

The background of the slide is a vibrant blue gradient. The top portion shows a sky with wispy white clouds, while the bottom portion shows the surface of water with gentle ripples. The overall effect is a serene and professional aesthetic.

LISD

CAMPUS AND STUDENT FUNDS

CAMPUS FUNDS DEFINED

- RAISED AT A CAMPUS,
- MANAGED BY THE PRINCIPAL OR OTHER ADMINISTRATOR
- USED TO SUPPLEMENT BUDGETED DISTRICT FUNDS
- SHOULD NOT BENEFIT AN INDIVIDUAL OR NON-STUDENT GROUP

STUDENT FUNDS DEFINED

- MONEY RECEIVED OR HELD BY THE SCHOOL AS TRUSTEE
- RAISED BY INDIVIDUAL STUDENT GROUPS
- DISBURSEMENTS CONTROLLED BY STUDENT GROUPS
- MUST BE USED FOR DIRECT BENEFIT OF STUDENTS OR THE GENERAL BENEFIT OF THE SCHOOL

BASIC RECORDS

- Approval and FUND RAISER REPORT
- CHECK REQUEST FORMS
- CASH RECEIPTS & DISBURSEMENT JOURNAL
- SUBSIDIARY JOURNALS
- CASH RECEIPT VOUCHER
- CASH RECEIPT BOOK
- DEPOSIT LOG
- BANK RECONCILIATION
- MONTHLY ACTIVITY STATEMENT



CAMPUS FUND ACTIVITY

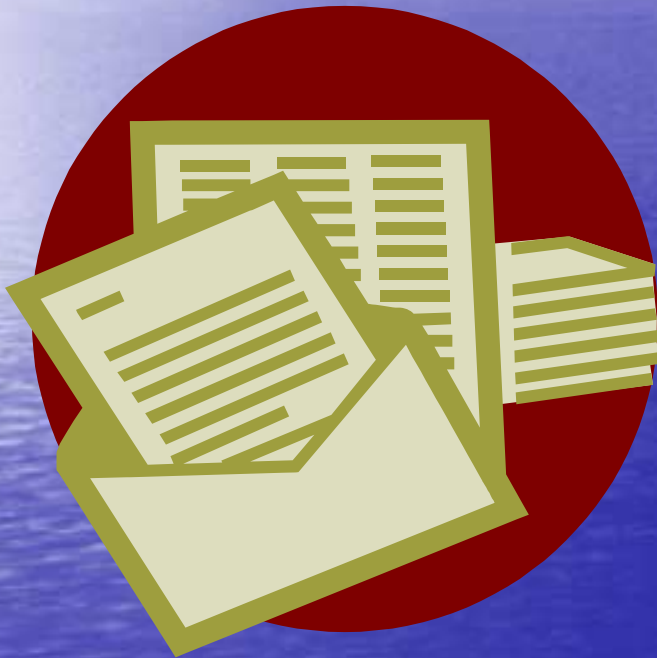
FY 2001-2002

- Campus Accounts
 - Total revenues \$726,320
 - Total expenditures \$725,420
- Students Account
 - Total revenues \$1,465,203
 - Total expenditures \$1,464,814

BANK RECONCILIATION

- MUST RECONCILE THE MONTHLY ACTIVITY STATEMENT TO THE BANK BALANCE.
- RECONCILIATION FORM MUST BE COMPLETED MONTHLY (CAMPUS & STUDENT FUND MANUAL PAGE A-1)
- THE BANK RECONCILIATION MUST BE SIGNED BY THE PRINCIPAL AND THE PREPARER.

MONTHLY ACTIVITY STATEMENT



- A REPORT SHOWING THE BEGINNING BALANCES, RECEIPTS, AND DISBURSEMENTS.
- MUST BE SIGNED BY THE PRINCIPAL & THE PREPARER.

CASH RECEIPTS & DISBURSEMENTS JOURNAL

- A JOURNAL OR RECORD OF EACH CHECK WRITTEN AND EACH DEPOSIT MADE



SUBSIDIARY JOURNAL



- A JOURNAL WHICH LISTS THE CHECKS AND DEPOSITS OF A PARTICULAR SUBACCOUNT

CHECK REQUEST FORM

- USED TO DOCUMENT AUTHORIZATION TO RELEASE A CHECK.



