

## **SPRING HILL ISD**

### **Student/Principals Activity Fund Accounting Procedures**

#### **Spring Hill ISD Campus Activity**

The campus activity bank accounts are set up for funds received through both the principal's offices and the student clubs/organizations. Funds generated through the principal's office are for fines, fees, donations and drink commissions. The student organizations generate funds through fundraisers and club dues. Each campus student organization will have its own sub-account within the main electronic accounting system, such as, Quicken for monitoring and reporting individual account balances. These accounts will be closely monitored by the campus principal. Club sponsors are responsible for counting money and giving to the campus secretary in bank deposit order. The secretary will count the money a second time in the presence of the sponsor and receipt the money at that time. The campus secretary is responsible for counting, receipting and depositing all money. Each campus has its own Quicken or other accounting system for posting both deposits and expenditures. Reports will be generated monthly for the board meetings. Records must be maintained for five years after the conclusion of the fiscal year in which the transactions occurred. A semi-annual comprehensive report is due each August 15 and January 15. These reports are as of July 31 and December 31 respectively. This report will include a list of each deposit, and each disbursement by account title along with beginning and ending balances for each account. It must also be approved by the principal and each club sponsor. Special care must be taken to ensure that these amounts are equal to the monthly report.

#### **Check Processing**

Each club/organization sponsor will have paper requests and invoices to present to the campus principal for payment approval. These requests with the principal's signature and the invoice are then given to the secretary for processing. After processing and posting the checks to the campus electronic accounting system, copies of the checks are attached to the request and invoices, and filed in the office.

### **Reimbursements Form Budgeted Accounts**

In the event that funds are advanced for items from the campus activity funds that are eligible for reimbursement from the regular budgeted accounts, the reimbursement request must include receipts/invoice and a copy of check from the activity fund.

### **Payment for Services (1099's)**

There are individuals who are paid for special services such as, summer camp directors, flag team/drill team choreographers, UIL judges, tournament workers and officials, etc. If these individuals are not school employees, they are listed on an excel spreadsheet for 1099 purposes with the date and dollar amounts listed. The spreadsheet is generated from January 01 through December 31 and consists of total amounts paid during that year. This is printed and given to the Payroll Office to generate 1099's at the end of the year. If a request is received to pay a school employee, this request is given to the Payroll Office and the check is generated with payroll. The club/organization then reimburses payroll for the amounts paid to school employees.

### **Return Checks**

All return checks are processed and posted to the proper activity account at the campus level. Copies are printed and sent to the individual sponsors for collection. The campus secretary is responsible for posting to the electronic accounting system.

### **Miscellaneous Revenues**

Miscellaneous revenues such as, vendor donations are deposited and posted to the individual campus principal's activity fund.

**Petty Cash Funds** may be established at the discretion of the principal for the purchase of small, or miscellaneous items. The petty cash balance will never exceed an amount of \$200.00. Invoices and/or receipts are required for documentation and must be obtained for all petty cash expenses. At no time will checks be cashed from the petty cash. A written **Petty Cash Request** for petty cash must be presented to the building principal for approval. This request must be dated, and signed by the teacher and the approving principal with a short comment stating the reason for the request. The campus secretary will keep a separate **Petty Cash Ledger** showing who requested the petty cash, the amount, and the date cash or receipts were

Up-Dated June 2017

returned. If cash is returned, a numbered **Petty Cash Receipt** will be issued by the campus accounting secretary.

**Spring Hill Education Foundation** is an organization which teachers from the individual campuses apply for a grant for classroom equipment. The foundation is made up of officers and committees who created their own by-laws that are strictly enforced by the officers. The teachers must fill out applications with attached bid sheets from exact vendors for exactly the equipment and dollar amount requested. Once all grants have been approved, the Spring Hill Education Foundation will issue individual campus checks for the approved grants. The Education Foundation has its own accounting system, banking system. The proceeds for these school grants are strictly from private donations and Education Foundation fundraisers.

**Bank Statement** reconciliations are processed at the campus level by the campus secretary, and monthly reconciliation reports are generated for the monthly school board meetings.

### **End of Year Processing**

On August 31 of each year, a detailed report of all revenues and expenditures is generated to include all transactions from September 01 through August 31 of that accounting year. This report is for both the campus and the district auditors.

Up-Dated June 2017

**Campus Personnel**

High School

Principal – Rusty Robinett

Secretary – Sandra Baskin

Junior High

Principal – David Lynch

Secretary – CeCe Barnard

Intermediate

Principal – Dana Robertson

Secretary – Kim Campbell

Primary

Principal – Deanna Turner

Secretary – Paula Willis

Central Office Activity

Edith Benton