



Audit

Policy

After the close of the fiscal year (June 30th), an audit of all accounts be made annually by an independent, certified public accountant or the State Auditor's Office. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds.

Procedure

1. Fiscal year files are to be maintained accurately to include all deposits and check disbursements.
2. Bank account statements must be reconciled on a monthly basis.
3. The findings of the audit are reported to the District. In turn, the District prepares and publishes an audited statement of the financial condition of the District at the close of each fiscal year.

REPORT OF MONIES COLLECTED	
Date of Collection	03/07/19
Account Name & Number	6060 HOPE CHILD CARE
Signature of Person Collecting Money	

SOURCE OF COLLECTION	AMOUNT
Must attach receipts for cash & checks	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
TOTAL FOR DEPOSIT	\$ -

I certify that the above funds were received by me for deposit

Bookkeeper's Signature (or Designee)	Date

CHECK REQUISITION

Check Number: _____

Check Date: _____

Please make check payable to:

Amount of Check: _____

Vendor Tax ID: _____

These funds are being spent for the following:

Invoice #	Account # and Description	Purpose	Amount
-----------	---------------------------	---------	--------

Subtotal by Invoice _____

Total amount of check



Bank Reconciliations

Policy

All bank reconciliations are to be prepared by the Fiscal Specialist and reviewed/approved by the ECP Coordinator in a timely manner. Bank reconciliations should include, but are not limited to:

Procedure

1. A comparison of dates and amounts of daily deposits as shown on the bank statements with the cash receipts journal.
2. A comparison of inter-organizational bank transfers to be certain that both sides of the transaction have been recorded on the books.
3. An investigation of items rejected by the bank.
4. A comparison of canceled checks with the check register as to check number, payee, and amount.
5. An accounting for the sequence of checks both from month to month and within a month.
6. An examination of canceled checks for authorized signatures, irregular endorsements, and alterations.
7. A review and proper mutilation of voided checks.
8. Investigate and write off checks which have been outstanding for more than one year.
9. Completed bank reconciliations are reviewed by the ECP Coordinator and recorded in the Finance Department.
10. All documents kept in an orderly file for audit review.



Budgets

All forms are to be submitted to your assigned Education Specialist

CLASSROOM BUDGETS

Each classroom receives an allocation of funds to enhance educational experiences. These discretionary funds are dispersed twice per year and are to be used for materials and supplies needed to supplement the curriculum such as cooking ingredients, craft supplies, etc. In addition to using early learning vendors and Walmart, the program now has the option of accepting Amazon and Walmart online orders. Educational Specialists will approve all orders to ensure that items align with program standards and goals. Please submit orders as early as possible after funds are released.

Fund amount per classroom: Provided via email Fall/Spring

Form: Purchase order request

SUPPLEMENTAL REQUESTS

Specialty orders and items that can be used to supplement the classroom can be requested by submitting an item description along with a brief explanation of how the item will benefit our standards and our students. Depending on the nature of your request, there may be further action required on your part.

Form: Purchase order request

SPENDING PROCEDURES

The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy.

Wal-Mart in-store purchases require the completion and approval of the form, *Prior Approval Form for In-store Purchases*. Wal-Mart credit cards are available at each site. Send original receipt to Marisa Doherty/ Fiscal Specialist at Baker Center. If receipts are being sent from off-site location, please make a copy of the receipt for your records. Off-site locations do not need to provide the bookkeeper with a receipt.

Form: Prior Approval Form for In-store Purchases

md 1.4.2022



In-store Purchases

Policy

The authorization, handling and use of credit cards has been established to provide a convenient and efficient means to purchase goods and services from vendors. Credit cards, however, shall not be used in order to circumvent the general purchasing procedures established by State law and Board policy.

The Director of Finance maintains a control list containing the name of each person to whom a card is issued. Each card has an established credit limit maintained by the Director of Finance. He/she has the capability of accessing the online banking system to view purchases as they are made and their detail.

Procedure

1. The initiator of the request must obtain written approval prior to the purchase by completing the form, *Prior Approval Form for In-store Purchases*.
2. When approval has been obtained, the requestor needs to sign out the card.
3. The card must be returned and signed in during the same business day, unless authorization has been provided by the ECP Coordinator for extended use.
4. All receipts must be signed by purchaser and submitted to the Fiscal Specialist.
5. If receipts are being sent from off-site location, please make a copy of the receipt for your records.

Attachment

Prior Approval Form for In-store Purchases

Credit Cards

VISA Purchase Card/ Walmart/ Sam's/ Publix



PRIOR APPROVAL FORM for In-store Purchases

Date: _____

Employee Name: _____

Employee Number: _____

Work Location: _____

Vendor: _____

Purchase Description:

(List item(s) to be purchased)

Relevance to Program:

Budget Codes:

Authorization:

Date: _____



Internal Checking Account

Policy

In order to be responsible for all financial transactions including deposits and proper disbursements, receipts must be recorded for all monies collected on a daily transaction basis.

Procedure

1. A check requisition must be created using School Books software and authorized by the ECP Coordinator prior to printing a check.
2. At least two authorized check signers must be assigned on the Checking Account.
3. Daily collection of money made within 5 days of receipt not including bank holidays.
4. Reconcile all monthly transactions to the monthly bank statement in a timely manner.
5. A monthly and annual report must be submitted to Finance of the checking account using School Books software.

Attachments:

Monies Collected Form

Sample Check Requisition Form

REPORT OF MONIES COLLECTED	
Date of Collection	03/07/19
Account Name & Number	6060 HOPE CHILD CARE
Signature of Person Collecting Money	

SOURCE OF COLLECTION	AMOUNT
Must attach receipts for cash & checks	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
CHILDCARE RECEIPT# / CHECK#	
TOTAL FOR DEPOSIT	\$ -

I certify that the above funds were received by me for deposit

Bookkeeper's Signature (or Designee)	Date

CHECK REQUISITION

Check Number: _____

Check Date: _____

Please make check payable to:

Amount of Check: _____

Vendor Tax ID: _____

These funds are being spent for the following:

Invoice #	Account # and Description	Purpose	Amount
-----------	---------------------------	---------	--------

Subtotal by Invoice _____

Total amount of check



Petty Cash

Policy

Petty cash funds shall be accounted for separately from all other funds maintained. The amount of petty cash funds shall not exceed \$300 for the school.

Procedure

1. An itemized receipt for each expenditure shall be kept and submitted to receive reimbursement.
2. At no time shall these funds be used as a loan or advancement to any organization or person, including cashing of personal checks or for the purchase of equipment or the advancement of salary.
3. The Superintendent shall reimburse the funds from the budgetary accounts of schools and District departments when petty cash is exhausted.