

MANAGEMENT SUPPORT

System of Funds and Accounts

The following guidelines shall be used in managing imprest accounts:

1. The amount of the school account shall be based on the highest amount of funds expended in one month.
2. Use of imprest funds shall be restricted to those obligations which cannot be handled by voucher.
3. Imprest funds may not be used to circumvent any laws related to purchasing.
4. All receipts which are submitted for reimbursement shall be dated and signed by the submitter.
5. Imprest accounts shall be reimbursed on a monthly basis.
6. Imprest accounts shall be balanced out at the end of the fiscal year.

The Associated Student Body Fund

The following guidelines shall be in effect in the operation of the respective associated student bodies:

1. The principal shall appoint the primary advisor to the ASB. He/she shall be responsible for designating advisors to the various student sub-group organizations affiliated with the ASB.
2. The principal shall be responsible for surveying the accounting functions to be performed at the building level. The building-level accounting procedures shall be consistent with the accounting functions performed at the district office level.
3. The ASB shall participate in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed.
4. The ASB shall approve all expenditures before money shall be disbursed from the fund.

5. Money cannot be raised and retained for personal use through ASB-related activities if there is any district expense, including use of staff, facilities, or materials.
6. ASB money is considered public money and may not be used for gifts or grants for charitable or scholarship purposes. Students may raise moneys privately for charitable or scholarship purposes. Such fund-raising activities are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities, or other district resources unless the district is fully reimbursed for all such costs. The principal shall have the authority to arrange for non-ASB funds to be held in trust in separate accounts in the fund, so long as students are informed in advance that a charge shall be made to cover the full cost of the service. The principal shall make such arrangements only when a significant number of his/her students are involved in a charitable fund-raising activity that in the principal's judgment reflects creditably on the generosity and humane spirit of the students.
7. Evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
8. ASB moneys must be on deposit with the county treasurer, with the exception of an imprest banking account and petty cash. Such funds shall be administered in the manner required by the regulations of the state board of education.

Management of District Bank Accounts

Moneys received for the district shall be handled as follows:

1. Receipts shall be given for all moneys received.
2. All moneys received by the district, except those received by the county treasurer on behalf of the district, shall be deposited in the district's transmittal account. Provisions shall be made for individual buildings to have access to night depository. In no case shall money remain in a building for more than 24 hours.
3. Receipts from special events shall be deposited intact; expenditures may not be made from receipts.
4. All moneys in the transmittal account shall be transmitted to the county treasurer no later than the first of each month. Such transmittal shall be accompanied by a report indicating the sums to be credited to each of the district's funds.

5. An accurate record shall be kept of all expenditures from each imprest account. Reimbursement to the maximum permitted shall be made to each imprest account by voucher each month.
6. Local audits of each imprest account shall be made on a surprise and unscheduled basis at least once per year. In addition, whenever there is a change of administrator, the imprest accounts which he/she administered shall be audited by the district.

Local Funds/General Fund

The following procedures are to be followed relative to the handling of cash receipts for deposit through the general funds:

1. Individual receipts must be prepared for each individual cash transaction.
2. All deposit slips should be accompanied by a list of the name of the maker of all checks listed on deposit slips.
3. Cash on hand for deposit to the general fund should not be used to cash personal checks.

ASB Accounting Procedures/Cash Receipts

The following procedures are to be followed relative to the handling of ASB cash accounting:

1. Receipts must be written for monies received. All cash received must be deposited intact in the appropriate bank account.
2. All deposits of associated student body monies, as a result of receiving personal checks, shall be accompanied by a list of the checks including the name of the maker.
3. Cash on hand shall not be utilized to cash personal checks.

Adoption Date: August 25, 1993

Revised Date: September 13, 2017