper: _____	(Signature) _____	Date _____
Principal: _____	(Signature) _____	Date _____

****The Back of this Form must be completed****

School District of Clay County
Fund Raising Checklist

Prior to Event

- I am familiar with the school's and the Board's Policy regarding the sale of merchandise at school.
- If Food/Beverage is being sold 5.08 Food & Nutrition Service Board Policy C.6 must be followed.
- I received Food/Beverage Memo from the bookkeeper.
- No door to door sales will be involved in this fund raiser.
- If it is a school event, complete Section A of the Fund Raiser Activity Form.
 - Return signed form to the school secretary/bookkeeper.
 - File original form in the bookkeeper's office.
- I accept responsibility for the sales tax collection, cash collection involved with the completion of Financial Recap of this Fundraiser.
- All disbursements must be made by an internal fund check.
- Determine if unused/unsold merchandise may be returned to vendor for credit.
- Get a documented beginning inventory count.

During Event

Club, Class or athletic sponsor is responsible for following CCSD procedures regarding: fund raising, cash receipting, documentations of transactions, inventory control, safeguarding assets, tickets ,reconciliations, etc. (See attached sections from School Internal Accounts Handbook.)

After Event • Reconciling

- Upon completion of fund raiser, a complete reconciliation must be documented.
 - Inventory remaining goods.
 - Reconcile expected sales (based on inventory count) to actual sales (cash deposited)
 - Reconcile actual revenue to receipts/sales log.
 - Complete a profit/loss statement.
- Sponsor submits all completed fund raiser forms to bookkeeper. (Part B of Fund Raising Activity Forms MUST be completed.)
 - Forms are reviewed for accuracy.
 - Any discrepancies are resolved.
- Complete section C of the Fund Raising Activity Forms.
- File original documents in the school office for audit purposes.

Sponsor Signature: _____

Date: _____

Report of Tickets Sold / Admissions Collected

Nature of Event: _____ Date: _____

Location: _____ Opponent (if any): _____

+++++

Ticket Color: _____

Ticket Color: _____

ADULT

STUDENT

Ticket Numbers Issued: _____ to _____

_____ to _____

Total Tickets Issued: _____

Ticket Numbers Sold: _____ to _____

_____ to _____

Total Tickets Sold: _____

Total Numbers Rt: _____ to _____

_____ to _____

Total Tickets Rt: _____

+++++

SUMMARY OF TICKETS SOLD:

Adult Tickets: _____ @ \$ _____ * = \$ _____

Student Tickets: _____ @ \$ _____ * = \$ _____

Total Tickets Sold: \$ _____

Total Cash Remitted: \$ _____

Cash Over / (Under): \$ _____

*Price Includes / Does Not Include Sales Tax (Cross Out One) N/A _____

I hereby certify that this report is true and accurately represents the cash transmitted and tickets returned as indicated.

Ticket Seller

Director/Sponsor/Treasurer

Date Report received by School Bookkeeper: _____

Entered on Official Receipt #: _____

MASTER TICKET INVENTORY LOG SHEET

CLAY COUNTY SCHOOLS

SCHOOL: _____

On hand as of: _____ Date

Ticket/Wrist Band Inventory

List all tickets currently in inventory and all tickets purchased for use for school activities.

This Log should be kept up to date & available (with individual log sheets) for audit any time during the year.

Red Book Chapter 7, Section III - Standards, Practices, and Procedures:1.4 Cash collections and Deposits (f) "All checks, receipt forms and tickets shall be pre-numbered and perpetual inventories of each shall be maintained. Inventories shall show the beginning and ending numbers of all documents acquired and issued. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit."

CODE: PFY - Prior Fiscal Year Inventory carried forward or NR - New Roll

DATE IN STOCK	TICKET COLOR	BEGINNING #	ENDING #	Quantity	CODE	Comment
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

Bookkeeper/Ticket Inventory Supervisor Signature

Principal Signature

Date

Date

Journal Entry Form

Journal Entry # _____

EFFECTIVE DATE: _____

(Use current month, do not post on month that has been closed & reconciled)

