



WALLA WALLA PUBLIC SCHOOLS ASB and ACCOUNTING GUIDELINES

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Forms:

- Imprest Reimbursement Request
- Deposit Form
- ASB Purchase Request
- Ticket Sales Report
- ASB Fundraising Request & Proposal
- Club Advisor/Coach Acknowledgement of ASB Fundraising Responsibilities
- School Fundraiser Permission Form
- ASB Fundraiser Check-Out & Check-In Form
- ASB Fundraiser Final Reconciliation

These Walla Walla Public Schools (WWPS) Accounting Guidelines summarize the information contained in the Accounting Manual for Public School Districts in the State of Washington, WWSD Policy 6020 and Procedure P-6020 System of Funds and Accounts, WWSD Policy 3510 and Procedure P-3510 Associated Student Bodies, and are consistent with the WASBO

ASB Procedures Manual. However, the above named Accounting Manual and Policies and Procedures take precedence over these WWPS ASB and Accounting Guidelines.

I. Internal Controls

Objective: Good internal controls are a plan to:

- a. Duties will be divided among staff when possible, so that no one employee is responsible for authorizing, processing, recording, and reviewing a single transaction.
- b. Documentation shall be provided for all authorized transactions, accounting activity, and events; i.e. detailed receipts.
- c. Routing reconciliation must be independent when possible. Reconciliations are designed to insure that documents accurately reflect the value of the assets. These include monthly bank and petty cash reconciliations. All individual fundraising activities must be reconciled.
- d. Adequate security regarding cash, checks, pre-numbered documents, and fundraising products will be maintained.
- e. Records must be retained for audit purposes per the Washington State Records Retention Schedules.
- f. Known or suspected loss of public funds or other illegal activity must be immediately reported to the Business Office.

II. Cash Handling

Objective: Good internal controls will be in place for all cash transactions. All monies will be receipted intact (i.e., a check may not be written to replace cash) and transmitted to the secretary/bookkeeper and then transmitted intact to the district depository/bank. Only one person will have access to a cash box. If needed, additional cash boxes may be used. One reconciliation/deposit form will be done for each cash box.

- a. Revenue receipting procedures:
 - i. Point of sale system receipts are numbered sequentially and have school name pre-printed.
 - ii. All money will be receipted in at the time of collection.
 1. Receipts are issued in numerical order.
 2. Checks may not be cashed from ASB or other district monies.
 3. Checks may not be made out for more than the amount of purchase.
 4. Receipted monies may not be used to make change.
 5. Cash, check, or credit card must be noted on receipt.
 6. Description of item purchased will be noted on receipt.
 7. Payer will be issued a receipt.
- b. Cash register procedures:
 - i. A change making fund may be established for the cash register or cash box.
 - ii. All monies must be run through the point of sale system.
 - iii. Checks must be for the exact amount of purchase. Change may not be given for checks.
 - iv. Checks will be made out to WWPS or the school's ASB name.
 - v. Checks will be marked "for deposit only".
 - vi. Do not hold any person's check. Do not accept post-dated checks.
 - vii. Cash register will remain closed between transactions.
 - viii. An "End of Period" will be performed at the end of day to balance the cash register.
 - ix. All discrepancies must be documented.
- c. Deposit procedures:
 - i. All monies must be deposited within 24 hours of receipt, unless receipts do not exceed \$100. All funds must be deposited within 5 business day.
 - ii. Deposit slip will be prepared per bank and district requirements.

- iii. Original deposit slip will be taken to the bank with the money. Request duplicate receipts.
- iv. One bank receipt retained in the deposit book.
- v. One bank is receipt attached to a “Revenue Summary by Account” report and retained at the school.
- d. If an NSF check is returned to WWPS, the customer will be contacted by the Secretary/Bookkeeper and asked for cash payment.
- e. Imprest accounts:
 - i. The account custodian/bookkeeper is the individual responsible for maintaining security of the monies and determining access.
 - ii. Disbursements will include appropriate documentation; i.e., vendor invoices receipts for goods, meal money voucher form, etc...
 - iii. Need to be balance and reconciled monthly.
 - iv. All cancelled checks need to be voided and saved.
 - v. Reimbursements will be:
 - 1. Requested at least monthly.
 - 2. Replenished to the maximum permitted.
 - 3. Signed by account custodian/bookkeeper and principal/administrator.
 - 4. Include the following documentation: date, vendor name, payment description, check number, amount, and budget number.

III. Fundraising

Objective: The following procedures are necessary to ensure good accounting procedures and good internal controls over fundraising activities.

