



# WALLA WALLA PUBLIC SCHOOLS ACCOUNTING GUIDELINES

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### Forms

- Imprest Reimbursement Request
- Expenditure Authorization
- Merchandise Sales Report
- Fundraiser Check-Out Sheets
- Reconciliation/Deposit Form
- Fundraising Profit Analysis
- Fundraiser Final Reconciliation
- Accounting Guidelines Acknowledgement

These Walla Walla Public Schools (WWPS) Accounting Guidelines summarize the information contained in the Accounting Manual for Public School Districts in the State of Washington, WWSD Policy 6020 and Procedure P-6020 System of Funds and Accounts, WWSD Policy 3510 and Procedure P-3510 Associated Student Bodies, and are consistent with the WASBO ASB Procedures Manual. However, the above named Accounting Manual and Policies and Procedures take precedence over these WWPS Accounting Guidelines.

## I. Internal Controls

Objective: Good internal controls are a plan to:

- Safeguard Assets
- Insure accuracy and reliability of records
- Promote efficiency
- Insure adherence to managerial policies and state and federal laws

- A. Duties will be divided among staff if possible so that no one employee is responsible for authorizing, processing, recording, and reviewing a single transaction.
- B. Documentation shall be provided for all authorized transactions, accounting activity, and events; i.e., detailed receipts.
- C. Routine reconciliations must be independent if possible. Reconciliations are designed to insure that documents accurately reflect the value of the assets. These include monthly bank and petty cash reconciliations. All individual fundraising activities must be reconciled.
- D. Adequate security regarding cash, checks, pre-numbered documents, and fundraising products will be maintained.
- E. Records must be retained for audit purposes per the Washington State Records Retention Schedules.
- F. Known or suspected loss of public funds or other illegal activity must be immediately reported to the Business Office.

## II. Cash Handling

Objective: Good internal controls shall be in place for all cash transactions. All monies shall be receipted intact (i.e., a check may not be written to replace cash) and transmitted to the Secretary/Bookkeeper and then transmitted intact to the District Depository/Bank. Only one person shall have access to a cash box. If needed, additional cash boxes may be used. A Reconciliation/Deposit Form must be done for each cash box.

### A. Revenue receipting procedures:

1. Point of sale system receipts are numbered sequentially and have school name preprinted.
2. All money will be receipted in at the time of the collection.
  - a. Receipts are issued in numerical order.
  - b. Checks may not be cashed from ASB or other district monies.
  - c. Checks may not be made out for more than the amount of purchase.
  - d. Receipted monies may not be used to make change.
  - e. Cash, check, or credit card must be noted on receipt.
  - f. Description of item purchased will be noted on receipt.
  - g. Payer will be issued a receipt.

### B. Cash register procedures:

1. A change making fund may be established for the cash register or cash box.
2. All monies must be run through the point of sale system.
3. Checks must be for the exact amount of purchase. Change may not be given for checks.
4. Checks will be made out to WWPS or the school's ASB name.
5. Checks will be marked for deposit only.
6. Do not hold any person's check. Do not accept post-dated checks.
7. Cash register will remain closed between transactions.
8. An End of Period will be performed at the end of day to balance the cash register.
9. All discrepancies are to be documented.

### C. Deposit procedures:

1. All moneys shall be deposited within 24 hours of receipt, unless receipts do not exceed \$100. All funds will be deposited within 5 working days.
2. Deposit slip prepared per bank and district requirements.
3. Original deposit slip and money transmitted to bank.

4. Bank receipt retained in deposit book.
  5. Revenue Summary by Account report, with bank receipt attached, retained at the school.
- D. If a NSF check should be written then the customer will be contacted by the Secretary/Bookkeeper and asked for cash payment.
- E. Imprest Accounts:
1. The Account Custodian/Bookkeeper is the individual responsible for maintaining security of the monies and determining access.
  2. Disbursements shall include appropriate documentation; i.e., vendor invoices, receipts for goods, meal money voucher form, etc.
  3. Need to be balanced and reconciled monthly.
  4. All cancelled checks need to be voided and saved.
  5. Reimbursements shall be:
    - a. Requested at least monthly.
    - b. Replenished to the maximum permitted.
    - c. Signed by Account Custodian/Bookkeeper and Principal/Administrator.
    - d. Include the following documentation: date, vendor name, payment description, check number, amount, and budget number.

### III. Fundraising

Objective: The following procedures are necessary to ensure good accounting procedures and good internal controls over Fundraising activities.

- A. Procedures prior to sale:
1. Obtain fundraising approval from the Student Council and a school administrator.
  2. Obtain a copy of the fundraising procedures from the Secretary/Bookkeeper.
  3. Receive training on fundraising (including cash handling) from Secretary/Bookkeeper.
  4. Timeline and selling price established.
  5. Complete an Expenditure Authorization for merchandise.
  6. Merchandise accounted for per vendor invoice.
  7. Students informed of their responsibility.
  8. Timetable established for turning in money.
  9. Revenue shall be projected.