DESCRIPTION: _____

Account Name	Account #	Debit	Credit
Total			

Completed By: _____
Bookkeeper's Signature

Date: _____

Approved By: _____
Principal's Signature

Date: _____

**SCHOOL DISTRICT OF CLAY COUNTY
TRANSFER REQUEST
INTERNAL FUNDS**

No. T- _____

School: _____

Date: _____

Transfer from the _____ Fund per _____
(Sponsor's signature as authorization)

Transfer to the _____ Fund per _____
(Sponsor's signature as authorization)

Amount to be transferred: \$ _____ *Reason for transfer: _____

Principal's Signature

Original: Bookkeeper

Copy 1: Sponsor

Copy 2: Sponsor

BAD-1-3023 E. 04/07/2012

**SCHOOL DISTRICT OF CLAY COUNTY
TRANSFER REQUEST
INTERNAL FUNDS**

No. T- _____

School: _____

Date: _____

Transfer from the _____ Fund per _____
(Sponsor's signature as authorization)

Transfer to the _____ Fund per _____
(Sponsor's signature as authorization)

Amount to be transferred: \$ _____ *Reason for transfer: _____

Principal's Signature

Original: Bookkeeper

Copy 1: Sponsor

Copy 2: Sponsor

BAD-1-3023 E. 04/07/2012

Change to your letterhead of address
School Name
School address
City, State, Zip Code
Your phone #

DATE

Vendor/Name
Address
City, State, Zip Code

Our records indicate a check issued to you is still outstanding.

Check # _____ Amount: _____ Dated _____

Please select one of the following options with your signature and date:

- (A) _____ I have cashed this check and do not need a replacement check.
- (B) _____ I would like you to issue a replacement check and have agreed to the terms stated below.
- (C) _____ My Company shows no outstanding liability for your school. Please cancel the check or accept the balance as a donation.

"This is to certify that the above-listed check has not been received or endorsed by me. In consideration of the issuance of a duplicate, I agree to reimburse _____, if the original is presented with my endorsement and is paid." **School Name**

SIGNATURE

DATE

If this letter is not returned by _____, we will presume the funds abandoned. Sections 717.113 and 717.115, of Florida Statutes, states that all intangible property and unpaid wages that have remained unclaimed by the owner for more than one year after it becomes payable and distributable is presumed abandoned. Further, Section 717.117 and 717.119, Florida Statutes, requires property presumed abandoned be reported and delivered to the Florida Department of Banking and Finance, at which time you may lose your rights to file a claim for nonpayment.

When returning this letter, please send it to the attention of _____ - Bookkeeper. If you have any questions, call (904) _____

Sincerely,

Principal

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name/disregarded entity name, if different from above	
Check appropriate box for federal tax classification:	
<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
<input type="checkbox"/> Exempt payee	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Clay County School District
Yearbook Reconciliation

School:

Date Prepared:

As of Date:

Only fill in the gray highlighted sections

Vendor Invoice Details			
------------------------	--	--	--

	Price	Quantity		Total
Number of yearbooks ordered			\$	-
Miscellaneous charges				
Shipping/Handling				
Excess of original order	\$			-
Discount	(enter as a negative number)			
Total Due			\$	-
Online Sales Credit (purchases made directly online)				(enter as a negative number)
Misc. Credit (invoice credits for items returned to vendor DO NOT include refund checks from vendor)				-
Adjusted Total Due			\$	-

Payments to Vendor		
--------------------	--	--

	Date Paid	Check #
Initial Deposit		
Second Installment		
Third Installment		
Total Paid from Internal Accounts to Vendor		\$ -
Total Still Due to Vendor (should be zero)		\$ -

If not zero, explain reason for outstanding balance to vendor

Sales - recorded in EPES			
--------------------------	--	--	--

	Price (each)	Quantity		Total
Price #1			\$	-
Price #2				-
Price #3				-
Price #4				-
Price #5	\$			-
Price #6				-
Price #7				-
All add-ons				
Total Sales		-	\$	-

Sales - recorded online		
-------------------------	--	--

	Quantity	Total
Total Online Sales		\$ -

Clay County School District
Yearbook Reconciliation

School:

Date Prepared:

As of Date:

Only fill in the gray highlighted sections

Results

	Price (each)	Quantity	Total
Total EPES Sales (from above)			\$ -
Refund Checks from Vendor (for yearbooks returned)	\$ -	-	-
Total Advertisement Revenue (recorded in yearbook account)			-
Total Advertisement Revenue (recorded in other account)			-
Total paid from EPES to Vendor (from above)			-
Total			\$ -

