



WILSON COUNTY BOARD OF EDUCATION ACCOUNTING MANUAL

Section 1

ACCOUNTABILITY

Schools must establish procedures to ensure that all student activity funds are handled properly, consistent with the requirements of the State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual, and in a manner that minimizes the impact on instruction. School officials are in a position of public trust and should be held accountable for that trust. Prior to authorizing or requiring collections, management should evaluate the ability of school personnel to provide adequate accountability demanded by the public. ***Local school Principals should never require, authorize, or otherwise sanction school collections that cannot be adequately accounted for.***

While the methods of recording and reporting transactions vary depending on the size of the school and the extent of computer use, basic information related to internal school fund transactions must be prepared and retained on file, regardless of the accounting methods used.

Money or property received by a school official, employee, or volunteer, acting in his or her official capacity, becomes public money or property. The money is the property of the respective school and Board of Education. Such funds must be appropriately managed and safeguarded.

Money restricted for the use of a specific group (cheerleaders, Drama, Beta Club, etc.) should be spent in such a way as to benefit those students currently in the school who have contributed to the accumulation of such funds.

Activities and events organized to raise funds for either the student body as a whole or for a select or special group or segment of the student body shall be conducted on a ***VOLUNTARY BASIS ONLY.***

Students who do not participate in such activities or events ***shall not*** be punished or discriminated against in any way. Likewise, a student's grade ***shall not*** be affected as a direct result of participation in, or ***lack of*** participation in, any fundraiser activities or events.

All students must be allowed to participate in fundraiser incentive award programs. It is prohibited to single out or to deny any student from participation in such events or gift awards.



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Section 2

DUTIES AND RESPONSIBILITIES OF SCHOOL PRINCIPALS

Duties and responsibilities of the individual school Principal include, but are not limited to, the following:

1. Notifying the Director of Schools and the Finance Director if they are aware of any evidence of fraud related to internal school funds.
2. Implementing and complying with the regulations, standards, and procedures contained in the State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual, Tennessee Code Annotated (Volume 9), State Board of Education Minimum Rules and Regulations, Board Policy and Wilson County Schools Accounting Manual.
3. Providing for the safekeeping and handling of all school money and other school property.
4. Submitting reports and other materials to the Director of Schools and Board of Education as directed.
5. Delivering all financial records, books, reports, computer files and supporting documentation, as directed by the Director of Schools and Board of Education.
6. Assuming responsibility for equipment located at the school, including equipment security, inventory control, care and utilization.
7. Complying with purchasing procedures prescribed by the Board of Education, including bid policies and procedures established by the Board for student activity and other internal school funds. The purchase order procedure and purchase order deadline set in this manual should be adhered to.
8. Notifying the Director of Schools or the director's designee and appropriate local law enforcement agency when equipment is stolen, misplaced, or destroyed or if the building or grounds are vandalized.
9. Complying with proper procedures for the disposal or transfer of property. All information is included in the Fixed Asset and Inventory Procedures.
10. Prepares a letter requesting permission for disposal of assets that have no value or that are valued less than \$250. The letter must be on school letterhead listing the asset number, a brief description of the asset, and its current value. It must be signed by the principal and the inventory designee and then submitted for approval by the Board of Education and the Director of Schools.
11. Maintaining a current edition of the State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual, Tennessee Code Annotated (Volume 9), State Board of Education Minimum Rules and Regulations, Board Policy (available on the School District's Website, July 2004) and Wilson County Schools Accounting Manual on school premises and making it available to all school personnel.



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Section 3

DUTIES AND RESPONSIBILITIES OF SCHOOL BOOKKEEPER

ESSENTIAL FUNCTIONS:

1. Maintains a complete and systematic set of records of all financial transactions of the school.
2. Verifies and receipts fund collections from teachers and other school personnel;
3. Creates daily deposits of funds collected;
4. Gives a variety of information utilizing knowledge of programs and procedures; creates correspondence for administrative staff dealing with finances;
5. Responsible for gate boxes for all athletic and non-athletic events as applicable;
6. Maintains records for events, including log of tickets sold and files of personal information for event officials
7. Processes information using a variety of computer driven word processing, spread sheet, and file maintenance programs. Work includes assimilating information from a variety of sources to compose letters, generate reports, and provide informational data;
8. Prepares financial statements and cost reports which reflect the school's financial status;
9. Issues purchase orders, verifies and pays invoices, and organizes accounting files;
10. Maintains and balances subsidiary accounts by verifying, allocating, and posting transactions and reconciling entries;
11. Complies with federal, state and local legal requirements;
12. Keeps financial information confidential;
13. Attends work regularly and on-time;
14. Assume responsibilities for knowing and following all safety rules and proper procedures:
15. Performs other duties as requested.



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The bookkeeper is not allowed to violate any of these procedures. If the bookkeeper is instructed to do things other than what is set forth in the Accounting Manual, a notation must be made and attached to the request from the teacher and Principal and **he/she is to notify the office of the Deputy Director of Schools immediately.**



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Section 4

GENERAL FIXED ASSETS

PROCEDURES

The purpose of these procedures is to provide guidelines and regulations for the Wilson County School System regarding fixed assets. Capitalization of general fixed assets is reported in the financial statements and establishes management control and continuing accountability for fixed assets acquired by governmental agencies.

Capitalization of general fixed assets includes land, buildings and improvements, machinery and equipment, and construction in progress. The amounts represented in the financial statements should be documented by an inventory listing supported with detailed records for each sheet.

It is also the school system's responsibility to ensure proper accountability of certain other purchases made with county funds that do not represent general fixed assets. This policy is to encompass that responsibility for "controllable items".

Principals are responsible for proper management of assets at each school location. Inventory designees for the school must be an Administrator. Employees are responsible for proper accounting of assets and reimbursement for or repair to lost or damaged assets and/or property assigned to them.

ADMINISTRATIVE PROCEDURES

A. Fiscal Responsibility

1. Board of Education

- a. Provide administrative officials with listings of inventory for which they are held accountable.
- b. Determine procedures for proper disposal and transfer of fixed assets and policy for notification to Inventory Control.
- c. Notify administrative officials of findings related to internal reviews conducted by Inventory Control or external audits conducted by the State/IPA firm of said departments and disposition thereof.

2. Inventory Control Office:

Inventory Control operates with respect to the duties of the Board of Education, which governs the operations of the schools. A full cooperative effort of all parties allows Inventory Control to maintain records in Areas of Responsibility as outlined below:

- a. Maintain inventory listings of all capital assets reported in the financial statements and of other assets (controllable) determined to be tracked by officials.



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- b. Tag all assets as determined by these procedures and input of all related information to the computer system.
- c. Remove tags and retire assets from computer records upon proper notification by the Board of Education.
- d. Conduct periodic reviews of all departments to determine that proper accounting of all assets are being made.
- e. Prepare annual inventories of general fixed assets and controllable assets for all departments.

3. Administrative Officials

Administrative officials (principals, directors, supervisors, etc.) are responsible for the custody and maintenance of all assets purchased for or assigned to their office/school or department.

- a. Immediately report the theft or loss of property to Inventory Control by phone, to be followed by a letter (or approved form) to the Insurance Department and Inventory Control. A police report shall be obtained on all losses suspected as theft.
- b. Report to Inventory Control any assets deemed by this department to be surplus, transferred or needing disposal.
- c. Any transfer or disposal of assets by administrative officials shall be documented in writing to relieve that official of said responsibility.
- d. Allow Inventory Control access to all records necessary to aid in determining proper disclosure of fixed assets for reporting purposes.
- e. Designate person(s) for the custody and control of departmental property (departmental property coordinator). The name of this person shall be submitted to Inventory Control for direct communication purposes.
- f. When an administrative office/or teaching position is vacated by resignation, retirement, or reassignment a signed copy of the controllable asset document must be reviewed and approved by the incoming administrative official/or teacher (this must be done in written form).
- g. The Director of Schools may request an audit of the controllable asset inventory file on a site basis if necessary.
- h. After the final Annual Report of Missing Assets is presented to the Board of Education and it has been determined that assets cannot be located or accounted for by school personnel; then the school district personnel that the asset was last assigned to (principal, assistant principal, director, supervisor, teacher, support staff, etc) may be financially responsible for replacing the missing asset within sixty days after the report is made to the Board of Education. If an employee leaves the district before payment for the missing asset is made to Wilson County Schools, the Board of Education reserves the right to hire a collection agency to recover the lost merchandise or the monetary value thereof.



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4. Departmental Property Coordinator
- a. Maintain all records of fixed assets and controllable assets accountable to the office/school. These records would include transfers, disposals, and assets surplus to the county.
 - b. Notify Inventory Control of new asset acquisitions not currently tagged.
 - c. Reconcile and report differences between annual fixed asset inventory and actual physical inventory to Inventory Control.

ACCOUNTING PROCEDURES

A. Capitalization:

The following items will be capitalized in the General Fixed Asset Account Group:

1. Land
2. Buildings (includes all permanent equipment and furniture included under construction contract when facility was built).
3. Building improvements and additions that do not constitute repairs and maintenance.
4. Machinery and Equipment*
5. Furniture and Fixtures*
6. Construction in Progress

*These items will be subject to a dollar value test and/or life expectancy test. (See D)

B. Cost:

Fixed assets shall be recorded at historical cost or if the cost is not reasonably determinable, at estimated cost. Donated fixed assets should be recorded at their estimated fair value at time received.

1. Actual Cost-this will include not only the purchase or construction cost (which can be obtained through invoice, purchase order and warrant paid files) but also charges necessary to place the asset in its intended location. This includes cost such as freight and transportation, site preparation, professional fees and legal claims directly attributable to asset acquisition.
2. Estimated Cost-this will be based on as much documentary evidence as can be found to support the cost such as interviews with personnel and price level adjustments for each asset.
3. Donated Cost- these assets will be based on their estimated fair value at a time of acquisition. A determination of the fair value basis will be included with property records.



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C. Accumulated Depreciation:

Accumulated depreciation will be recorded as required by the Governmental Accounting Standards Board Statement 34.

D. *Dollar Value and Life Expectancy Tests

Assets purchased with a dollar value less than \$10,000.00 and with a life expectancy of less than three years will not be capital assets in the financial statements; however, certain items (controllable assets) will be tracked in inventory records for accountability purposes.

E. Operating/Capital Lease Assets

- Assets acquired under operating leases will not be capitalized.
- Capital lease assets will be reflected in accordance with generally accepted accounting principles.

F. Controllable Assets

Controllable assets are assets which do not meet the criteria for a fixed asset but will be included in property management's records for control purposes. Such property would include televisions, VCR's, software and other items as determined by departments.

G. Asset Reduction

Assets no longer owned by or in the possession of the Wilson County School System shall be removed from the FIXED ASSETS.

1. Sold and/or retired-these assets will be removed from the capital asset records upon formal notification from the responsible party.
2. Obsolete-these assets will be removed from the capital asset records upon formal notification by the responsible party indicating whether they have been sold or not.
3. Transferred to Proprietary or Trust Fund- these assets will be removed from capital asset records upon formal notification from responsible party and shall be accounted for in the Fund.



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DEFINITION OF EQUIPMENT

EQUIPMENT IS DEFINED AS ALL ITEMS (MACHINERY, IMPLEMENTS, TOOLS, VEHICLES, AND OTHER APPARATUS) WITH A COST OF \$100 OR MORE AND A MINIMUM USEFUL LIFE EXPECTANCY OF THREE YEARS. FREIGHT CHARGES AND INSTALLATION COSTS SHALL BE INCLUDED IN THE COST.