*Note: Purchases of merchandise for ASB fundraisers are exempt from sales tax. Contact the Business Office with any questions.*

- B. Procedures during daily sale:
1. Merchandise needs to be stored in a secured area.
  2. Individual records need to be maintained:
    - a. Merchandise Sales Report.
    - b. Fundraiser Check-Out Sheets.
  3. Advisor turns in money to Secretary/Bookkeeper intact (all checks and cash).
- C. Procedures after the sale:
1. Student Merchandise Sales Reports need to be verified when turned in.
  2. Unsold merchandise must be accounted for and safely secured.
  3. Files to be kept on each fundraiser:
    - a. Invoices, Expenditure Authorizations, receipts, student record sheets, and any other back up.
    - b. Record of an inventory of unsold items.
    - c. Any credit memos for returned merchandise.
    - d. Final reconciliation.
      - i. Fundraising Profit Analysis.
      - ii. Fundraiser – Final Reconciliation.

D. Procedures for Raffles/Gambling:

Raffles may be conducted as fundraisers only under certain Gambling Commission guidelines. Contact the Gambling Commission at 1-360-486-3440 or <http://www.wsgc.wa.gov/>.

#### IV. Inventory

Objective: Proper inventory procedures are needed for school stores, vending machines, and any product sales including fundraising.

- A. All merchandise must be reconciled to vendor invoice, noting any difference.
- B. School inventory should be in a secure area under lock and key. Only a limited number of persons are to have access to storage area.
- C. A physical reconciliation should be performed. It will depend on the size of the operation as to how many inventories should be done in a year. An Inventory Reconciliation Form should be completed and signed by the activity advisor and the Secretary/Bookkeeper. All differences need to be adequately explained and documented.

#### V. School Store

Objective: Good internal controls are needed while running a school store.

A. Supervision of Workers:

- 1. An adult will supervise student operations at all times.
- 2. A minimum of two persons will be present when a school store is in operation.
- 3. Segregation of duties is necessary for proper internal controls:
  - a. Workers need to be assigned specific duties such as:
    - i. Work register, take orders, receive cash from purchase, and make change.
    - ii. Second person gives product to customer and gives price to cashier.
  - b. Only one person will be responsible for cashier duties:
    - i. Cashier to receive correct amount.
    - ii. Cashier counts money and makes change before putting in cash register.
- 4. No free merchandise allowed to employees.
- 5. Eating and drinking by employees will not be allowed in the store.
- 6. All purchases by employees will be at end of shift and another employee will handle transaction.

B. Student Store Security:

- 1. Operations must be in secure surroundings where customers cannot reach money.
- 2. Student store supervisors will observe operations at all times.
- 3. Student store must be locked when not in business.
- 4. Only persons assigned to supervise school store will have keys.

C. Cash Handling:

- 1. Cash registers or the district's electronic point of sale system are recommended to track purchases and for inventory control.
- 2. Sales should take place only when store is open.
- 3. Receipt correct mode of payment – cash or check.
- 4. No sales are to be made on credit.
- 5. All sales must be rung up on cash register at the time of sale.
- 6. All checks need to be endorsed and only for sales amount.
- 7. All returns must be documented by store supervisor at the time of the transaction.
- 8. All over rings must be documented by the store manager at the time of the transaction.
- 9. Cash in store must not be used to make change or for personal use.
- 10. All cash will be counted at the end of each shift by a minimum of two persons; an adult will oversee cash counting. The two people counting cash will sign a Reconciliation/Deposit Form.
- 11. All cash receipts, including the Reconciliation/Deposit Form, will be submitted to the Secretary/Bookkeeper at end of each shift or delivered to the district's night bank depository.
- 12. No cash will be retained in school store when it is not in operation.
- 13. Secretary/Bookkeeper upon receipt of cash receipts will:
  - a. Count cash receipts and verify amounts with Reconciliation/Deposit Form.

- b. Enter monies received into the point of sale system. Attach receipt to the Reconciliation/Deposit Form and give copy to the school store activity advisor.
  - 14. The change fund in cash register will be returned to Secretary/Bookkeeper when store is not in operation.
- D. Permanent Records and Inventory:
- 1. All student store records will be retained per Washington State Records Retention Guidelines.
  - 2. An Inventory will be performed per Inventory Guidelines noted above.
  - 3. A School Store Profit and Loss Report will be filled out at least once a year by the activity advisor and reviewed by the Secretary/Bookkeeper and School Principal.

## **VI. Student Involvement/Parliamentary Procedures**

Objective: The following procedures are necessary to ensure consistency with all meeting minutes and documentation.

- A. Call to order
- B. Roll Call of members present
- C. Approval of Agenda
- D. Reading and approval of Minutes of last meeting
- E. Reports
- F. Unfinished Business
- G. New Business
- H. Program/Announcements
- I. Adjournment

Method used by members to express themselves should be in the form of motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- A. Call to order
- B. Second motions
- C. Debate motions
- D. Vote on motions