CASH RECEIPT VOUCHER



- A RECORD OF A DEPOSIT GIVEN TO THE BOOKKEEPER BY A FACULTY SPONSOR

CASH RECEIPT BOOKS

- PRE-NUMBERED RECEIPT BOOKS, WHICH ARE USED BY THE BOOKKEEPER TO DOCUMENT ALL MONEY TURNED INTO THE OFFICE.

DEPOSIT LOG

- A LIST MAINTAINED BY THE BOOKKEEPERS TO DOCUMENT ALL DEPOSITS MADE TO THE BANK.

FUNDRAISER REPORT

- A REPORT USED TO DOCUMENT ALL FUND RAISING ACTIVITIES.

BANK ACCOUNTS

- ALL FUNDS RECEIVED MUST BE DEPOSITED TO THE BANK ACCOUNT(S).
- ALL DISBURSEMENTS WILL BE MADE BY CHECK FROM THE BANK ACCOUNT(S).
- EACH BANK ACCOUNT SHALL HAVE AT LEAST 2 AUTHORIZED CHECK SIGNERS ONE OF WHOM WILL BE THE PRINCIPAL.
- PARA-PROFESSIONALS WILL NOT HAVE AUTHORITY TO SIGN.

BANK ACCOUNTS cont.

- CHECKS MUST BE MANUALLY SIGNED AND CHECKS WILL NOT BE PRE-SIGNED
- BANK RECONCILIATIONS ARE DUE BY THE 15TH WORKING DAY OF THE SUBSEQUENT MONTH.
- STUDENT ACTIVITY FUNDS AND CAMPUS FUNDS ARE ACCOUNTED FOR SEPARATELY AND ARE KEPT IN SEPARATE BANK ACCOUNTS.

PAYMENTS FROM THE STUDENT ACTIVITY & CAMPUS ACCOUNTS

- ALL EXPENDITURES SHALL BE PAID BY CHECK
- CHECKS SHALL BE USED IN NUMERICAL SEQUENCE
- CHECKS WILL BE MADE TO A SPECIFIC COMPANY OR ORGANIZATION NOT TO CASH OR THE SCHOOL
- VOIDED CHECKS WILL BE MARKED "VOIDED" & THE SIGNATURE LINE WILL BE CUT-OFF.
- FUNDS HELD FOR EITHER STUDENT OR CAMPUS ACCOUNT MAY NOT BE USED TO CASH CHECKS.
- PURCHASES OF A PERSONAL NATURE SHALL NOT BE COMMINGLED WITH PURCHASES FOR DISTRICT USE.

CHECK REQUEST FORM SERVES AS WRITTEN AUTHORIZATION TO WRITE A CHECK

- PROVIDES AUTHORIZATION FOR THE EXPENDITURE.
- DOCUMENTS THE PURPOSE OF THE EXPENDITURE.
- USED TO IDENTIFY THE SUB-ACCOUNT TO BE CHARGED
- USED TO VERIFY THAT THERE ARE ADEQUATE FUNDS IN THE SUB-ACCOUNT TO COVER THE CHECK.

ADDITIONAL DOCUMENTATION

- AN INVOICE PRESENTED WITH THE CHECK REQUEST FORM.
- A COPY OF AN ORDER FORM MAY BE USED WHEN AN ORDER IS PLACED AND PAID IN ADVANCE.
- MONEY DISTRIBUTED TO STUDENTS FOR OUT OF TOWN TRIPS MAY BE DOCUMENTED BY STUDENT SIGNATURES ON A SHEET OF PAPER INDICATING THE DATE AND AMOUNT EACH STUDENT RECEIVED.

ADDITIONAL DOCUMENTATION – Cont'd

- IN CASES WHERE PARTIAL PAYMENT IS MADE BY LISD THE ORIGINAL INVOICE MUST BE SUBMITTED TO THE ACCOUNTS PAYABLE DIVISION. A COPY SHOULD BE KEPT BY THE CAMPUS INDICATING THE ORIGINAL WAS FORWARDED TO ACCOUNTS PAYABLE.
- TEACHERS OR OTHER EMPLOYEES WHO EXPECT TO BE REIMBURSED BY THE CAMPUS OR STUDENT ACTIVITY ACCOUNT, FOR PURCHASES THEY MAKE ON BEHALF OF THE SCHOOL OR STUDENT GROUP, MUST BE SURE THE EXPENDITURE IS APPROVED IN ADVANCE USING A CHECK REQUEST FORM SIGNED BY THE PRINCIPAL.