Examples of equipment to be accounted for and tagged for inventory:
(This is not an all-inclusive list.)

EQUIPMENT CATEGORIES	EXAMPLES
Transportation Equipment	Cars, Trucks, Vans, Buses
Kitchen Equipment	Oven, Stove, Mixer, Refrigerator, etc.
Maintenance Equipment	Mowers, Auto Jacks, Floor Buffers, Floor Scrubbers, Generator, etc.
Office Equipment	Copier (if not leased), Check Signer, Shredders, etc.
Projectors	Opaque Projector, PC Projector
Art and Craft related equipment	Potters Wheel, Kiln, Photography Developing Equipment, etc.
Audio Equipment	Audio Mixer, Amplifier, Speakers, Hand/held/Mob Radio
Power Tools	Drill Press, Chainsaw, Circular and Jig Saws and all shop related tools
Computer Equipment	Computers, Monitors, Terminals, Printers, Scanners, Grading System Machines, Document Cameras
Musical Instruments	All band related equipment purchased by Wilson County Schools or Booster Clubs
Home Electronics	CD players, Television, Digital Cameras



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Items purchased by the Booster Club or PTO group become property of the Wilson County School System when the employee of the Wilson County School System becomes responsible for the use/control of the items. Technology related items purchased by a PTO, booster or other organization must be approved of or purchased through the Wilson County Schools Technology Department.

Other items as designated by the office/school administrative official.

TAGGING OF NEW ASSETS

Tagging of all new items will be conducted throughout the fiscal year. The majority of the new items should be tagged within 30 days of purchase. All assets donated or purchased during the school year must be tagged before year-end.

LOST/STOLEN (MISSING) ASSETS PROCEDURES

1. Classifying Missing Assets
 - Assets not located for two consecutive annual inventories will be classified as missing and removed from the Fixed Assets Inventory System.
 - Any assets classified as missing will be presented in written format to the Principal or Department Coordinator at the conclusion of the inventory. A brief explanation is to be given for the missing item(s). See 2 below.
 - These assets will no longer be included in regular annual inventories. However, if an asset is located at some time in the future, it will be reactivated in the computer system and included in annual physical inventory.
 - These missing assets will be accounted for in the monthly reconciliation of the Fixed Assets system

2. Reporting of Missing Assets to the Board of Education
 - The list of missing assets will also be presented to the Board of Education annually. This list will include asset #, manufacturer, description, serial number, acquired date, room number to which the asset belonged, historical/original cost and the depreciated value. This list will be included in the Fixed Asset Year End Report.

REMOVAL OF FIXED ASSETS FROM PREMISES

Any Wilson County employee who wishes to remove from the building any assets belonging to the Wilson County Board of Education must complete a Removal of Fixed Assets form and have the item inspected and the form signed by the Principal before removing the asset from the premises. Any asset removed from the premises must be signed back in with the Principal upon



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being permanently returned to the building. Employees are responsible for reimbursement or repair to lost or damaged property.

FIXED ASSET PROCEDURE

DISPOSAL OF SURPLUS SCHOOL PROPERTY

1. Each school should submit information about assets to be surplus directly to the Inventory Control office via e-mail. There will be a standard Excel Spreadsheet form that will be used for this function. Once the asset has been surplus from the database, the tag should be removed or the asset number marked through.
2. The list of surplus assets within the system will be compiled and submitted to the School Board for approval to sell as surplus items.
3. After Board approval, Inventory Control Personnel will list surplus items for sale in the newspaper.
4. As Tennessee Code Annotated provides, (T.C.A. 49-6-2006) schools should sell all surplus property to the highest bidder after advertising in a newspaper of general circulation at least (7) days prior to the sale.
5. Surplus property which has no value or a value less than two hundred fifty dollars (\$250) may be disposed of without the necessity of bids as required by the T.C.A. However, the principal of the school, the director of the local school system, and the school board chairman must all agree in written form that the property is of no value or valued less than \$250. This written declaration should also be submitted in copy to the Inventory Control Office.
6. After 7 days from the sale, if bidders have not picked up their surplus purchases, school staff will discard the items, or notify maintenance to pick up large items.

ALL ITEMS ARE TO REMAIN AT THE LOCATION WHERE THEY WERE WHEN SUBMITTED FOR SURPLUS UNTIL RETREIVED BY BIDDERS OR MAINTENANCE STAFF.

If you have any questions, please contact:
Diann Harper at 444-3282 ext. 7293
Or e-mail: harperd@wcschools.com



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Section 5

WHAT IS THE GENERAL ACCOUNT?

The General Account is used to account for all money to be used for the general operation of the school or for the welfare of the student body. Refer to the Account Listing of names and account numbers to be used for revenue and expenditures to this account. This includes, but is not limited to, allocation from the Board of Education, rental/user fees, unallocated interest income, and donations without stipulations.

All expenditures from the General Account must benefit the school or must contribute to the welfare of the student body and supplement, and not replace, funds necessary to fulfill the local Board's obligation to provide an instructional program, property and equipment.

The General Account consists of separate revenue accounts and expenditure accounts. General Fund revenue should include but is not limited to, county allotments, non-specific donations, parking fees, and unallocated interest income and school wide fundraisers. Total General Account expenditures (including unpaid obligations as of June 30 each year) must not exceed the beginning fund balance plus current year revenue. ***A deficit balance in the General Account (representing the net total of all account balances in the General Account) is not allowed.***

General Fund collections should be recorded to the appropriate revenue account and expenditures should be expended from the appropriate expenditure account. For example, if a donation is received, the correct procedure would be to record the donation under donation revenue and the expenditure under the function (i.e. – equipment).

The Principal is considered to be the sponsor of the General Account.

WHAT IS A RESTRICTED ACCOUNT?

The Restricted Account is used to account for all money which is restricted for the use of a specific group (clubs, class, etc) or legally restricted for a specific purpose (BEP funds, donations, grants, FFA, Greenhouse, BETA Club, FCCLA, ROTC and class accounts, etc).

All expenditures of Restricted Account funds must be for the purpose or group for which the funds were raised.

Each Restricted Account consists of revenues and expenditures and maintains its own identity. Expenditures in each Restricted Account must not exceed the beginning balance plus current year revenue. ***A deficit balance in a Restricted Account is not allowed.***



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The Principal may be the sponsor of some Restricted Accounts such as legally restricted scholarships and donations. The Principal designates other individuals as sponsors of clubs, class and other Restricted Accounts and those sponsors become the legal guardians of those accounts.

PRINCIPAL'S DISCRETIONARY ACCOUNT

A Principal's Discretionary Account must be a Restricted Account using account number 499.000.

The revenues for this account are restricted to the following sources:

- a. 25% of one school wide fundraiser. This must be listed on the fundraiser authorization form and approved by the Director of Schools.
- b. Snack machines
- c. Donation stipulated by the donor for this specific account

The expenditures for this account are restricted to the following source:

- a. Teacher/Student Awards and Incentives
- b. Designated Appreciation Weeks
- c. Conference Expenses/Professional Development
- d. Substitute Pay
- e. In-Service and Staff Luncheons
- f. Laminating and/or poster supplies
- g. School mandated extra curriculum activities
- h. School employees mileage reimbursement

ACCOUNTING FOR ATHLETICS

Although athletic programs may benefit the welfare of the entire student body, funds raised from organized athletic programs is generally restricted for the use of the athletic program. The athletic program must be accounted for in a Restricted Account. Athletic funds received shall not be deposited into the General Fund. ***There will be no fall billing for any athletic purchases. Funds must be available and a purchase order completed before any athletic purchases are made. These purchases include reconditioning of equipment, uniforms, and all basic needs of the athletic programs. All vendors must have a signed copy of the purchase order before any product or merchandise can be shipped.*** Any purchases made for the student, in which the student receives any item, is subject to pay sales tax on the invoice. The Principal must determine which of the following fund methods will be used for accounting for these funds.



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All schools with athletic programs should adhere to the following guidelines if a percentage of the gate is taken for the sport.

- 1) Ten percent (10%) of the varsity gate for basketball and football games will be deposited into a General Sports account at the conclusion of the season or tournament/event. This amount will not include freshman ticket sales, or season ticket sales for the varsity program. No school should take more than 10% from any sport for the General Sports account.
- 2) All sports should develop 2, 3, or 4 year plans for equipment and uniform needs, and have your plans approved by the Athletic Director and Principal. These plans should be reviewed on an annual basis at the beginning of each school year, no later than August 15th.
- 3) Your plans will help the Athletic Director and Principal decide how to allocate funds to each sport for the General Sports Account.
- 4) Expenditures for the General Sports account will be decided by the Athletic Director and Principal.
- 5) The Athletic Director and Principal should approve all requests for funds (from any sports account) before you submit them to the bookkeeper for a purchase order or check.

ALTERNATIVE FUND I

Establish one primary athletic account. Subsidiary or sub-accounts may be established to account for revenues and expenditures in individual sports (football, basketball, baseball, softball, etc.). If such subsidiary accounts are established, one or more of the subsidiary accounts may incur a deficit balance provided that the primary account for athletics (net total of all athletic subsidiary accounts) does not have a deficit balance. The Principal is considered to be the sponsor of the primary athletic account.

ALTERNATIVE FUND II

Establish a separate account for each individual sport. **No individual sport may incur a deficit account balance.** The Principal may designate the Athletic Director or coach as a sponsor.

All athletic schedules must be filed with the Director of Schools office thirty (30) days prior to the beginning of the season. It shall be the responsibility of the Principal or the Athletic Director to make sure that these schedules are sent timely.



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EXTRA SECURITY CHARGES

High School and Middle School sport's accounts are responsible for paying any additional security charges.



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Section 6

PREPARING THE SCHOOL BUDGET

The budget is an estimated plan of anticipated revenues and proposed expenditures for a fiscal year. The school fiscal year begins on July 1st and ends on June 30th.

For the General Account, the budget should present the beginning General Account balance, estimated revenues, estimated expenditures, and the estimated ending General Account balance.

For each Restricted Account, the budget should present the beginning account balance of each Restricted Account, estimated revenues, estimated expenditures, and the estimated ending balance in each Restricted Account. All teacher Restricted Accounts should be rolled into one account labeled "Teacher/Department" account (for example, Science, Math, Language Arts, etc.).

It is the responsibility of the Principal working with the bookkeeper to implement a workable school budget. The budget should be prepared based on previous year's revenue and expenses and an amendment should be made and a copy submitted to the Central Office if changes are expected. It is possible that an audit finding could be issued if the estimated revenue and expenses are exceeded without an amendment being made.

All budgets must be submitted to the Deputy Director of Schools by August 31st of each fiscal year.



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Section 7

TICKET LOG AND RECONCILIATION REPORTS

All funds collected for school sponsored athletic events, reserved seats, drama presentations, entertainment, student activities, season passes and other admission tickets must be deposited into school funds. A Ticket Reconciliation Form is required for all such events for which a fee is charged to attend.

All tickets for which there is a fee charged must be pre-numbered in advance by the printing company. Tickets may not be hand numbered. The Principal is responsible for accounting for all tickets and ensuring the safekeeping of the ticket inventory. All tickets are to be kept in a locked vault or file cabinet. Free tickets are not to be taken from the same roll as the tickets that are sold for an event. If free tickets are to be issued, a separate color and number sequence must be used and logged for audit purposes. The free distribution of these tickets must be approved and signed by the Principal.