(Should be zero. If greater than zero, please provide explanation.)

see note below

Summary

Yearbooks Ordered From Vendor	-
Yearbooks Sold	-
Yearbooks Donated (attach a list of names)	-
Yearbooks Returned to Vendor (credit received in form of refund check)	-
Yearbooks Returned to Vendor (credit received on invoice)	-
Total Yearbooks Currently on Hand (perform physical inventory count)	-

Location of Yearbooks on Hand:

EPES Yearbook Account Reconciliation

Be sure ANY & ALL activity that flowed through EPES Yearbook Fund during the current fiscal year is included in this section

Beginning Balance	-
Ending Balance	-
Net Activity for Current Year	\$ -
Other Receipts Posted to Yearbook Account	-
Other Disbursements Posted to Yearbook Account (enter as a negative number)	-
Total Other Activity in Yearbook Account	\$ -
Advertising Revenue (recorded in another account)	-
Total	\$ -
(Should be zero. If greater than zero, please provide explanation.)	
Out of Balance Amount (this MUST be zero)	\$ -

PART 1

SCHOOL DISTRICT OF CLAY COUNTY
 AUTHORIZATION TO INCUR TRAVEL

(Part 1 is to be completed prior to departure.)

COPY OF REGISTRATION FORM AND AGENDA/PROGRAM SHOWING DATES, TIME, LOCATION,
 REGISTRATION FEES AND ANY MEALS OR LODGING INFORMATION MUST BE ATTACHED.

Name _____ Date: _____

School/Department: _____ Position: _____

Conference Title and Location: _____

Estimated Cost Information: Departure Date: ____/____/20____ Return Date: ____/____/20____

Number of Meals: # _____ Breakfast # _____ Lunch # _____ Dinner Meal Cost \$ _____
 Hotel OR Per Diem \$ _____ Registration Fee \$ _____ Transportation Cost \$ _____

Incidental Expenses \$ _____ (Specify: _____) = TOTAL COST \$ _____

Signature of Employee: _____ Date: _____

Signature of Immediate Supervisor: _____ Date: _____

Signature of Cost Center Supervisor: _____ Date: _____
 (If different than Immediate Supervisor)

PART 2

VENDOR# _____

OUT-OF-COUNTY TRAVEL VOUCHER FOR REIMBURSEMENT FOR TRAVEL EXPENSES

(Part 2 is to be completed upon completion of travel.)

IF ANY EXPENSES WERE PAID BY PURCHASE ORDER, ATTACH A COPY TO THIS FORM. ATTACH COPIES OF ALL RECEIPTS/VERIFICATION OF PAYMENTS (EXCEPT INDIVIDUAL MEAL RECEIPTS). INCLUDE PROOF OF ATTENDANCE (HOTEL RECEIPT, NAME BADGE, CERTIFICATE OF COMPLETION, ETC.)

Date	Travel Performed From Point of Origin to Destination (list each day separately) FROM: _____ TO: _____	Hour of Departure and Hour of Return	Per Diem or Meals	Auto Mileage Claimed	-Incidental- Expenses COST AMOUNT	- Incidental- Expenses TYPE (Room, tolls)
		M				
		M				
		M				
		M				
		M				
		M				
		M				
Did you drive? Yes or No Rode with _____ Did you share a Room? Yes or No With whom? _____ Did you pay for Room personally? Yes or No If NO how was room paid for? _____ Were any meals/lodging included? Yes or No If yes, please list: _____				_____ mi. @ _____		GRAND TOTAL

Location to send payment to: _____

Reimbursement
 Approved By: _____ BUDGET CODE: _____ / _____ / _____ / _____ / _____
Fund Function Object Cost Center Project

I hereby certify or affirm that this travel claim is true and correct in every material matter; that the expenses were actually incurred by the undersigned as necessary travel expenses in the performance of my official duties; and that same conforms in every respect with the requirements of Section 112.061, Florida Statutes. The School Board of Clay County retains its authority to audit and make any necessary corrections. In addition, should final audit by the Office of the Auditor General necessitate any changes, the School Board of Clay County retains the authority to seek reimbursement.

Payee: _____ (Signature)

Approved By: _____ Date: _____