ADDITIONAL DOCUMENTATION – Cont'd

- WHEN A PURCHASE IS TO BE MADE FROM A LOCAL VENDOR AND THE AMOUNT IS NOT KNOWN IN ADVANCE.
- AN ESTIMATE OF THE AMOUNT NEEDED MUST BE MADE AND A CHECK MUST BE ISSUED IN THAT AMOUNT.
- ONCE THE PURCHASE HAS BEEN MADE THE RECEIPT MUST BE RETURNED AND THE OVERAGE OR SHORTAGE MUST BE SETTLED.
- OVERAGES SHOULD BE RETURNED TO THE BOOKKEEPER AND SHORTAGES MUST BE REIMBURSED TO THE EMPLOYEE TRANSACTING THE PURCHASE.

VOIDING OUTSTANDING CHECKS

- LOST CHECK – USE STOP PAYMENT ORDER IF CHECK AMOUNT IS GREATER THAN STOP PAYMENT FEE.
- ON THE CHECK REQUEST FORM NOTE THE CHECK HAS BEEN VOIDED, THE DATE, AND THE REASON
- FOR REPLACEMENT CHECKS NOTE THE NEW CHECK NUMBER ON THE CHECK REQUEST
- THE AMOUNT OF THE VOIDED CHECK MUST BE ADDED BACK TO THE BALANCE OF THE APPROPRIATE SUB-ACCOUNT.
- IF THE VOID CHECK IS AVAILABLE IT SHOULD BE MARKED VOID AND THE SIGNATURE LINE CUT-OFF.
- THE CHECK SHOULD BE FILED.

RECEIVING CASH

- IN ORDER TO MAINTAIN CONTROL AT LEAST TWO PERSONS MUST BE INVOLVED IN THE FUNCTIONS OF COLLECTING, DOCUMENTING AND DEPOSITING



RECEIVING CASH



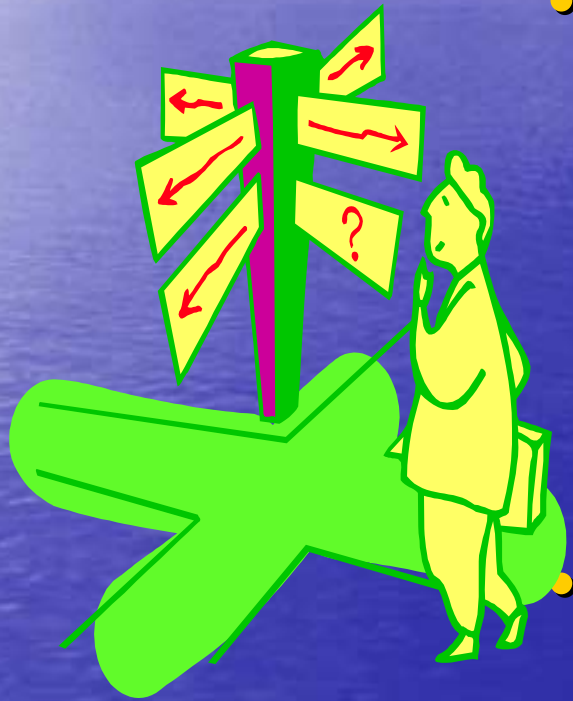
- A BOOKKEEPER CANNOT ACCEPT CASH THAT HAS NOT BEEN COUNTED
- AND THAT IS NOT PROPERLY SUPPORTED BY A COMPLETED CASH RECEIPT VOUCHER

RECEIVING CASH SEPERATION OF DUTIES

- WHEN ONE INDIVIDUAL COLLECTS MONEY, MAKES RECEIPTS, DEPOSITS MONEY, RECONCILES THE BANK STATEMENT AND UPDATES ACCOUNTING JOURNALS
- INTERNAL CONTROL OVER CASH RECEIPTS HAS BEEN IMPAIRED.