Prior to the tickets and Ticket Reconciliation Form being given to the ticket seller, a designated individual other than the ticket seller will count the change to be given to the ticket seller and verify the beginning ticket number logged on the reconciliation report. The ticket seller should initial this information to document verification of the information on the form.

When the event's ticket sales are complete, the ticket seller and the Principal or Principal's designee should count the cash and complete/sign the Ticket Reconciliation Form. After the event, all funds should be kept in a school vault or taken to the local banking institution for safekeeping until the form can be reconciled by the bookkeeper and the ticket seller.

If a discrepancy between the ticket reconciliation and cash balance should occur, the Principal should notify the individual responsible for the funds of the action that should be taken.

Any alternate procedures should be designed to ensure that all money that must be collected is collected and remitted for deposit.

The change used for the event should be retained in a safe place until the following game or event. Upon the conclusion of the season (football, basketball, plays, etc.) or event, the funds should be re-deposited into the bank with **a separate** receipt and deposit for the total amount used for the season or event.

All sales that are less than \$1 are not required to use tickets; however, funds must be counted by two individuals and a count of collections form must be completed and signed by both. This would also pertain to all car washes, bake sales, road blocks, etc.



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Samples of the following three (3) forms may be found in the Forms Section of this manual. These forms are mandatory but may be customized with your school's name and logo:

- 1. Ticket Reconciliation Form**
- 2. Ticket Event Collection Form (Sold/Free)**
- 3. Recap of Ticket Sales**



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Section 8

PURCHASING GUIDELINES

The following are current Internal Controls which should be observed:

1. Purchases are properly authorized and do not exceed fund or account balances.
2. Goods and services ordered are for an appropriate school purpose.
3. Goods and services ordered are actually received and all goods and services received were ordered.
4. Invoices for goods and services are correct.
5. Purchase amounts are recorded in the proper funds, accounts and fiscal year.
6. Disbursements for purchases are supported by adequate documentation.
7. Checks are written on a timely basis for the correct amount and made payable to the proper payee.
8. Bookkeeper should receive all original invoices when mail is delivered and notify the individual who made the purchase to stop by the bookkeeping office and sign the original invoice. Employees will be notified by email or a note in their mailbox to stop by and sign the original invoice. Receipt of ordered items must be acknowledged on the packing slip, if received, and invoice by the individual who made the requisition. If a packing slip is not received, employee must acknowledge receipt of ordered items on the invoice.
9. You may pay invoice received from a PDF file, however; faxed invoices are not allowed.
10. Invoice dates must not precede the purchase order date.
11. All invoices must be dated. If the invoice is not dated it must be returned to the vendor for correction.
12. Documentation supporting disbursements is cancelled in a manner which will prevent duplicate payment. All invoices must be signed and properly cancelled with a "PAID" stamp or similar indication before checks are released.
13. Purchase order requests must state account number that purchase will be made from. All teachers should be given their individual accounts and account numbers at the beginning of the school year.
14. All fundraisers, field trip admissions and bus request must have a purchase order written prior to the trip/fundraiser for \$1.00, if the correct cost is not known. Upon receiving the correct amount for the charge, the purchase order amount must be edited and signed before the check may be written.
15. There will be no fall billing or advanced purchases for any department, including athletics.

PURCHASE ORDER PROCEDURES

All employees must fill out a Purchase Requisition prior to ordering or receiving goods. Employees, not the Bookkeeper, must obtain a completed Vendor Information Form that includes name, address, city, state, zip, phone number and fax number before submitting requisition to the Bookkeeper for approval. You must have all vendor information including the tax information (if not already on file) before the purchase order may be written and the order



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placed. The bookkeeper will then approve or deny the request, depending on fund availability, before it is submitted to the Principal for approval.

The complete amount, quantity, shipping costs and a description of all items must be on the requisition. Due to the variation in shipping charges, the bookkeeper has the authority to increase the amount of the designated shipping charges, as long as it does not exceed the account balance. If the invoice is less than the purchase order, the purchase order can be edited so the difference will be added back to the account. ***If a purchase order is requested for a specific amount, for example \$50.00 to Wal-Mart, and the employee charges in excess of this amount and funds are not available in the account, it is the responsibility of the employee making the purchase to immediately reimburse the account for the overage amount.*** Funds may not be transferred from one account to another account to cover the overage on a purchase order. Purchase orders must be edited, reprinted and approved if expenditures exceed the original purchase order amount. All purchase orders are generated by the computer and must be completed prior to the order being placed with the vendor.

Employees should allow seven (7) working days for the processing of the purchase order.

A purchase order does not need to be completed for monthly contracted services (phone, long distance, radios, copier lease, fire/security, etc.) or when paying entry fees, membership applications, -travel/mileage reimbursements or testing materials (PSAT, AP, etc.). You need a requisition and an approved invoice for documentation of the disbursement of funds. Yearly lease agreements approved by the Board are sufficient purchasing documentation for auditing purposes. The documentation must be on file in the bookkeeping office for reference.

If a purchase order is not obtained prior to the purchase, payment of the invoice is the responsibility of the individual making the purchase. There should never be any instance where a purchase is made without a purchase order on file. Once the purchase order is obtained, it is the responsibility of the employee to order the items. All fees for various testing (AP, PSAT, etc.) must be collected prior to the order being placed for the testing packets. Tests should not be ordered unless funds are available to process the order.

If the Principal makes a purchase without first requesting a purchase order, do not issue a late purchase order to cover the purchase. Pay without purchase order and include a note to the auditor indicating "following administrators instructions."

If an individual wishes to make a purchase from a company that will not accept a school purchase order, the individual must obtain the purchase order issued in the employees name and after proper documentation is received the employee may be reimbursed. If the above procedure is not followed then it is the responsibility of the individual making the purchase for payment to be made to the company. Taxes will not be reimbursed. Approval from the Principal is required for all reimbursement requests prior to the purchase order being issued.

There will be no fall billing or advances for any department including athletic purchases. Funds must be available and a purchase order completed before any athletic purchases



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are made. These purchases include reconditioning of equipment, uniforms and all basic needs of the athletic programs or organizations.

All authorized purchase orders must be used within 45 days unless it takes a long lead time for the item to be delivered. The bookkeeper has the authority to void such purchase orders after 45 days. The employee will be notified and will be responsible for stopping the order.

Upon receipt of the order, the employee will be notified by the office that the packages need to be picked up. The packing slip must be signed and dated by the teacher and presented to the bookkeeper to file with the purchase order and invoice. ***All original invoices must be signed by the employee receiving the goods, (not the bookkeeper) before payment is made to the vendor.***

After the bookkeeper has completed the proper paperwork, the check will be issued for the final balance due.

Schools will ***not*** pay for any unauthorized purchases that were made by a student, school employee or parent volunteer without having a signed purchase order issued prior to the purchase by the school.

The purchase of student gifts (Christmas, birthday or incentive awards) from class fees or BEP funds is prohibited. The purchase of candy or food items must meet the State Food Nutrition guidelines and cannot be purchased from class fees or BEP funds. If student incentives or rewards are to be purchased and given to students' items should be, but not limited to, pencils, books, stickers, etc. Craft items may be purchased for the students to use in class as instructional aides and sent home with the students after completion.

A sample copy of a Requisition may be found in the Forms Section of this manual.

You may purchase from EBay and Amazon.com provided all purchase order procedures are followed and you have a vendor taxpayer identification number. No restocking fees are to be paid from school accounts. If a restocking fee is charged this must be paid by the employee who placed the order.

All schools should refrain from ordering miscellaneous merchandise (books, magazines, sample products, ink cartridges, etc.) if a check should be made in advance to place and receive the order.



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EMERGENCY PURCHASES

If an emergency exists the employee must contact the Principal or Assistant Principal to ascertain what procedures to follow before making any purchase.

The first work day after the emergency, the employee must complete a Purchase Requisition and submit it to the bookkeeper for a Purchase Order.

CUT OFF DATE FOR PURCHASE ORDERS

The cutoff date for obtaining a purchase order for purchases unless they are within the Wilson County area or can guarantee delivery and invoice prior to year-end is April 15th. Due to backorders and shipping, all orders must be received (complete) before the current school year ends. Invoices must be completed and signed for payment by the individual that placed the order before payment can be made.

Purchases for contracted services such as office supplies, football equipment, graduation expenses, food lab supplies, paper, etc. may not be subject to the April 15th cutoff. All school accounting books must be closed by June 30th, and all invoices must be received, signed and paid by this date. Invoices must accompany these purchase orders and be returned to the bookkeeper the following day for payment.

If a purchase order carries back order items which will not be shipped prior to June 30th, the bookkeeper may cancel the order and notify the employee depending on the items on back order. All textbook collections for lost or damaged books must be sent (by check) to the Central Office prior to closing the books for the fiscal year.

If an invoice is left open on June 30th, Board approval is required to carry it to the following year. This must be done in a letter form to the Deputy Director of Schools at the Wilson County Board of Education prior to June 30th.

PROPER PROCEDURES FOR SPENDING CTE FUNDS (Career Technical Education)

CTE Funds are to be spent on consumables for students enrolled during that current school year. "Consumables" are defined as necessary items that will not last longer than a two (2) year period. Examples of consumables are as follows:

1. Food items that are to be prepared by students in a learning atmosphere. You can purchase dish cloths, sponges, dish towels, pot holders;
2. Lumber for student projects, nails, screws, fasteners;
3. Cleaning supplies, disinfectant, dishwashing liquid, soap, hand wipes;



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4. Instructional supplies, ink cartridges, paper, discs, calculators with or without a tape, electronic student kits, lead, pencils, pens, marking pens, poster board, ink, scales, triangles;
5. Small hand tools that can include hammers, replacement sockets, wrenches, pliers, extension cords, ladders, pots, pans, misc. cooking utensils, re-chargeable drills, air guns, air nailers, handheld mixers;
6. Universal precaution consumables, tape, bandages, rubber gloves, instructional kits, dissecting kits, tissue, culture material, cotton swabs, Q-tips;
7. Horticultural, floral, culinary, carpentry, and auto mechanic supplies used for classroom teaching/learning are not subject to tax. All other items are subject to state sales tax. If additional plants, ferns, hanging baskets, etc; are purchased for greenhouse sales, Tennessee State Sales Tax must be paid on these items.
8. "Prepared food" and fruit are subject to Tennessee State Sales Tax at a rate of 5.50% and the full Wilson County Tax of 2.25%. The tax base is the school cost, not the selling cost.
9. Sewing supplies, patterns, material, pins, needles, thread, scissors, tape measures, needles for sewing machines;
10. Instructional aides, blank videos, memory for computers, mediator from computer to television, books, workbooks, software, Microsoft office tutorial for Microsoft office.
11. Wireless mice and keyboards (replacements only).

ITEMS NOT ACCEPTABLE

Video cameras, digital cameras, printers, computers, LCD projectors, televisions, VCR's, cd players, microwaves, Microsoft office, front page, dream weaver, stereos, stoves, refrigerators, freezers, sewing machines, large mixers. Promotional items for your program are not acceptable. This includes jackets, shirts, caps and pins.

