

WASHINGTON COUNTY SCHOOL DISTRICT FINANCE & ACCOUNTING MANUAL

SCHOOL LEDGER ACCOUNTS (Secondary Schools)

LAST UPDATED: SEPTEMBER 2016

The following programs are those most frequently used by schools. These programs are specific to Fund 21 and do not relate to programs with the same number at the district level. Care should be taken in selecting the appropriate program. In addition to these programs, there are many more programs that may be used by the schools. A full listing of these programs can be found on the Business Department's webpage.

General School Account (program 2000)

The general account should be used to track expenditures that are made to support the general student population. One may think of this account as the student miscellaneous account where items purchased must either directly or indirectly benefit students. This account should not be used for faculty or staff treats, food, gifts, perks, etc. Examples of charges this account can receive are:

- School supplies and textbooks not being reimbursed by the District.
- Equipment that supports the basic instructional program.
- Student assemblies in support of the instructional program.
- Some staff inservice, inasmuch as it also supports the basic instructional program.
- Transportation to music festivals, math and language contests, and other types of student travel that are an outgrowth of the basic instructional program of the school.
- The support of student recognition programs such as National Honor Society, Student of the Month, and other student recognition programs that build incentives of excellence and support student achievement. Where possible, this type of activity should be held at the school.

Administrative Account (program 2001)

This account should be used for items which the principal feels are appropriate and necessary. Purchases from this account must still follow normal purchasing procedures. It may be used for items such as student incentives, seminar registration, professional organization dues, crowd control uniforms, cost of sending an Assistant Principal on a student trip, etc.

Staff rewards and recognitions should be coded to this program. Expenditures for these items should follow the following guidelines established in Administrative Letter #74:

All staff appreciation expenditures should be coded to this program. Expenditures for employee breakfasts, lunches, snack foods, & treats must follow Administrative Letter #85.

District Allocations (program 2025)

These accounts are used to record any financial transactions between the school and District. Usually those transactions are purchases made with school monies, which are then submitted for reimbursement from the District. Reimbursement accounts should be monitored closely so that the balance, generally negative, does not become too large. Purchases qualifying for reimbursement should be submitted frequently.

District Allocation accounts should be reconciled on a regular basis to ensure that items have been properly coded and tracked. The balance in the program should equal the claims that have not been submitted to or paid by the District.

Payments received from the District for reimbursement should be recorded as income in the District Allocation program only.

Whenever possible, schools should limit the use of District Allocation accounts and instead use a district purchase order or district credit card so the district may pay for the item directly. Doing so eliminates unnecessary and time consuming steps.

Vending Accounts (programs 2095-2099)

Building administrators have three options regarding vending machines. 1) self-service; 2) full-service; or 3) none at all.

Self-service vending machines are those where employees have responsibility for purchasing, stocking, receiving, counting, depositing, and paying sales tax on the vending machine. If this option is chosen, all of the following are strongly encouraged:

- The vending machine keys should be kept by a single individual (probably the building administrator)
- A key is then handed to two individuals (the building administrator may be one) who collect the funds from the machine, count and prepare the deposit.
- Two people should verify funds deposited by:
 - Taking beginning inventory on hand as of last deposit date
 - Adding purchases of inventory
 - Subtracting ending inventory on hand as of current deposit date
 - Subtracting free cans handed out (if applicable)
 - Then multiplying by sales price
- Two people should restock the machine
- Ensure sales tax is paid on purchases

Full-service vending machines are those where the vending company has responsibility for all aspects of the machine. The vendor sends a check to the school for its commission. Schools should deposit these checks into the school checking account, recording them to a separate vending account (programs 2095 – 2099), the Administrative account, or the general school account.

CTE Class Accounts (programs 2500 – 2599)

Because the secondary school's CTE classes (e.g. art class, wood shop, automotive repair, etc.) require supplies be consumed by the students a "resale" procedure is set up. The following outlines these procedures.

- The teacher prepares a price list of how much to charge students for supplies used. The prices should be minimal. Included on this price list is the class fee that is charged and what it covers (usually the minimal class supplies a student will use during the class). This price list is handed out to the students at the beginning of the term.
- The student pays the class fee (usually nominal) to the main office (never to the teacher).
- The student brings the receipt from the main office to the CTE teacher.
- The teacher logs in that the student paid the class fee.
- If the student desires to do a class project requiring more than the minimal class supplies covered by the class fee:
 - The student pays the additional amount to the main office (never to the teacher).
 - The student brings the receipt back to the teacher who logs in the amount paid.
 - The teacher distributes the supplies purchased to the student.
- Throughout the year, but especially at year-end, the following individuals meet to review the amounts charged to these resale accounts: the class teacher, the financial secretary, and the Principal.
- If the class made a profit from the resale items, then the required class fees are reduced. If the class lost money on the resale items, then the required class fees are increased.

For items made, or services rendered, and then sold to patrons, teachers, or students, the amount charged should be paid at the main office. The main office gives the person a receipt who then brings it to the class teacher who gives the person the item purchased. For example, if an automotive shop repairs a patron's car, the patron is charged a minimal amount for the service. The patron pays for the repairs at the school's main office, never to the teacher. The patron returns the receipt to the shop teacher who then releases the car and the car keys to the patron.

Charitable Fundraisers (program 3690-3699)

These accounts are used to collect money for charity (e.g. Sub for Santa). In order to limit the chance of fraud, it is recommended that donations be given to an organization in the business of managing and distributing charitable contributions such as The Road Home, Make-A-Wish Foundation, Utah Food Bank, etc. rather than benefiting an individual or family.

If a school chooses to donate fundraised money, or items purchased with fundraised money, directly to the recipient(s), a committee should be formed to select the recipient(s) to minimize criticism of the selection process. A standard approval form is required in instances where fundraiser proceeds, or items purchased with the proceeds, are given directly to the recipient(s). The form must be filled out completely and sent to an Assistant Superintendent for approval.

Money raised for a charitable purpose is restricted for that purpose and should not be used to supplement other school programs.

Drivers Education (liability account program 1010)

This accounts is used to collect drivers education fees charged to students. Fees collected must be turned into the district on a quarterly basis.

Textbook Fees (liability account programs 1015)

This account is used to track student textbook fees. Fees collected must be turned into the district on a quarterly basis.

Lunch Account (liability account program 1200)

The purpose of the lunch account is to receipt lunch monies collected from students over a month's time. At the end of each month, all monies should be removed from this account and sent to the Food Services department. At the end of any given month the balance in this account should be \$0.00. On rare occasions, a timing difference may exist between the amount showing on the school lunch manager's records and the school financial secretary's records. Such a difference should be minimal, reconcilable, and cleared up the following month.

Other Student Accounts

A school may set up any other student club or activity account that is appropriate. There is no limit to the number of accounts that may be used but the number of accounts should be manageable by the secretary. When setting up a new program, care should be taken to use a program number within the correct range. Please call Accounting for assistance.