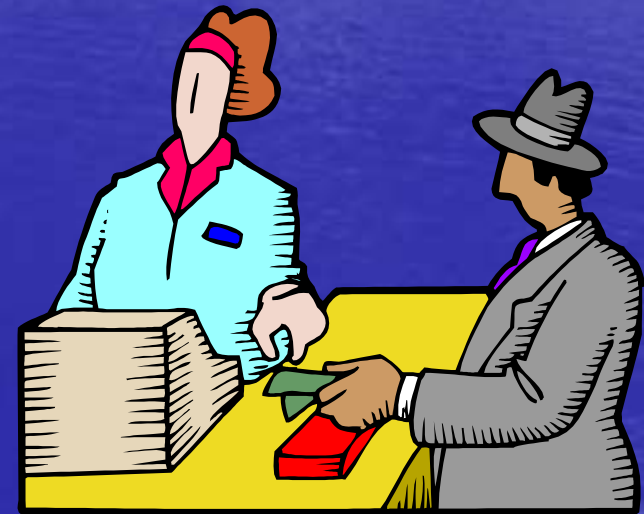
COLLECTIONS OF MONEY BY PERSONS OTHER THAN THE BOOKKEEPER



- TEACHERS, LIBRARIANS, AND OTHERS MAY COLLECT MONEY FOR SUCH ITEMS AS LOST BOOKS, FINES, STUDENT DUES, YEARBOOK AND OTHER SALES. CERTAIN PROCEDURES APPLY IN SUCH INSTANCES

COLLECTIONS OF MONEY BY PERSONS OTHER THAN THE BOOKKEEPER-CONT'D

- SPONSORS & OTHER EMPLOYEES MUST COMPLETE A "CASH RECEIPT VOUCHER" TO DOCUMENT THE ORIGIN OF FUNDS.
- MONEY/PAYMENTS COLLECTED FROM INDIVIDUAL STUDENTS MUST BE LISTED ON A SHEET OF PAPER. THE ORIGINAL LIST SHOULD **NOT** BE TURNED OVER TO THE BOOKKEEPER.



COLLECTIONS OF MONEY BY PERSONS OTHER THAN THE BOOKKEEPER-CONT'D

- SPONSORS SHOULD VERIFY THAT THE TOTAL ON THE LIST OF STUDENTS AGREES TO THE TOTAL ON THE CASH RECEIPT VOUCHER.
- THE ORIGINAL CASH RECEIPT VOUCHER MUST ACCOMPANY FUNDS COLLECTED WHEN TURNED OVER TO THE BOOKKEEPER.



COLLECTIONS OF MONEY BY PERSONS OTHER THAN THE BOOKKEEPER-CONT'D

- COLLECTIONS MUST BE SUBMITTED TO THE BOOKKEEPER DAILY; TEACHERS MAY NOT KEEP STUDENT FUNDS OVERNIGHT
- ALL MONEY MUST BE SUBMITTED TO THE BOOKKEEPER IN THE SAME FORM COLLECTED. NO CHECK CASHING.



RECEIPT OF MONEY BY THE BOOKKEEPER

- BOOKKEEPER WILL COUNT MONEY AND AGREE TO CASH RECEIPT VOUCHER
- PREPARE A RECEIPT AND ISSUE TO EMPLOYEE TURNING IN THE COLLECTIONS
- IMMEDIATELY ENDORSE CHECKS "FOR DEPOSIT ONLY".