PURCHASING CARD LOGS

If a school has a purchasing card, a log must be kept on each purchasing card number issued by the various vendors. When an employee or Principal is requesting to use the purchasing card, you must log the date the employee or Principal picks up the card, the employee or Principal must sign for the card, the purchasing card number and the date the employee or Principal returns the card.

All cards must be turned in the following day after the purchasing card is signed out in the bookkeeper's office unless prior agreement has been made with the Principal and the bookkeeper. Purchasing cards issued and kept over the weekend or holidays are ***prohibited***.



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SECURITY

All cards must be in a locked file cabinet or vault when not in use. Signing the cards in and out on the log is the responsibility of the bookkeeper. Employees are not allowed to use the cards without prior approval.

PAY OFF PROCEDURES

All charges made within a monthly pay cycle must be paid in full upon receipt of the monthly statement. No partial payments are to be made. No late fees or interest are to be paid.

CREDIT CARDS

Credit Cards such as, but not limited to; American Express, Discover Card, MasterCard and Visa are strictly prohibited.

BOOK FAIR AND BOOK CLUB PURCHASES

All money collected from Wilson County students to purchase items from vendors such as Scholastic Book Clubs, Art to Remember and any other affiliated companies must go through school bookkeeping. This allows for proper receipts and disbursements. After the money has been properly receipted and a completed requisition has been submitted, the bookkeeper will issue a purchase order and the order can be placed. The number of book orders a teacher is allowed to submit per grading period is up to the principal's discretion. This activity should not take away from teaching time or interfere with school wide fund raising events. If the teacher receives incentives for participating in this type of a program, these incentives become property of the classroom. A list of incentives earned should be reported to the Administrator upon receipt and this list must be kept on file in the Administrators office for future reference and inventory purposes.

When Book Fairs are held as school fundraisers, it is not necessary to prepare a collection log if you use a cash register with the capability of running daily sales reports. This sales report must display the exact amount of money collected daily. A copy of this sales report must be signed by the school librarian and submitted to the school bookkeeper daily. The sales report total must match the computer generated receipt the bookkeeper returns to the sponsor after making the bank deposit.

Teacher purchases at Book Fairs for their classrooms as instructional materials are tax exempt. Items purchased that are not considered instructional must not be purchased with school funds. Parent's purchases are not tax exempt even if the purchases are an intended donation to the school or classroom.



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Section 9

FUNDRAISERS

Fundraiser Request and Fundraiser Summary Report are combined into one form. The forms are pre-numbered and kept in the bookkeeper's office. All forms must be submitted to the attention of Diann Harper in the Finance Department a minimum of 20 days prior to the event for approval. As per Board policy, the Principal's signature is required on the Fundraiser Authorization Request form. If forms are received without proper signatures, they will be returned.

Fundraiser Request must include the following information:

1. A list of the proposed activity;
2. Purpose of the fundraising activity, be specific;
3. Amount expected to be collected and proposed uses of funds;
4. Present balance in fund account;
5. Expected student involvement in fundraiser activity (school-wide or individual group);
6. Anticipated beginning and ending dates of fundraiser;
7. Margin of profit and how the school will receive the funds.
8. Signatures of both the Principal and Bookkeeper.

Resale activities that do not generate a profit may be conducted at the discretion of the Principal, unless otherwise prohibited by Board policies. The only exception is Book Fair purchases for classroom use. Those purchases are tax exempt if the items purchased are for instructional materials for classroom use. Items not considered instructional may not be purchased with school funds.

The sale of any type of animal to the public as a fundraiser is strictly prohibited.

All fundraiser requests for grades K-8 that involve the sale of food or candy to students must have approval from the Food Nutrition Director as an acceptable food item before the request will be considered for review. A copy of the confirmation email from Food Nutrition must be provided with the fundraiser request when it is submitted to the Central Office.

The fundraiser must be concluded by the ending date on the Fundraiser Authorization/Summary Form. Board Policy 6.701 allows principals to give individual award prizes with discretion. A listing of fundraiser prize incentives should be sent with the Fundraiser Authorization/Summary Report.

All fundraiser collections submitted to the bookkeeper must reference the Fundraiser Authorization Number given to that fundraiser. The Fundraiser Authorization Number must be recorded on the receipt for each deposit. The Bookkeeper is responsible for providing the teacher or sponsor with a copy of the Fundraiser Authorization after it is approved. All fundraisers that generate a profit require a purchase order. Purchase



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orders can be written for \$1.00 then edited/reprinted and signed prior to issuing payment. Attach a copy of the Fundraiser Authorization/Summary Report with complete purchase documentation to the final payment check.

The summary section of the Fundraiser Authorization/Summary Report must be completed by the sponsor and bookkeeper within forty-five (45) days after the ending date of the fundraiser activity and a copy of this report resubmitted to the Finance Department. A summary of any remaining inventory must be submitted with the Fundraiser Authorization/Summary Report.

Sales tax must be applied to all fundraisers @ the Tennessee State Rate of 9.25% (7% State, 2.25% Local).

A school should not pay sales tax to an out of state vendor on items purchased for resale unless the vendor has supplied a Tennessee Sales Tax Identification Number. **When sales tax is not paid by the vendor, the school is liable for the sales tax on the purchase.** If an in state or out of state vendor refuses to charge sales tax on items purchased, the school must contact the Department of Revenue and submit to them the sales tax due on the items purchased.

A Fundraiser Summary Report must be completed by the teacher and bookkeeper at the end of the fundraiser. A copy must be kept on file for audit purposes.

If returned checks are received from a fundraiser, the account in which a fundraiser has been approved is responsible for any NSF checks which may occur for this event.

Fundraiser profits **must** be spent for the purpose they were raised.

All sales of soft drinks must be Coca-Cola products.

SCHOOL YEARBOOKS AND PICTURES

All school yearbook and picture contracts must have Board of Education approval. It is not necessary to submit a Fundraiser Authorization Request Form for permission to sell school yearbooks and pictures unless the profits for yearbook will be spent for purposes other than yearbook expenses. In this case, both a fundraiser request and board agenda request must be submitted.

A copy of the contract should be send to Diann Harper at the Central Office once it is approved by the Board of Education. The contract should state the purpose for use of the funds. Funds for yearbooks should be placed in the Restricted Yearbook account (432.000). Funds for school pictures should be placed in the General Fund Picture Account (200.027).

All yearbooks and school picture contracts require advertisement in the newspaper for one (1) day regardless of the amount of purchase or whether previous quotes have been received.



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Section 10

GIFT CARDS

Due to IRS rules and regulations regarding fringe benefits, gift cards or gift certificates cannot be purchased with school funds for school employees. School Support Organizations or other outside organizations cannot donate funds or purchase gift cards for the school in order to bypass these regulations. Gift cards can; however, be given to individuals directly from the School Support Organization or other outside organization.

Restricted gift certificates are permissible for students and non-employee recognition.

A restricted gift certificate is distinguishable from a cash equivalent gift certificate or card when it can only be redeemed by the issuer and cannot be cashed out, sold to another person, or used to reduce an outstanding account balance with the issuer of the certificate. For instance, an example of a restricted gift certificate could be a \$25 gift card or certificate in the name of the individual to a local restaurant that is understood to be used and enjoyed by the individual (i.e., non-transferable), and that includes no cash redemption feature. However, a gift card of \$25 that allows an individual to choose items from multiple vendors such as MasterCard or Visa card, or that is readily transferable to other parties, or that can result in the receipt of cash in lieu of a purchased item, is deemed the equivalent of cash and is considered a non-restricted gift card or certificate.

INCENTIVE PROGRAMS TEACHERS

The cost of teacher incentive luncheons, awards, etc. **shall not** be taken from the General Account. If incentives are to be given, the allotted funds must come from either the Principal's Discretionary or Restricted Coke Funds account.

If awards are to be accepted by an employee for any fundraiser company such acceptance to receive the incentive must be submitted to the Board of Education for approval.

INCENTIVE PROGRAMS STUDENTS

A teacher is allowed to collect funds from students in order to have incentive parties (pizza, popcorn, ice cream etc.); however, teachers are **not** permitted to use class fee funds collected for student incentive parties.

No teacher is allowed to make a **profit** from the student collections, and all funds collected from students must be submitted to the bookkeeper and a check written for each incentive party.

If **cash** prizes or restricted gift certificates are awarded to students as part of the fundraiser agreement with the vendor, each student or their parent receiving the **cash** or restricted gift



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certificate are required to sign at the time of receipt. This transaction must be witnessed by both the Principal and another school employee. If the vendor has reimbursed the school for cash prizes, this should be noted on the invoice. The vendor must supply the school with a list of prizes awarded at the conclusion of the fundraiser. The prizes must have a "breakout" total listed on the invoice. These instructions should be written on the contract. Schools should not disburse funds without proper documentation or receipt acknowledgement.

Other types of fundraiser incentive prizes awarded to students must have a "breakout" list that includes the student name and prize awarded. The names should be checked off as the awards are distributed and should be witnessed by a Wilson County School employee. The employee handing out the prizes should sign off on the list indicating all prizes have been distributed. A record of this should be kept with the Fundraiser Authorization Request and Summary report and filed along with other documentation for the school year.

All students must be allowed to participate in fundraiser incentive award programs (pizza party, coke party, popcorn, ice cream, etc.). It is prohibited to single out or to deny any students participation in such events or gift awards. It shall be the responsibility of the Principal to monitor the incentive parties to make sure that they are not excessive and do not interfere with the instructional time for students.



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Section 11

COPIERS

Wilson County Schools has appointed Optimizon as our copier/printer equipment consultant to provide Fleet Management Services and to act on our behalf in gathering and tracking information related to our fleet of copiers and network printers.

The School Principal should appoint a key operator of copiers and network printers. The key operator is responsible for placing service calls with the vendor, ordering supplies for copiers and network printers, and for submitting service work order information to Optimizon as copiers and network printers are repaired.

Optimizon will perform the following tasks in order to assist Wilson County Schools in saving money while making sure every site location building has equipment that meets its needs:

- Managing equipment and service contract(s)
- Capturing printer volume and printer consumable supply cost
- Managing equipment utilization and performance
- Managing the overall terms and conditions of each contract
- Managing vendor performance
- Verifying vendor invoices.

All copier revenues and expenditures must be accounted for in a Restricted Account (Account Name: Copiers, Account Number: 443.00) (do not use the General Account until all county allocations have been used). If copier expenses are used from another account the school shall notify the Director of Finance with the total amount paid from other funds with their June 30th financial report.

All copier allocations are to be used for copier and duplicating machine charges only (monthly billing charges, toner, staples, paper, maintenance, etc.).

The cost of laminators and laminating supplies, poster makers, etc. are not to be taken from the copier account.

PRINTERS

School funds must not be used to purchase printers for individual teacher classrooms unless they are network capable. Due to the sensitivity of documents printed by Administrative Staff (Principals/Asst. Principals, Bookkeeper, etc.) and Special Education, the only exception to purchasing non-network capable printers is if the printer is for use by either of these groups.



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Printers purchased for Special Education can only be purchased with Special Education funds (not BEP, etc.).

In order to reduce the cost associated with individual printers, schools should strongly encourage the use of network printers in lieu of individual classroom printers. No inkjet printers or ink jet cartridges for non-network capable printers should be purchased with school funds. Ink cartridges for printers purchased with personal funds cannot be purchased using school funds even if the printer is used for school and classroom purposes. Technology will evaluate the functionality of wireless configuration for printers to determine if wireless functions are compatible with Wilson County Schools network and whether wireless functions for printers can be turned on or off.

