

ACCOUNTING AND CASH CONTROL GUIDELINES FOR INTERNAL ACCOUNTS

Activity Funds are used by Imlay City Community Schools to report revenues received and funds disbursed for various student groups. The school district acts as the receiving and paying agent for these groups. Any group wishing to set up a new fund should work with the Finance Office to establish the fund. Reports are generated monthly by the Business Office and distributed to the custodians of the account for review.

In no event shall cash be used to pay for goods and/or services. All monies collected will be deposited. Pay Orders must be filled out for payments.

Cash Receipts

- There shall be no commingling of activity fund money and personal money.
- All checks are to be issued to Imlay City Community Schools. Postdated checks may not be accepted and checks may not be cashed for anyone.
- No money shall be left overnight in desks, lockers, or other such equipment.
- A receipt from the Fundraiser Receipt Book, located at the school's main office, must be used to issue receipts for all monies received. The Fundraiser Receipt Book consists of three parts: white, pink, and yellow. Please follow these steps:
 1. The money is turned in by student or parent to the teacher. Issue a receipt from the Fundraiser Receipt Book and give the white copy to the payer.
 2. The yellow receipt copies from the Fundraiser Receipt Book must accompany the deposit, along with the Deposit Worksheet, with the Internal Accounts Deposit slip.
 3. The pink copy stays in the Fundraiser Receipt Book and the book is returned to the main office upon completion of the fundraiser.
- All funds shall be deposited daily by sending them directly to the Finance Office. **Do not wait until the fundraiser is over.** *Funds should be turned in daily.*
- Cash from fundraiser events should be counted by two people (adults), immediately after the event when possible.
- A Deposit Worksheet should be filled out by the account custodian and submitted with the money, the yellow receipts from the Fundraiser Receipt Book, and Deposit Slip to the building secretary or designated person at the time of count.
- Deposits must be neat and organized; checks are to be tallied with the calculated tape attached. Copies of all checks must accompany the deposit. Coins must be rolled.
- The Finance Office will verify the deposit and submit it to the bank weekly. The account will be credited on the day of the deposit and the yellow copy of the deposit slip will be returned to the account custodian.
- If there are any discrepancies with the deposit, the Finance Office will return the deposit back to the account custodian for review.

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Cash Disbursements

- Pay Orders must be filled out completely for payments to be issued. Invoices or receipts should be reviewed for accuracy and **must be attached** to the Pay Order. Statements are unacceptable and payments will not be issued from a statement, unless details of items purchased are listed.
- Checks will be issued once a week on Thursdays. All pay requests must be to the Finance Office by 4:00 on Wednesday for processing.
- All pay orders presented for payment must contain the approval signature of two individuals:
 1. The custodian of the account
 2. The immediate supervisor (principal, director, athletic director, etc.)

****No checks will be issued without two signatures****
- Payments to employees for services must run through payroll and will include all regular payroll deductions.
- Payments to individuals for services (other than employees) must provide their social security number and complete a W9 form. The Finance Office will issue a 1099 to any individual who exceeds the income of \$600.00 for services provided to Imlay City Community Schools within one calendar year. The IRS will also receive this report at year end.
- Any overdraft of an activity fund must be pre-approved by the Director of Business Services. Unauthorized overdrafts will result in a hold being placed on the account and no further checks will be issued until a resolution is reached.
- It is the responsibility of the custodian of the activity fund to maintain adequate records.
- Accounts must be reconciled monthly to the Business Office records.
- Please inform the Finance Office when a change of the account custodian occurs.

Accounting Recommendations

- The account custodian is responsible for record-keeping and should maintain a set of records that clearly report all accounting activities for each separate fundraising activity, ensuring that the funds are spent as they are intended.
- Funds should be reconciled with the Finance Office on a monthly basis.
- An annual budget should be developed and should be used as a tool to establish goals. The budget should be developed through a joint effort of teachers, students, and parents.
- Encourage students to use “good accounting practices” when managing funds. Excel is a wonderful tool for students to monitor fund activities.