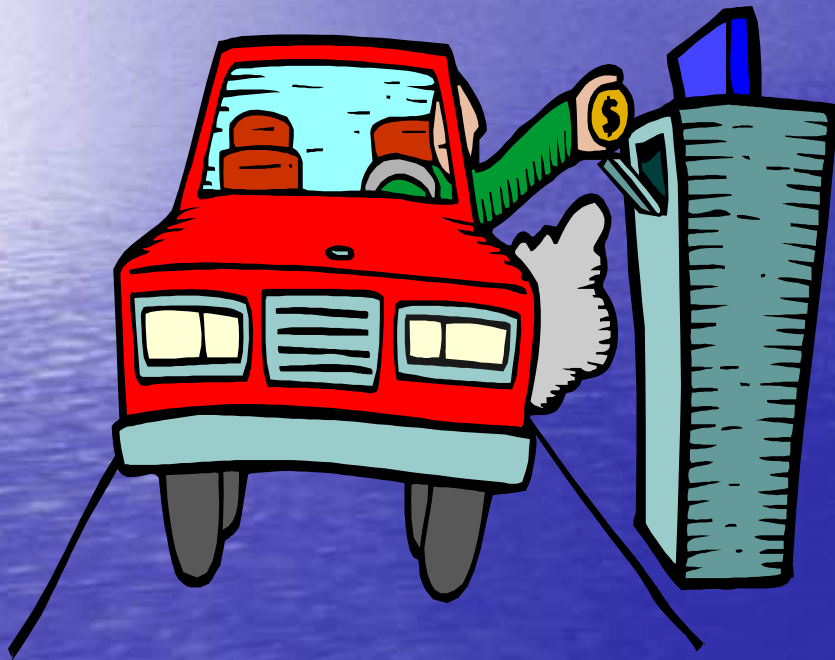
CASH RECEIPTS

- RECEIPTS WILL BE ISSUED IN TRIPLICATE
- RECEIPTS MUST BE PRE-NUMBERED
- RECEIPTS MUST BE USED IN CONSECUTIVE ORDER
- THE ORIGINAL RECEIPT IS RETURNED TO PAYEE
- THE 1ST COPY IS FILED WITH CAMPUS FINANCIAL RECORDS
- THE 2ND COPY REMAINS IN THE RECEIPT BOOK

CASH RECEIPTS-CONT'D

- RECEIPTS MUST BE PREPARED IN INK.
- RECEIPTS MUST BE LEGIBLE
- EACH RECEIPT MUST BE ISSUED TO NO MORE THAN ONE PERSON
- TO MAKE A CORRECTION TO A RECEIPT MARK IT VOID AND WRITE A NEW RECEIPT
- ALL COPIES OF VOID RECEIPTS MUST BE MAINTAINED.

BANK DEPOSITS



- MUST BE MADE DAILY UNLESS COLLECTIONS ARE \$100 OR LESS
- DEPOSITS WILL BE RECORDED TO THE DEPOSIT LOG
- DEPOSIT WILL BE RECORDED IN THE CASH RECEIPT AND DISBURSEMENT JOURNAL

RETURNED CHECKS

- A COPY OF THE CHECK WILL BE PROVIDED TO THE FACULTY SPONSOR TO COLLECT.
- THE CHECK AMOUNT WILL BE REVERSED FROM ACCOUNTING RECORDS.
- WHEN THE CASH IS COLLECTED THE ORIGINAL CHECK WILL BE RELEASED
- THE RECEIPT WILL INDICATE NSF REDEPOSIT

DOCUMENTING FUND RAISERS

- THE FUNDRAISER REPORT WILL BE USED TO DOCUMENT & AUTHORIZE AN ACTIVITY BEFORE BEGINNING THE ACTIVITY
- THE PRINCIPAL'S SIGNATURE IS REQUIRED
- ONCE SIGNED THE SPONSOR MAINTAINS CUSTODY OF REPORT UNTIL ACTIVITY IS COMPLETED.
- THE SPONSOR MUST COMPLETE THE REPORT WITHIN 10 SCHOOL DAYS OF THE CONCLUSION OF THE FUNDRAISING EVENT
- THE FUNDRAISER REPORT PROVIDES A RECORD OF RECEIPTS AND DISBURSEMENTS ASSOCIATED TO THE FUNDRAISER

DOCUMENTING FUND RAISERS –CONT'D

- REPORTS WHICH ARE INCOMPLETE AND INCORRECT SHOULD BE RETURNED TO THE SPONSOR
- IT IS THE RESPONSIBILITY OF THE FACULTY SPONSOR TO ACCOUNT FOR THE FUNDRAISER.
- ACTIVITY REPORTS WILL NOT BE COMPLETED BY THE BOOKKEEPER
- THE PRINCIPAL SHOULD USE THE ACTIVITY REPORT TO EVALUATE THE SUCCESS OF THE FUNDRAISER AND THE ABILITY OF THE SPONSOR TO ACCOUNT FOR THE MONEY RAISED.