USE OF COPYRIGHTED MATERIALS

To reduce the risk of copyright infringement, the Wilson County Board of Education shall require the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;
2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;
3. The Director of Schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes; and
4. The Principal of each school shall establish practices which will enforce this policy at the school level.

If a teacher is making excessive copies of textbooks, the teacher should contact the textbook coordinator at their respective school and the textbook coordinator is to immediately contact the Director of Schools.



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Section 12

INSURANCE BONDING OF EMPLOYEES

Employees of the local Board who handle money and accounting records of individual schools must be bonded in accordance with Tennessee Code Annotated 49-2-110. A blanket bond covering all applicable employees is provided by the Board of Education. Total amount of this bond for each employee is \$100,000. The Director of Schools is covered by the amount set by state laws or the bonding company.



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Section 13

BANKING

DEPOSIT SLIPS

Deposit slips must be completed in duplicate. All checks should be listed individually on the deposit slip, a Teacher Collection Log, or a typed Excel Spreadsheet, itemizing the name of the payee and the amount. The beginning receipt and ending receipt for each deposit must be listed on the deposit slip or deposit analysis. Your deposit analysis must agree with your daily deposit.

INVESTMENTS

All schools are permitted to purchase certificates of deposit for their location only with approval of the Director of Schools; however, savings accounts are prohibited.

(State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual, page 6-1)

BANK ACCOUNTS

Bank accounts may only be established and maintained in financial institutions whose deposits are federally insured, properly collateralized or the Financial Institution is a member of the State of Tennessee Collateral Pool.

Most banks offer interest bearing checking accounts. Each school is responsible for ensuring maximum returns on all cash balances.

(State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual, page 6-1)

CHECKS

All funds must be disbursed by pre-numbered checks. A check must **not** be altered, erased or destroyed. Should an error be made in preparing a check, the check must be voided from the system and the word "VOID" should be written on the face of the check, dated by the bookkeeper, and a brief description added for why the check was voided. The signature sections should be removed and the check should be retained in a void file for future reference and audit purposes. **Blank checks must not be signed in advance of preparation and issue.** No check can be made payable to "**CASH**".

All copies of checks and/or check stubs should be filed with the purchase order and paid invoices for proof of payment. It is not necessary to file the checks in numerical order. It is the decision of the bookkeeper as to the method used in filing paid invoices and checks.

Revised: 05/16



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SIGNATURES ON CHECKS

Two signatures are required on all checks. In most cases, the Principal and the bookkeeper must sign the check; however, a third party should be on record with the bank in case of emergencies. Authorized signature cards must be kept current with the bank. Before signing checks, each signatory should review the adequate supporting documentation (vendor invoices, purchase orders and signature of receipt of goods and services). **Signature stamps are not allowed.**

REPLACING LOST OR STOLEN CHECKS

If a replacement check is to be written, it is necessary to stop payment on the original check before issuing the replacement. The check that was lost or stolen should be voided from the accounting program and a new check issued for the same amount and on the same account. The bank may require you to provide information on the lost/stolen check for their records and information on the new check issued. **The stop payment must be done prior to mailing the newly issued check.**

OUTSTANDING CHECKS

All checks outstanding for more than one year should be cancelled (written off) by June 30th of each year (refer to Technology Resource Associates School Fund Accounting System Manual Page 22). The check should be posted back to the account from which the funds were issued.

BAD CHECKS

Checks returned for insufficient funds are returned directly from the banking institution to Money Transfer Systems, Inc. (checXchange) for collection. ChecXchange will notify the bookkeeper when a NSF check has been turned over to them for collection and will try to recover funds for a period of 30 days (checks will be sent through twice). If funds are recovered, the full face value of the check will be deposited into the school's checking account. There is no processing fee for this service. If funds are not recovered and the school agrees to secondary collections, a collection fee of 30% of the face amount of the check will be charged. The school will receive 70% of the face value of the check and funds will be deposited into the school's checking account within 30 days after the collected funds have settled.

School-wide notification on return checks may be sent via e-mail to notify faculty and staff not to accept checks on repeat offenders.

Each school must have posted upon entrance of the building notifying the public and student body of the collection of checks through checXchange. Collection of returned checks is not permitted in the school. All inquiries and questions must be submitted to checXchange. Their contact number is 800-208-2964 or you can e-mail them at support@checXchange.com



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The schools are not allowed to hold report cards for a returned check unless a debt is owed the school. School debts include fines for late returned, damaged or lost library books, damaged or lost textbooks, workbooks, and other school property, fines for parking violations while on school property, non-resident tuition charges, security deposits for use of school property for participation in extracurricular activities, school lunches, outstanding Kid's Club balances and any debts incurred pursuant to Rule 0520-1-3-03(13), Withholding of Student Grades for Debts Owed to the School.

If you have trouble accessing the internet based 24/7 real-time reporting system with checXchange, please contact Client Support Group at 800-208-2964. An Online Training Manual is available at www.checxchange.com/checxchangemanual.pdf.

PERSONAL CHECKS/CASHING

Personal checks may be taken for payment of goods and services and other school charges, but **must not** be cashed for the purpose of making change or as an accommodation to individuals, **including school personnel**. Checks should be accepted for the exact amount of the purchase only. Teachers or employees may **not** keep the cash collected and write a personal check for the cash amount. Change must not be refunded to a student if the check exceeds the amount of the purchase or fee owed to the school system.

CUT OFF DATE FOR RECEIVING CHECKS

There is no cutoff date for receiving checks due to the guarantee collection of NSF checks by checXchange.

In many cases it is necessary to post a date that would coincide with the closing of the school year in order to maintain that the collection can be made before a student graduates or moves to another school.

REFUNDS

Refunds should be disbursed only in the form of a school check after a Refund Authorization Form has been submitted. A refund should only pertain to textbooks, library books, and overpayment of a school fee.

The refund should be sent to the parent/guardian of the student. Funds should not be issued to the student (page 5-17 State of Tennessee Department of Education Internal School Uniform Accounting Policy).

BANK RECONCILIATION

Bank balances must be reconciled with the cash balances presented in the accounting records as of the end of each month. Bank reconciliations should be prepared within ten (10) days of receipt from the bank.



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All imaged copies must be of the front and back of the check. Each school is responsible for contacting their bank to see that this process is followed.

Cancelled checks or imaged copies must be retained on file with the applicable bank statements for future reference and audit purposes and should not be filed with paid invoices or purchase orders. Deposit slips or imaged copies should also be filed with the bank statements for future reference.

See the Technology Resource Associates School Funds Accounting System user's guide for the month end reconciliation checklist for balancing the bank balance.

BANK PLEDGES

FDIC insurance only covers \$250,000 of funds on deposit with any banking institution.

If the checking account held by the school is in excess of \$250,000, you must contact the banking institution and request that you be mailed a monthly report of the guaranteed pledge for that banking institution. If the bank is a member of the State Tennessee Collateral Pool, you only need a letter from the bank verifying their membership.

This ***must*** be kept in a separate folder or notebook for the auditor. ***DO NOT FILE THIS REPORT WITH YOUR MONTHLY REPORTS.***

BORROWING AND LENDING

Individual schools are not permitted to borrow or loan money for any reason or for any purpose.

INTEREST EARNED ON BANK DEPOSITS AND INVESTMENTS

Interest earned on checking accounts is considered the property of the General Account. Interest earned on Certificate of Deposit's must be recorded in the account for which it pertains.

When interest is added to a bank or investment account, the bookkeeper should make a deposit to that account prior to the month end before closing the monthly accounting ledgers.



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Section 14

SAFEKEEPING OF CASH

All school fund collections **must be deposited in the bank within three (3) banking days** after the funds are received. When possible, school collections should be deposited daily. A night deposit should be used as necessary to comply with these provisions. Each location must make arrangements with the bank in order to obtain keys if they are using the night deposit.

School collections should **never** be taken home by individuals for safekeeping or left at a school overnight unless it is stored in a school safe or vault. When a safe or vault is used for collections and records, the following procedures should be followed:

1. The combination or key to the safe or vault should be changed whenever there is a change in personnel who has access to the vault.
2. The combination or key should be changed at least once every two years or more frequently as deemed necessary.
3. The combination or key should not be accessible to unauthorized persons.
4. The collections should be turned in daily. The teacher is responsible for all funds collected within the classroom. **If funds are left in the room and are stolen, the teacher is responsible for repayment of the funds.**

In the event the school incurs a loss of cash or property, the Principal must communicate the loss immediately to the appropriate law enforcement officials and the Director of Schools to allow the Board of Education to report the loss to the appropriate insurance companies in a timely manner.

A Money Tracking log (Form 45) must be used anytime funds are transferred from one individual to another (i.e. – start up gate funds, concession funds, etc.).

REVENUES/RECEIPTS

Money should be turned in daily in collection envelopes, zipper bags, or sealed envelope, A Collection Log is required to be used by teachers or other individuals who collect funds for Wilson County School activities or events. It is the responsibility of the teacher or other individual who is collecting funds to prepare and record these transactions on a collection log. A collection log is required for each separate activity or event. Class fees, school pictures, annuals, field trips, club dues, plant sales, drama sales, band collections, choral fees, etc., are collections that are often recorded on collection logs. All collections by teachers or other individuals must be remitted to the bookkeeper daily or more frequently, if necessary. A copy of the collection log must be made and kept by the teacher or individual making the deposit. Once the deposit has been made by the bookkeeper, the bookkeeper must provide the teacher or individual who prepared the



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collection log a computer generated (signed) receipt for the deposit. These collection logs and receipts should be kept by the teacher or other individual preparing the collection log for five (5) years.

The collection log documents the name of the school, the purpose of the collection, the name of the teacher or other individual preparing the collection log or club/class, the payers, the date(s) of collection, the date check was written and the daily total. When daily collections are completed, the collections should be counted by the teacher/other and reconciled with the daily total on the collection log. Noted errors (if any) should be corrected and unexplained differences should be documented. If errors have occurred, this matter should be discussed with the bookkeeper and Principal.

Daily collections from any source should never be used for the purpose of providing change for events. When additional funds are needed for the purpose of providing change for events, a check should be written to the individual that will be receiving the check (signed and cashed by the bookkeeper or person responsible for the event). Upon the conclusion of the event the bookkeeper must re-deposit the change on the following day on a separate receipt and deposit reflecting the amount being deposited back into the account. A copy of the receipt must be given to the individual receiving the change from the bank. The deposit ticket must read "re-deposit change/event".

A pre-numbered receipt book should be kept on site for payee's who request a handwritten receipt. This book should contain a three (3) part receipt. The first copy should be written and given to the payee. The second copy should be attached and turned in with the required collection log, and the third copy is for the teacher or other individual responsible for the collection.

PETTY CASH

The use of a petty cash fund is ***not allowed*** by the Wilson County School System.



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Section 15 DONATIONS

Legally restricted donations or allocations to individual schools must be used in accordance with the stipulations placed on their use by the contributor. Any stipulations as to the use of funds must be in writing by the donor; however, they may not violate the Wilson County School Systems mission statement.

All donations or gifts, excluding field trip donations, must be approved by the Wilson County Board of Education prior to use of the donation. Items being sold or auctioned for a fundraiser (such as silent auction) do not need to be submitted for approval. A Board Agenda Request should be e-mailed to the BOE Secretary for Board approval.

