
HIGH SCHOOL BOOKKEEPING PROCEDURES (APAR-P014)

Milford Public School District

1.0 SCOPE:

- 1.1 Specific bookkeeping procedures for High School group/club/athletic funds administered directly by each High School. (specific instructions in addition to APAR-P001 & APAR-P002)

The on-line version of the procedure is official. Therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Chief Operations Officer
- 2.2 Business Office Grants Dept.
- 2.3 Principal of School or appropriate Administrator(s)
- 2.4 School Bookkeeper
- 2.5 Student Activity Program or Club Advisor

Authorized Signature on File

Signature _____

Date _____

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 MPS: Milford Public Schools
- 4.2 StudAct: Student Activity Funds
- 4.3 PO: Purchase Order
- 4.4 IRS: Internal Revenue Service
- 4.5 ID: Identification

5.0 PROCEDURE:

- 5.1 Collecting/Depositing Funds
 - 5.1.1 Coaches/Advisors are responsible for money collected and handling of funds as well as all recordkeeping regarding each student's payment. They are also responsible to collect payment and bank fees for any checks returned by the bank for any reason. Please note that bank fees and uncollected funds become the financial responsibility of the individual group/organization.
 - 5.1.1.1 At the discretion of the School Administrator, class officers/team captains may be designated to handle money.
 - 5.1.1.2 A written list of students designated must be provided in advance to the bookkeepers.
 - 5.1.2 Funds are to be turned in to the bookkeeper daily or the next business day if the event happens after close of business day.

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- 5.1.3 Money is to be totaled by activity/purpose (for ex: gate receipts from baseball are not to be totaled with other baseball funds such as fundraisers or with other sports gate receipts).
 - 5.1.3.1 If the funds are from a fundraiser, a copy of the approved fundraising form ADM-F012 and student fundraiser cash report form ADM-F013 are to be turned in with the funds.
 - 5.1.3.2 If the funds are from sale of tickets for a specific event or receipt of a fee paid such as class dues, etc. a copy of APAR-F020 listing the specific ticket numbers issued is to be turned in as back up.
 - 5.1.3.3 Money is to be separated into bundles of like denominations.
 - 5.1.3.4 Bills will be re-counted by the bookkeeper in the presence of the designated person(s).
 - 5.1.3.5 Loose change will be counted by a coin counting machine at the bank and that count will become the 'true' value of coin deposited. Any damaged or unacceptable coins (for ex: Canadian coins) will be returned to the group advisor.
 - 5.1.3.6 A cash receipt will be given specifying for coins and currency turned in and noting the club/organization turning in the funds. This total may change due to 5.1.3.5 above.
- 5.1.4 Checks are the preferred method of payment whenever possible.
 - 5.1.4.1 Checks are to be made payable to the high school – J A Foran HS or J Law HS – not individual student activity club/group names or they will not be accepted by the bank.
 - 5.1.4.2 Please use the memo portion of the check to designate the student's name and/or student activity club/group/purpose.
 - 5.1.4.3 Never request or accept checks made payable to "cash".
- 5.2 Requesting Purchase Orders and Payments
 - 5.2.1 NO order is to be placed without obtaining necessary administrative/department approval and receipt of a purchase order number to be given to the vendor.
 - 5.2.2 See the bookkeeper prior to placing an order for food, merchandise or any services, including police and fire staff for specific events to obtain a purchase order number for the purchase.
 - 5.2.2.1 A specific list or description of items/services needed and the cost of same must be provided at time purchase order is requested.
 - 5.2.2.2 The bookkeeper will require a completed new vendor form # PUR-F004 if this is the first time this vendor/supplier has been used.