- a. Procedures prior to sale:
 - i. Obtain a fundraising packet form the secretary/bookkeeper.
 - ii. Obtain fundraising approval from the student council and school administrator by completing the ASB Fundraising Request & Proposal Form. This form will include projected revenue and expenditures.
 - iii. Review and sign Club Advisor/Coach Acknowledgement of ASB Fundraising Responsibilities form with secretary/bookkeeper.
 - iv. Establish timeline and selling price
 - v. Complete an ASB Purchase Request for inventory/merchandise. Merchandise for ASB fundraisers are exempt from sales tax. Please contact the Business Office with any questions.
 - vi. Verify inventory/merchandise per vendor invoice.
 - vii. Students/Parents will be informed of their responsibilities by signing the School Fundraiser Permission Form.
 - viii. Establish timetable for turning in money collected.
- b. Procedures during daily sale:
 - i. Merchandise will be stored in a secured area.
 - ii. Individual records will be maintained:
 - 1. Fundraiser Check-Out & Check-In Form
 - 2. Ticket Sales Report
 - iii. Advisor will turn in money collected to the secretary/bookkeeper intact (all cash and checks).
- c. Procedures after the sale:
 - i. Student Fundraiser Check-Out & Check-In Form will be verified when turned in.
 - ii. Unsold inventory/merchandise will be accounted for and safely secured.
 - iii. Files will be kept for each fundraiser and will include:
 - 1. Invoices, ASB Purchase Requests, receipts, student record sheets, and any other supporting documentation used.

2. Record of unsold inventory/merchandise.
 3. Credit memos for returned merchandise.
 4. ASB Fundraiser Final Reconciliation Form. This form includes fundraiser profit analysis and fundraiser evaluation.
- d. Procedures for raffles/gambling:
- i. Raffles/gambling is considered at the high school level only.
 - ii. Raffles may be conducted as fundraisers only under certain Gambling Commission guidelines. An application may be required. Contact the secretary/bookkeeper to obtain information. Regulations may be viewed at <http://www.wsgc.wa.gov/>.

IV. Inventory

Objective: Proper inventory procedures are needed for school stores, vending machines, and any product sales including fundraising.

- a. All merchandise will be reconciled to vendor invoice, noting any differences.
- b. School inventory will be in a secure, locked area with limited access by students and staff.
- c. A physical reconciliation will be performed routinely. All inventory reconciliations will be completed and signed by the activity advisor and the secretary/bookkeeper. Differences will be noted and adequately documented.

V. School Store

Objective: Good internal controls are needed while running a school store.

- a. Supervision of workers:
 - i. An adult will supervise student operations at all times.
 - ii. A minimum of two persons will be present when a school store is open for business.
 - iii. Segregation of duties is necessary for proper internal controls:
 1. Workers need to be assigned specific duties such as:
 - a. Work register, take orders, receive cash for purchase, and make change.
 - b. Second person gives product to customer and gives price to cashier.
 2. Only one person will be responsible for cashier duties:
 - a. Cashier to receive correct amount.
 - b. Cashier counts money and makes change before putting in cash register.
 - iv. No free merchandise is allowed for employees of the student store.
 - v. Eating and drinking by student store employees is not allowed in the store.
 - vi. All purchases by student store employees will be at the end of the shift and another student store employee will handle the transaction.
- b. Student store security:
 - i. Operations must be in secure surroundings where customers cannot reach money.
 - ii. Student store supervisors will observe operations at all times.
 - iii. Student store will be locked when not open for business.
 - iv. Only persons assigned to supervise school store will have keys.
- c. Cash handling:
 - i. Cash registers or the district's electronic point of sale system are recommended to track purchases and for inventory control.
 - ii. Sales should take place when store is open.
 - iii. Receipt correct mode of payment – cash or check – credit sales are currently unavailable.
 - iv. All sales must be rung up on cash register at the time of sale.
 - v. All checks need to be endorsed immediately and only for the sale amount.
 - vi. All returns must be documented by store supervisor at the time of the transaction.

- vii. All over rings must be documented by the store manager at the time of the transaction.
- viii. Cash in store must not be used to make change or for personal use.
- ix. All cash will be counted at the end of each shift by a minimum of two persons; an adult will oversee cash counting. The two people counting cash will sign a deposit form
- x. All cash receipts, including the deposit form, will be submitted to the secretary/bookkeeper at the end of each shift.
- xi. No cash will be retained in school store when the store is not open.
- xii. Secretary/Bookkeeper upon receipt of cash receipts will:
 - 1. Count cash receipts and verify amounts with the deposit form.
 - 2. Enter monies received into the point of sale system. Attach receipt to the deposit form and give a copy to the school store activity advisor.
- xiii. The change fund in the cash register will be returned to the secretary/bookkeeper when the store is not open.
- d. Permanent records and inventory
 - i. All Student store records will be retained per Washington State records retention guidelines.
 - ii. An inventory will be performed per inventory guidelines noted above.
 - iii. A school store profit and loss report will be filled out at least once a year by the activity advisor and reviewed by the secretary/bookkeeper and school principal.

VI. Student Involvement/Parliamentary Procedures

Objective: The following procedures are necessary to ensure consistency with all meeting minutes and documentation.

- a. Call to order
- b. Roll call of members present
- c. Approval of agenda
- d. Reading and approval of minutes of the last meeting
- e. Reports
- f. Unfinished business
- g. New business
- h. Program/announcements
- i. Adjournment

Method used by members to express themselves should be in the form of motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- j. Call to order
- k. Second motions
- l. Debate motions
- m. Vote on motions