COLLECTIONS FOR CHARITABLE GROUPS AND NEEDY FAMILIES

All schools should refrain from collecting funds for needy families and charitable organizations. When possible the students should collect commodities (toys, clothing, personal hygiene products, school supplies, canned food, etc.). If funds are collected for any group or individual the total amount collected must be deposited into the school books and the total amount collected must be expended to the group or organization (Red Cross, Cancer Society, Habitat for Humanity, etc.). No cash payments may be given to the charity.

School support organizations may not collect funds or make donations to local charities or needy families unless the goals and objectives of the group include the authorization of such activity.



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TRANSFERS

A transfer is considered a donation or gift to the receiving account. Internal school funds may not be transferred from a Restricted Account without a Transfer Authorization Form from the club sponsor that raised the funds.

Supporting documentation authorizing such a transfer must be retained on file for future reference and audit purposes.

Each primary account in the Restricted Account must be self-supporting. ***Therefore, transfers shall not be made from the General Account to a Restricted Account to eliminate an account deficit.***

A Restricted Account can move its account balance to the General Account only if a class graduates or club dissolves. The Restricted Account for clubs must be dormant for one fiscal year before funds can be transferred to the General Account.

**TRANSFERS FROM CTE FUND ACCOUNTS
TO
CTE FUND EXTRA ACCOUNTS
(Career Technical Education Funds)**

All school CTE fund accounts must have a zero balance by the end of the June 30th fiscal year. You are **not** permitted to transfer from one CTE teacher account to another CTE teacher account for any reason. Funds cannot be pooled for the following school year, however, carryover of funds for larger items or items that are not available until after the first of the year can be approved by the CTE Supervisor.

At the close of each fiscal year, if a CTE teacher has not spent his/her allotted CTE supply funds received from the Board of Education, these CTE funds must be transferred to the CTE Extra Account (300.000). Any purchase from the CTE Extra Account must be approved by the CTE Supervisor.

Due to the nature of the expenses related to CTE accounts, there is not a specific cut-off date for spending these funds other than by June 30th of the fiscal year. However, teachers should make every effort to spend these funds on materials for the current school year.

**TRANSFERS FROM SPECIAL EDUCATION FUND ACCOUNTS
TO
SPECIAL EDUCATION FUND EXTRA ACCOUNTS**

Funds are not permitted to be transferred from one Special Education teacher account to another Special Education teacher account for any reason. Funds cannot be pooled for the



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following school year, however, carryover of funds for larger items or items that are not available until after the beginning of the following school can be approved by the Special Education Supervisor.

All Special Education funds must be encumbered by April 15th with all Special Education teacher accounts having a zero balance by June 30th. All unused funds shall be transferred into the Special Education Extra Account (430.900) at the end of the school year. Any purchase from the Special Education Extra Account must be approved by the Special Education Supervisor.



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Section 17 MONTH END REPORTS

The following reports must be run at the end of the month and kept on file in a notebook for audit purposes.

1. All Bank Records – statements, checks and deposit slips (Administrators should review and sign bank statements on a monthly basis);
2. Deposit Summary Register;
3. Receipts and Disbursements – month end detail report;
4. Monthly Purchase Order Register;
5. Monthly Open Purchase Order Report;
6. Monthly Check Register;
7. Monthly Receipt Register;
8. Journal Entry Register;
9. Void Check Register;
10. Void Receipt Register;
11. Void Purchase Order Register.

SFO Portal should be used by all account sponsors to access account information. It is the responsibility of the account sponsor to review the account summary no less than on a monthly basis and inform the Bookkeeper and/or Administrator of any discrepancies on the account.

CENTRAL OFFICE REPORTS

The following reports are due the Central Office:

1. ***A signed copy of the monthly Receipts and Disbursements Report (detail report, including beginning year balance, including encumbrances) and a signed copy of the Bank Reconciliation should be sent to Diann Harper, at the Central Office by the 15th of each month. ALL REPORTS MUST BE SIGNED BY BOTH THE PRINCIPAL AND BOOKKEEPER. No faxed copies will be accepted due to the clarity of the report. Scanned copies are acceptable.***



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- 2. A current list of new assets purchased or donated. This list must be submitted to Inventory Control monthly with the Receipts and Disbursements Report.**
- 3. A Fee Waiver Report should be sent to Diann Harper upon requesting funds**
- 4. Year End Report – Receipts and Disbursements report (summary report, including beginning year balance) with the date range July 01 through June 30 of the fiscal year just ending. This report must be submitted to the Central Office by July 15 of each year. All reports must be signed by the Principal and Bookkeeper prior to submitting to the Central Office.**

YEAR END AUDIT INFORMATION

Each school will be mailed the following by the Independent Auditor:

- Internal Control Questionnaire
- Internal Control Information Sheet
- Internal Control Accounts Payable
- Two letters from Auditor

In addition, you will also be asked to sign a bank authorization form (will be mailed to you by auditor) for release of information to the auditor from your banking institution.

All forms are self-explanatory; however, if assistance is needed you may contact the Central Office.

It is very important that you complete these items and return them to the Independent Auditor as soon as possible.



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Section 18

SALARY SUPPLEMENTS AND COUNTY EMPLOYEE PAY STATUS

No county employee, **classified or certified**, may earn funds through any school without said funds being sent to the central office for distribution on the employee's payroll check, with the exception of TSSAA referees. This allows for social security and retirement funds to be properly reported for the employee.

Salary supplements include all employee earnings for camps, tutoring or after school programs that are held on school property where the student is charged a fee for that service. This does not include employees paid by West Wilson Basketball Association (WWBA) since a 1099 is provided by WWBA to the employee.

Each school should submit an Employee Salary Supplement Payroll Record (Form 38), along with a school check, for each individual who receives a salary supplement. The payroll record should be signed by the employee and the principal and should include the name of the employee, the employee ID number, the date(s) and type of work performed, and the pay rate. The Payroll Department will then calculate the amount of gross pay, employee withholdings (federal income tax, FICA, state retirement, etc.) and the employer's matching share and will include the salary supplement in the employee's regular payroll check. If the employee should receive a specific amount (i.e. - \$250 after taxes) for the work performed, the Payroll Department should be contacted in advance so the grossed up amount the check should be issued for can be provided.

Any classified employee that works a gate at any sporting event must be paid overtime, if applicable, for services rendered at the event. They should not receive any benefits from gift cards, etc. All pay must be sent to the Central Office (Payroll Dept) for distribution on their payroll check.

1099 INFORMATION

Any individual that earns funds from the Wilson County School System is subject to tax deductions. **A W-9 and vendor registration form is required to be on file at each school location and the Central Office for any individual earning funds.** Each school is responsible for **accurately reporting** to the Central Office the amounts paid to each individual, the correct name, address, city, state, zip code, phone number and social security number of each individual. An individual that earns more than \$600 from the Wilson County School System must be reported to the Internal Revenue Service by January 31st of each calendar year.



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VENDOR TAX INFORMATION

Any vendor that does business with Wilson County Schools is required to have a copy of their W-9 **and their** vendor registration form on file at each school **location**. If said vendor does not have a tax identification number they must supply the school with a social security number. The Tax Information Sheet must remain on file at each location as long as you do business with this vendor. Periodic checks with the vendor should be done in order to make sure the business has not sold or changed ownership or tax identification number.



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Section 19

SCHOOL PROPERTY FINES AND FEES

All schools are required to collect money on behalf of the Board of Education including all fines and fees for damage to property, textbooks, equipment, etc. These fees must be accounted for in the school's accounting records. Such fees must be remitted to the Board of Education by check and a receipt must be obtained from the Board of Education. **All funds collected must be deposited into School Funds and sent to the Central Office prior to closing the books as of June 30th of the calendar year.**

Do not hold funds in a cash drawer until the end of the year. Do not give a cash refund to parents or students. All refunds from your location must be in the form of a check to the individual with the Refund Authorization Form attached with an explanation for the refund and a copy of the collection log as proof of payment.

Refer to the Wilson County School website for a current list of requested fees per class approved by the Wilson County Board of Education on a yearly basis.

Club fees (HOSA, BETA, etc.) that are paid to State and National Boards are non-refundable once payment has been made to these boards even if the student is no longer participating in the club.

Report cards can be held if the student owes a fine to the school but cannot be held if the student owes a fee. A fine is defined as late, returned, damaged or lost library books, damaged or lost textbooks, workbooks and other school property, fines for parking violations while on school property or any other debts incurred.

GUIDELINES FOR EXPENDITURES OF STUDENT FEES

All requested classroom fees must be collected and deposited within the first (6) weeks of the semester (term) or school year.

All purchases with classroom fees must be spent on the students within that semester (term) or school year.

The deadline for purchases is March 31st of each school year.

Classroom fees collected for instructional supplies and materials should be used by the class or department in which it is collected to supplement money received through the regular county budget. These funds must be used to enhance the instructional program. Teachers may use the funds to purchase expendable supplies such as copy paper, construction paper, drafting paper, transparencies, workbooks, test prep, vocational lab supplies, teacher resource books, markers, ink, bulletin board aides, etc.



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If teachers comply with the required dates set for spending class fees, there should be no fees to roll. In the event, the fees are not spent by the deadline, fees remaining in Elementary teacher accounts should be rolled to the Extra Class Fees account (463.900) and be used to purchase instructional supplies at the Principal's Discretion. Fees remaining in high school and middle school accounts should be rolled to the Department Head Accounts and spent at the discretion of the Department Head and Principal. These funds should be spent in the fiscal year they were received.

In the event, there are fees remaining in these accounts at the end of the fiscal year, the BEP Committee should vote on how to allocate these funds for elementary schools at the same time they vote on the extra BEP funds from the previous school year. The Department head and Principal must vote on how to allocate these funds for middle and high schools at the beginning of each school year. The same procedure and regulations must be followed for these funds as are the extra BEP funds. "The purpose of these funds is to permit purchase of items or equipment that may exceed an individual teacher's allocation, for the benefit of all teachers at the school and the enhancement of the instructional program, and **shall not** be used for basic building needs such as HVAC, carpets, furniture, items or equipment for the teacher's lounge, or the like."

Classroom fees may not be used to purchase equipment for the classroom.

All fees will be reviewed annually and approved by the Board.

Fees and fines for lost or damaged books must be placed in the Restricted Textbook account (462.001) and a check issued for to the Board of Education at the end of each school year.

WAIVED FEES

The waiver of fees is possible if the student has been verified for and receives free and reduced school lunches (TCA 49-1-302; Section 55 of Chapter 535 of the Public Acts of 1992). Forms are distributed to each student at the beginning of the school year. Incoming students after this date may pick up a form in the schools main office. Once the form has been completed by the parent/guardian they will be submitted to the Food and Nutrition Department of the Central Office for approval. Weekly approval sheets are distributed to the cafeteria managers, Principal and school bookkeeper.

For your convenience, I have reproduced the statute and the State Board rules in regards to school fees.

T. C. A. § 49-2-114. **School fees; waiver**

a) LEAs shall establish, pursuant to rules promulgated by the state board of education, a process by which to waive all school fees for students who receive free or reduced price school lunches.



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(b) "School fees" means:

- (1) Fees for activities that occur during regular school hours;
- (2) Fees for activities and supplies required to participate in all courses offered for credit or grade;
- (3) Fees or tuition applicable to courses taken during the summer by a student; except that nonresident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses; and (4) Fees required for graduation ceremonies.