SALES TAX

- PUBLIC SCHOOLS ARE EXEMPT FROM PAYING THE STATE SALES AND USE TAX
- EXEMPTION FROM PAYING SALES TAX DOES NOT RELIEVE PUBLIC SCHOOLS FROM THE OBLIGATION TO COLLECT SALES TAX ON TAXABLE SALES

TAXABLE SALES INCLUDE:

- SCHOOL PURCHASED SUPPLIES SOLD DIRECTLY TO STUDENTS INCLUDING ATHLETIC EQUIPMENT, UNIFORMS, T-SHIRTS, JACKETS & SCHOOL SUPPLIES
- FEES FOR MATERIALS WHEN THE END PRODUCT BECOMES THE POSSESSION OF THE STUDENT
- STUDENT PUBLICATIONS SUCH AS YEARBOOKS AND FOOTBALL PROGRAMS
- ARTICLES SUCH AS PENCILS, CUPS WITH THE SCHOOL LOGO
- BOOKS SOLD TO STUDENTS AT BOOK FAIRS

NON-TAXABLE SALES INCLUDE:

- ADMISSION TICKETS FOR EDUCATIONAL EVENTS AND SPORTING EVENTS.
- STUDENT CLUB MEMBERSHIP.
- SALES OF FOOD AND SOFT DRINK THAT ARE SOLD OR SERVED DURING THE REGULAR SCHOOL DAY
- SOLD OR SERVED BY A PARENT-TEACHER ASSOCIATION DURING A FUNDRAISER WHERE THE PROCEEDS DO NOT BENEFIT AN INDIVIDUAL.

NON-TAXABLE SALES INCLUDE:

- ADMISSION TICKETS FOR EDUCATIONAL EVENTS AND SPORTING
- SOLD BY A PERSON UNDER 18 YEARS OF AGE, WHO IS A MEMBER OF AN ORGANIZATION DEVOTED TO THE EXCLUSIVE PURPOSE OF EDUCATION AND GROUPS ASSOCIATED WITH PUBLIC OR PRIVATE ELEMENTARY SCHOOLS AS A PART OF A FUND-RAISING DRIVE FOR THE ORGANIZATIONS USE.
- NEWSPAPERS.

ONE DAY TAX FREE SALES

- EACH SCHOOL IN THE DISTRICT
- EACH ORGANIZATION WITHIN THAT SCHOOL.
- EACH OUTSIDE ORGANIZATION AFFILIATED WITH THAT SCHOOL.
- HAVE 2 ONE-DAY TAX FREE SALES DURING A CALENDAR YEAR.
- THIS RULE CAN ALSO BE APPLIED TO FUNDRAISERS WHEN THE DELIVERY IS MADE TO THE STUDENTS ON A SINGLE DAY.

REPORTING SALES TAX

- EACH ORGANIZATION, CLASS OR CLUB MUST REPORT ITS SALES TAX ONCE THE SALE IS CONCLUDED.
- A SALES TAX REPORT FORM MUST BE USED FOR EACH TAXABLE EVENT (PAGE A-9 CAMPUS & STUDENT FUND MANUAL)
- THE CAMPUS BOOKKEEPER WILL COMPLETE THE SALES TAX SUMMARY WHICH REPORTS THE TOTAL SALES, BOTH TAXABLE AND NONTAXABLE, HELD ON CAMPUS. (PAGE A-10 CAMPUS & STUDENT FUND MANUAL)

OTHER ISSUES

- SUPPLEMENTAL PAYMENTS TO EMPLOYEES FOR SERVICES – MUST BE MADE THROUGH THE DISTRICT PAYROLL SYSTEM.
- PAYMENTS TO NON-EMPLOYEES FOR CONTRACTED SERVICES – A CONTRACT FOR CONSULTANT SERVICES (CAMPUS & STUDENT FUND MANUAL PAGE A-12) MUST BE COMPLETED. THIS INFORMATION MUST BE SUBMITTED TO FINANCE DEPARTMENT AT THE END OF THE YEAR.

QUESTION & ANSWER

SOURCE: LISD CAMPUS & STUDENT ACTIVITY FUNDS
MANUAL REVISED NOVEMBER 2000