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- 5.2.2.3 A properly completed IRS Form W9, Request for Taxpayer ID# must be on file before a check is processed. This blank form may be obtained through the bookkeeper in printed form or in PDF format. It is also available at www.IRS.gov. It is the responsibility of the club advisor/requestor to request this information be provided when they place their order.
- 5.2.2.4 If a hard copy purchase order is required by the vendor, please see the bookkeeper and provide specific details of items being ordered as back-up for the purchase order. The completed purchase order will be returned to the advisor to forward to vendor/supplier.
- 5.2.2.5 If the vendor requests proof of our tax exempt status or our tax exempt certificate, please contact the office of the Chief Operations Officer at 203-783-3405. They will complete and forward this information as needed.
- 5.2.3 An invoice or contract/written quote is required from all vendors before a check is processed. This document is to include the PO number issued prior to purchase whenever possible.
 - 5.2.3.1 The invoice/contract/quote/receipt must include a detailed description of items/services ordered, a total of products being ordered/purchased as well as the name of the provider.
 - 5.2.3.2 Gift cards may ***not*** be purchased to purchase other products or services.
 - 5.2.3.2.1 With proper authorization, gift cards ***may be*** purchased as 'awards/prizes' for a properly authorized / pre-approved purpose. A list of recipients should be turned in with the receipts as part of the documentation required by our accountants.
- 5.2.4 Personal reimbursements are strongly discouraged though sometimes necessary. Please see the bookkeeper regarding this before making purchase for approval and instructions.
 - 5.2.4.1 Original receipts must be turned in for any/all reimbursements.
 - 5.2.4.2 Invoices/receipts must be itemized, including the details of the purchase and name of place purchased.
 - 5.2.4.3 Proof of payment must be shown on receipt (i.e., the balance due would show \$0 if paid) or with credit card receipt showing amount paid equal to the items purchased at same location (you may black out your credit card number on receipt).
 - 5.2.4.4 A properly completed form W9 is required for all individuals/employees requesting a reimbursement. Reimbursement will not be provided without this completed form.

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- 5.2.4.4.1 Please note: MPS's tax ID # is not to be used on this form by individuals. That number is only for the use of MPS and payments made to or by MPS.
- 5.2.5 A properly completed check request voucher form must be turned in with the *original* invoice/contract/written quote/receipt, purchase order number issued and packing list if one is provided for check processing. This check request form must be completed and signed by the coach/advisor.
 - 5.2.5.1 Special instructions must be noted on the check request voucher, for example: return to requestor, do not mail, rush, etc.
- 5.2.6 Once the check request voucher has been received by the bookkeeper with all necessary documentation and information, please allow a reasonable amount of time for processing – usually 2-3 business days.
- 5.2.7 If the above procedures are not followed, payments may be delayed or denied.
- 5.3 Fundraising Procedures and Forms
 - 5.3.1 A completed and approved fundraising approval request form ADM-F012 stating a specific objective for the profits of the fundraiser is used as back up when requesting a purchase order or check (see instructions in section 5.2).
 - 5.3.2 A completed fundraiser cash report form ADM-F013 is turned in with the cash for deposit when funds are turned in to bookkeeper (see instructions in section 5.1).
 - 5.3.3 If the fundraiser involves sale of tickets, form APAR-F020 is to be turned in with the deposit and related paperwork along with any voided or extra tickets.
- 5.4 Please contact your high school bookkeeper or school administrator directly if you have additional questions regarding these forms and procedures.
- 5.5 Please be sure that 'individualization' at each school does not contradict existing MPS policies and procedures or general accounting rules required by our auditors.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Student Activity Funds Procedure APAR-P001
- 6.2 Student Activity Funds Recordkeeping Procedure APAR-P002
- 6.3 Student Activity PO Request Form APAR-F006 (or individualized school form)
- 6.4 Student Activity Check Request Form APAR-F004 (or individualized school form)
- 6.5 Student Activity Deposit Record Form / Bank Receipt APAR-F016 (or individualized school form)
- 6.6 Procedure for Student Fundraisers ADM-P011
- 6.7 Approved Student Fundraiser Form ADM-F012

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6.8 Student Fundraiser Cash Report Form ADM-F013

6.9 Student Activity Vendor Request Form PUR-F004

6.10 Student Activity Ticket Sales Form APAR-F020

6.11 IRS Form W9

6.12 Vendor Invoices / Quotes / Receipts

6.13 Cash Receipt Form (individualized school form)

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
PO Request Form	Each High School	6 years	Trash	School Storage Area(s)
Check Request Form	Each High School	15 years	Trash	School Storage Area(s)
StudAct Vendor Request Form	Each High School	6 years	Shred	School Storage Area(s)
Vendor Invoice	Each High School	15 years	Trash	School Storage Area(s)
Deposit Form / Bank Receipt	Each High School	6 years	Trash	School Storage Area(s)
Student Fundraiser Form	Each High School	15 years	Trash	School Storage Area(s)
Student Fundraiser Cash Receipt Form	Each High School	15 years	Trash	School Storage Area(s)
Cash Receipt Form	Each High School	15 years	Trash	School Storage Area(s)
IRS Form W9	AP Business Office	6 years	Shred	Locked Office
QuickBooks Program	Electronic	Permanent	N/A	Electronic

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Revision #:</u>	<u>Description of Revision:</u>
06/25/2013	A	Initial Release

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