TN ADC 0520-1-3-.03(c) **School fees are defined as:**

1. Fees for activities that occur during regular school hours, including field trips, any portion of which falls within the school day;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies;
3. Fees or tuition applicable to courses taken for credit or grade during the summer by a student; except that non-resident students regularly enrolled in another school system may be required to pay fees or tuition for such summer courses;
4. Fees required for graduation ceremonies;
5. Fees for a copy of the student's record; and
6. Refundable security deposits collected by a school for use of school property for courses offered for credit or grade, including interscholastic athletics and marching band if taken for credit in accordance with local board policies.

TN ADC 0520-1-3-.03(d) **School fees do not include:**

1. Fines imposed on all students for late-returned library books; parking or other traffic fines imposed for abuse of parking privileges on school property; or reasonable charges for lost or destroyed textbooks, library books, workbooks or any other property of the school;
2. Debts incurred pursuant to Rule 0520-1-3-.03(13), Withholding of Student Grades for Debts Owed to the School;
3. Refundable security deposits collected by a school for use of school property for participation in extracurricular activities;
4. Costs for extracurricular activities occurring outside the regular school day including sports, optional trips, clubs or social events; and
5. Non-resident tuition charged of all students attending a school system other than the one serving their place of residence.

The school will be given \$45 per year for each student who qualifies for fee waivers. If the charges incurred are more than \$45 per student, then the school will be responsible for the excess costs. **A charge to other students to absorb the difference is prohibited.** **The diploma is a required document to graduate and the fee for this document is the only fee eligible for fee waiver reimbursement. All other items or ceremony expenses are optional and not eligible for fee waiver reimbursement.**

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Fee waiver funds will not be supplied to the schools until the student has been approved by Food Nutrition and his/her name appears on the Student Roster for Free and Reduced Lunch.

All schools must request in writing to the Central Office, the amount of fee waiver per student as funds are needed.

If a student is on fee waiver and is transferred to MAP Academy during the school year, no funds are to be transferred to MAP Academy for that student.

All fee waiver requests must be submitted to the Central office no later than February 28th of each school year with the exception of fee waiver request for graduation diplomas.

PEER MODELING PROGRAM

Fees (\$25 per week) collected for this program must be used for classroom and instructional use only and not for the purchase of equipment, furniture, etc. These fees should be set up as a sub account under account header 463 in the school's accounting system.

GRANTS/SCHOLARSHIPS

Grants and scholarships for educational purposes made available by the state, federal government or private entity may be sought by the school system but only when the conditions of their availability are in harmony with the purpose and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate Restricted Account (State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual: Section 4-31). All related cash receipts and disbursements must be recorded in this account. In addition, a grant activity schedule as described in the accounting and reporting section of the State of Tennessee Department of Education Internal School Uniform Accounting Policy Manual (Section 7) must be prepared. ***Grant funds must not be deposited into the general account.***

Grants and scholarship funds must be deposited in a separate Restricted Sub Account under header account 491.000 - Grants. If a school has more than one grant or scholarship, a separate account must be set up for each one.



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BASIC EDUCATION PROGRAM FUNDS (BEP)

All funds received for BEP (\$200 per teacher) must be deposited into a separate BEP account for each teacher. Funds are not allowed to be deposited into the teacher's classroom account. All funds must be spent by April 15th of the calendar year. All unused funds shall be transferred into the BEP Extra Account at the end of the school year. At the beginning of the new school year, the committee shall decide how the balance may be spent.

Each certified staff (with the exception of librarians, guidance counselors, Assistant Principals, Principals) will receive \$200 at the beginning of the school year.

Tennessee Code Annotated 49-3-359(a) states "there is included in the Tennessee BEP an amount of money sufficient to pay two hundred dollars (\$200) for every teacher in kindergarten through grade twelve (K-12). **This money shall be used by the teachers for instructional supplies (test prep, weekly readers, vocational lab supplies, teacher resource books, etc.) and cannot be used to purchase equipment for the classroom.** One hundred dollars (\$100) **shall** be spent for such purpose as determined by each teacher.

The purchase of student gifts (Christmas, birthday or incentive awards) from class fees or BEP funds is prohibited. The purchase of candy or food items must meet the State Food Nutrition guidelines and cannot be purchased from class fees or BEP funds. If student incentives or rewards are to be purchased and given to student's items should be, but not limited to, pencils, books, stickers, etc. Craft items may be purchased for the students to use in class as instructional aides and sent home with the students after completion.

The second one hundred dollars (\$100) **may** be pooled with all such teachers in a school and spent as determined by the Basic Education Program Funds (BEP) Committee (consisting of five (5) teachers voted on by the entire faculty, **this BEP Committee must not be the Advisory Council Member** (of such teachers for such purpose). A list of the committee members and the voting process **signed by these committee members must be submitted to the Central Office by August 31st and a copy kept on file in the bookkeeper's office for further reference.** The voting process must be done on a yearly basis. "The purpose of this pool is to permit purchase of items or equipment that may exceed an individual teacher's allocation, for the benefit of all teachers at the school and the enhancement of the instructional program, and **shall not** be used for basic building needs such as HVAC, carpets, furniture, items or equipment for the teacher's lounge, or the like."

Teachers may not pool such funds from year to year. If funds are not used, the balance at the end of the fiscal year shall be transferred to the BEP Extra account (905.900). The BEP Committee shall then decide how the balance shall be spent. Minutes of this BEP Committee should be sent to the Central Office within ten (10) days after each meeting.



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Guidance Counselors shall receive \$300 per year. These funds are restricted to guidance instructional materials only. These funds may not be used for copier charges, paper, and general office supplies. Office supplies **shall** be supplied by the General Account.

In addition to BEP funds, Special Education full time teachers and SLP'S (Speech Language Pathologists) shall receive an additional \$162.50 at the beginning of the school year and \$162.50 mid-year in January, unless all previous funds have not been expended. School Psychologists shall receive \$250 per school year.

The Principal does not have the discretion to dictate how these funds can be used. If there is a question as to an allowable purchase, the Bookkeeper at the school should contact the Special Education Supervisor for clarification and/or approval.

COUNTY ALLOCATIONS (PE, MUSIC/CHORUS, ART) – ADM FUNDS

At the beginning of the school year, each school shall receive an allocation for PE, Music/Chorus, and Art. If you do not have a Music Department in your school, you will not receive an allocation. The amount received is based on the student enrollment at the end of the previous school year.

Each school shall form a committee to vote on the disbursement of these funds. **The committee shall consist of three (3) teachers (these three (3) shall not be on the same committee as the Basic Education Fund or the Faculty Advisory Council).** A list of the committee members and the voting process **must be signed and submitted to the Central Office by August 31st and copy kept** on file in the bookkeeper's office for further reference. The voting process must be done on a yearly basis. The committee may decide to split the ADA funds between other Fine Arts classes such as drama, band, etc.

All ADA funds must be used for consumable and educational equipment for the department or classroom. Example: instructional equipment, musical instruments, sporting equipment, art supplies, drama props, etc. These funds should not be used for bus transportation, student incentives, spirit wear, etc.

Each teacher that receives funds must have a separate account set up for receipt and expenditure of funds (account range 433.000). **These funds must not be deposited into the regular PE, Music/Chorus or Art accounts. Any unused funds remaining on June 30th may be carried over for the following years use. Funds should not be transferred to the ADA extra account, but left in the existing account.**



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Section 21

TRAVEL AND CONFERENCES

Student activity funds and the General Account **must not** be used to pay for travel expenses for employee or teacher development, conferences, seminars, registration fees, etc. of school personnel.

All requests for travel to authorized school functions should be submitted on a Request to Attend Conference/Conventions and should be in accordance with Board policy. In order to be reimbursed, sales tax excluded, you must have a copy of your original request and your email confirmation approving the travel. All documentation and itemized receipts (a total charge card amount will not be accepted) of travel expenses should be attached to a Travel and Expense Voucher Request for consideration for reimbursement.

The rental or leasing of vans and SUV's is prohibited.

ADA and BEP funds cannot be used for travel, conferences or substitutes.

TRAVEL ADVANCES

Advances given to school personnel for authorized school activities must be made by a school check payable to and given directly to the responsible individual.

When possible, payment should be made directly to hotels, seminar coordinators, etc. rather than advances made to the individuals.

Within two days after returning from the trip, a Travel and Expense Voucher should be completed and submitted to the bookkeeper, along with invoices and other supporting documentation. The employee and bookkeeper should reconcile all travel advances with the related travel claim and all receipts to ensure that all school money has been properly accounted for. No employee should be reimbursed for state sales tax.

If adequate supporting documentation is not included with the travel claim, the employee is responsible for the payment of funds to the school to cover the difference.



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MILEAGE REIMBURSEMENT
BOOKKEEPERS AND SECRETARIES

Funds **may** be set aside by each school to reimburse the bookkeeper/secretary for trips pertaining to their duties (banking, post office, central office, trips between schools, etc). The amount per mile to be reimbursed is set by the State of Tennessee Guidelines. The state rate for mileage changes so please refer to the state website, www.state.tn.us/finance to stay current on the correct mileage rate. A travel and expense voucher must be completed before a reimbursement can be made. Proper purchasing procedures should be followed. The employee must complete a requisition form and submit to the Principal for approval and payment.

You may find a copy of the Travel and Expense Voucher in the forms section of this manual.



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Section 22 SALES TAX

All items that have been purchased for resale (auto mechanic items, book store items, T-shirts, cabinets, bookshelves, outdoor buildings, plants, potting soil and pots, etc.) and will generate a profit **must** have sales taxes paid when purchased.

All fundraisers must pay state sales tax. Resale items such as athletic shoes, PE uniforms, team t-shirts, etc. must pay state sales tax.

Fundraisers involving the sale of items such as smart cards, pop off coupons, discount cards, entertainment books, etc. are not subject to sales tax as sales tax is paid at the time of redemption.

In addition to items purchased for resale, when the school is not the end user of the good or service, the school is liable for payment of sales tax. For example, a coach purchases shoes for use in the athletic program, and at the end of the season, collects the shoes, stores them and uses them the following year. The school is the end user and sales tax should not be paid. If he purchases shoes and the students take them home at the end of each season, the student is the end user and the purchase is taxable.

If a vendor will not accept sales tax from the school, there are two choices, either accept the goods and pay the sales tax to the State or find another vendor. The form for paying sales and use tax can be found at <http://www.tn.gov>.



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Section 23 BID PROCESS

The Wilson County Board of Education has a Board Policy in place that states all purchases made by the school system in excess of ten thousand dollars (\$10,000) must be based on competitive bids. This Board Policy covers any purchase over \$10,000 and does not permit split purchase orders covering the purchase to reduce the cost below \$10,000.

Competitive bids must be publicly advertised in newspapers. The sealed bids must be received and opened at a specific date and time. These bids must be approved by the Board of Education prior to placing an order with the vendor. Prior to going through the bid process, the school should check with the Central Office to see if there is a state or county contract in place.

All purchases of ten thousand dollars (\$10,000) and less but more than five thousand (\$5,000) may be made in the open market without newspaper notice but whenever possible should be based on at least three (3) competitive quotes. The quote must be documented by the date of the call, time, quote amount, and the individual giving the quote from the vendor, and the person receiving the quote at the school verbally or by fax version.

All yearbooks and school picture contracts require advertisement in the newspaper for one (1) day regardless of the amount of purchase or whether previous quotes have been received.

