

WASHINGTON COUNTY SCHOOL DISTRICT FINANCE & ACCOUNTING MANUAL

SCHOOL BANK ACCOUNTS

LAST UPDATED: SEPTEMBER 2016

All schools should have one checking account. It is up to the Principal to determine which financial institution to use. Financial institutions must be qualified under the Utah Money Management Act.

The account is to be reconciled promptly every month. The reconciliation should be performed by a Finance Secretary or another competent employee who has been designated by the Principal. The reconciliation should be reviewed and signed by the Principal (usually by the 20th of the following month). Except for certain pre-approved situations, the person who performs the reconciliation should not be the same person who has custody of the check stock and who prepares and issues the checks.

In order to enhance financial control, all schools receive cancelled checks along with their monthly checking account statements or good quality copies of canceled checks. If your school is not currently receiving canceled checks or copies, request that your financial institution send them to you.

Checking accounts that would be inappropriate include:

- District departmental accounts
- Joint school accounts with PTA or school community groups
- Bookstore/school store accounts
- Booster club accounts
- School community group accounts
- Personal/individual accounts

Faculty members of a school will have a separate checking account for faculty dues. These accounts should be funded solely by faculty dues and reconciled by faculty members. Neither the principal nor the school financial secretary is to be a signer on the account or have other responsibilities for this checking account. This separate account must not use the District's tax identification number.

Savings and Investment Accounts

Utah State Law Section 51 requires that all monies invested by public entities be in compliance with the Utah Money Management Act.

In order to maximize interest earnings, any excess funds not needed for immediate use may be invested in a "sweep account," a higher yielding savings account, or a "certificate of deposit" with a twelve month or less maturity if interest earnings are projected to exceed fees charged for establishing such an account.

Any school that wishes to invest its excess funds in any investment vehicle other than those mentioned above must contact the Business Administrator prior to placing the monies to ensure compliance with State law.

Credit Accounts

It is against district policy for schools or district departments to have credit accounts that have not been approved by the Business Administrator.

If charge accounts are deemed necessary by a principal or District Administrator, then they may be used under the following conditions:

- The charge account must have prior approval by the Business Administrator.
- The account is opened in the school or program name, not the District's name. All charges on the account are the responsibility of the principal or administrator over the account.
- The credit application is signed by the school principal or District administrator. Only those people making frequent purchases should be authorized to sign on the charge account.
- Students should never be sent to sign for a purchase on a charge account.