Yearbook bids must be taken on all yearbook contracts and sales prior to the beginning of the school year. All bids must be submitted in writing and received by a set date. If the school wishes to sign an extended contract for more than one year, proper reasons and documentation must be submitted to the Director of Schools for approval before the contract may be signed.

School picture bids must be taken on a yearly basis prior to the beginning of the school year. This includes all senior packages which would be available to the senior class. If fall and spring pictures are taken, the vendor may submit one bid at the beginning of the school year. Three bids must be taken (in written not verbal form) even if the school is not responsible for the collection of the funds for the pictures. If funds are not collected at the school, the school should require the vendor to have an extra receipt that shall be removed from the collection envelope (by school staff) prior to them being removed from the building.

You may ***not*** break down the purchase amount on more than one purchase order to avoid the bidding process. The entire vendor purchase must be on one purchase order if the purchase is made within a reasonable time.

Bids may be taken by running a one day advertisement in the local newspaper. Once the ad is placed, you will receive confirmation from the local newspaper of the date the bid request appeared in publication. A Sample Bid Process may be found in the forms section of this manual.



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SUBSTITUTE INFORMATION

All substitutes are assigned by an automated system located at the Central Office.

All certified employees are required to report their daily absences to the system via phone or computer which, in turn, notifies the substitute of the job, job number and school location. If the job has been pre-assigned by the teacher, the computer system will not notify a substitute.

Upon arrival at the school, substitutes are required to sign in on a **Substitute Log** sheet. **At the end of their work day, they must sign out and indicate the hours worked.** The employee is also required to sign the sheet for verification that they were absent on that date. The Substitute Log is then signed by the Principal at the end of each week and submitted to the Central Office for verification.

All schools are required to pay for substitutes that have been assigned as #5 or #6 in the system. If a number #7 is used, Proper Authorization is required in order for payment to be considered by the Central Office. A copy of the #7 Substitute Authorization Form is located in the forms section of this manual. If there are questions pertaining to the amount of pay for the substitute, contact the substitute coordinator at the Central Office. When submitting the pay for the substitutes to the Central Office, a flat 7.65% must be added to the base pay for tax purposes. Any #5 or #6 absences from one location, which are the responsibility of another location, must be paid to the Central Office by the original location. The bookkeeper must then bill the responsible party for reimbursement to his/her school. Any employee that is out on a school related #5 or #6 must fill out a requisition for a purchase order prior to the daily absence.

The bookkeeper may obtain a daily report of absences from the designated sub assistant at their school for reason #5 and #6. **He/She may calculate the charges for reasons #5 and #6 and make payments to the Central Office on a monthly basis.**



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Section 25

SELF EMPLOYED WORKERS IN COUNTY BUILDINGS

Workers other than Wilson County School System Employees that do work (painting, cleaning, miscellaneous service jobs) within the schools or provide services must have proof of liability insurance in the amount of \$500,000 and workman's compensation insurance (as required by state law) before services can be provided to the school.

This does not apply to TSSAA sanctioned officials; however, you must have a W9 and completed vendor registration form on file at your school location.

All 1099 vendors must have on file at each school location, a copy of their W9 and a completed vendor information form. A copy of both forms should be sent to the Central Office on a monthly basis for each of these vendors.



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Section 26

SCHOOL FACILITIES USAGE

All schools and locations must comply with the Rules and Regulations set forth by the Board of Education. The school must not take any monies from a group until all paperwork is obtained. The schools have three (3) days to send the monies and a copy of the paperwork to the Central Office.

A Facilities Usage Form **must** be completed for each event that takes place in the school or on the school grounds. The organization **must** comply with all guidelines in the usage policy. A \$100 deposit is required to use the facilities unless otherwise directed in writing by the Director of Schools. The collection of the deposit is the responsibility of the Principal at the location.

School Support Organizations using the facilities to directly benefit the school and students do not need to complete an application, obtain insurance or pay rental fees.

All organizations **must** submit a liability insurance policy in the amount of \$1,000,000 dollars that will cover all individuals involved in the activity. All Facilities Usage Forms, insurance forms and deposits **must** be sent to the Central Office for review and approval **prior** to the use of the building. Any amount due after the use of the building will be billed by the Central Office to the organization.

Organizations are responsible for all damages that occur during the dates approved for rental of the facility.

If tutoring funds are received and deposited in the financial records at the school, an Application for Use of School Facilities and Agreement Form will not need to be completed, however, if a Wilson County employee is to receive compensation from these funds, the funds must be sent to the Central Office for payment to the Wilson County employee unless they are paying to rent the facility as an outside vendor.

If the funds received are not deposited into the financial records at the school, an Application for Use of School Facilities and Agreement Form must be completed, proof of insurance must be provided and a \$100 deposit made to the Central Office prior to the facility being used.

All school facilities use procedures must be followed when using any Wilson County School System facility.

TUTORING

If the Wilson County employee is earning funds for tutoring students, he/she must fill out the Facilities Usage Form and have proof of insurance in order to use the facility and pay the rent charges.



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If Camp funds are received and deposited in the financial records at the school, an Application for Use of School Facilities and Agreement Form will not need to be completed; but if the Wilson County employee is to receive compensation from these funds, the funds must be sent to the Central Office for payment to the Wilson County employee.

If the funds received are not deposited into the financial records at the school, an Application for Use of School Facilities and Agreement Form must be completed, proof of insurance must be provided and a \$100 deposit made to the Central Office prior to the facility being used.

Any employee for the Wilson County School System that participates in a school camp and is to receive payment for their services must have the funds sent to the Central Office for distribution on their payroll check. The bookkeeper should contact the payroll department at the Central Office for the correct amount to be sent for payroll distribution. **The employee is not allowed to pay themselves out of the school profit with cash or an incentive credit card.**

All school facilities use policy procedures must be followed when using any Wilson County School System facility.



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SCHOOL SUPPORT ORGANIZATIONS

Please refer to Board Policy #3.900 for a complete list of procedures.

Only a group or organization that has entered into a written agreement with the Board of Education may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value. A blank copy of the requested SSO and Board Agreement is in the forms section of this manual.

Prior to entering into any agreement, a school support organization must submit the following to the director or the director's designee:

- a. A SSO and Board Agreement on school letterhead must be signed by the Principal and SSO Representative,
- b. Documentation confirming the school support organization's status as a non-profit organization, foundation, or a chartered member of a nonprofit organization or foundation; example: copy of 501 (c) 3 or SS4458 Charter
- c. A written statement of goals and objectives of the group or organization;
- d. The principal contact telephone and address, as well as the telephone number, address, and position of each officer of the group or organization; and,
- e. A copy of the school support organization's written by-laws specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, securities, services, or other things of value collected or disbursed by it.

A copy of all required documentation must be submitted to Diann Harper at the Central Office each school year by August 31st or earlier if fundraising begins prior to this date. Organizations who have not submitted the proper documentation are in non-compliance with state and local policy and should not be operating as a SSO/Booster Club or conducting fundraisers.

In order to maintain their status as an active non-profit school support organizations must submit an annual report to the Secretary of State's office. School administrators can check the status of any SSO from the Secretary of State's website.

Once recognized, the school support organization is authorized to begin fundraising efforts to meet the goals and objectives of the organization. Prior to any fundraising activity, approval of the director of school, or his designee is required. The Principal of the school is the director's designee for this purpose. This approval is to ensure that several similar fundraisers by different organizations are not taking place at the same time, which could possibly limit each support organization's ability to raise funds. In addition it allows the Principal to ensure the fundraising activity is consistent with the goals and objectives of the organization.

A school system employee can be an officer for the organization with the exception of Treasurer. No school system employee can be a signatory on checks for the organization. All officers of the organization will be required to sign a waiver form acknowledging the school system is exempt from any responsibility or liability in regards to the actions of the individual. A majority of the voting members of any school support organization should not be composed of



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school representatives. Officers should be bonded and are responsible for any fees charged by the insurance company.

Following is a list of actions that are prohibited by School Support Organizations:

- They cannot use the school's tax exempt certificate
- They cannot bind the school or school district in any contract in which it enters
- They cannot use funds generated that do not support its goals and objectives
- They cannot use the school district's employer identification number
- If any of their funds is deposited into the school's official bank account, such deposits are considered to be a donation by the School Support Organization to the school, and the school may use these funds for any purposes for which other donations are accepted.

School funds and School Support Organization funds must be kept totally and completely separate.

School Support Organizations are subject to the same nutritional guidelines set by State and Board policy. Food and beverages sold or handed out to students during the school day, including Field Day, must not be of minimal nutritional value subject to the BOE nutritional policy and must have the approval of the Administrator and the Food Nutrition Director. Foods of minimal nutritional value include, but are not limited to, carbonated soft drinks, water ices, chewing gum and certain types of candies (hard candies, marshmallow candies, fondant, licorice, spun candy and candy coated popcorn). A school day is defined as starting 45 minutes before the beginning of the official school day and continuing until 30 minutes after the end of the school day. Support groups are also subject to non-compete guidelines as they pertain to the school lunch program.

School support organizations are required to complete a fundraiser request and submit it to the Administrator for consideration prior to any fundraising event taking place. A copy of the School Support Organization Proposed Fundraiser Request form is located in the forms section of this manual. These forms do not need Central Office approval as the Administrator of the school is considered the Director's designee for these requests.

If end-of-event fundraising celebrations are used to encourage participation, no student shall be excluded from the celebration based on his/her fundraising input. For example, if a DJ party or pizza party is planned for the class; all children in the class will attend. This policy applies to both school and PTO Support Organizations.

A civic organization operating concessions or parking at school-sponsored events is not a school support organization subject to this policy.

Copies of an annual financial statement (including all revenues and expenses) must be submitted to the Principal and Director of Schools/designee by July 31st of each year for the prior fiscal year.

All sales of soft drink by Support Organizations must be Coca-Cola.



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FIELD TRIPS

Notification by the Director of Schools or the Wilson County Board of Education – due to fuel costs, employees are not allowed to sign contracts for a field trip that cannot be cancelled without penalty.

WHAT IS A FIELD TRIP?

- Field trips are school sponsored, off campus group learning activities which supplement, extend or enrich the regular instructional program in a manner not possible within the school setting;
- Co-Curricular competitions are events approved and organized by the school which are an extension of a course with academic credit;
- Extra-Curricular competitions are events approved and organized by the school which are **not** related to a course for academic credit or not included in TSSAA post season activities. Regular and post season athletic activities under the sanction of the Tennessee Secondary School Athletic Association (TSSAA) or Middle School Athletic Association (TMSAA) shall be scheduled through the school Athletic Director unless they are overnight trips. These trips still need the Director of Schools and Board approval.

Trips shall be planned with consideration of the safety of students and chaperones. Field trips made during the school day must have sufficient educational potential to justify the time taken from the classroom instructional program. Trips which are strictly recreational in nature shall not be authorized during the regular student day.

Trips shall be planned not to interfere with normal transportation of students to and from school. Activity buses, if used, will be assigned on a priority basis with athletic teams being a first priority and school bands being the next priority. If neither of the two is requesting an activity bus, then they may be used by other school groups.

All field trips and bus requests require a purchase order. Since buses must be reserved no less than 10 days prior to the trip through TRIP TRACKER, use an amount of \$1.00 and edit the amount before you cut the check.

Schools shall not sponsor student trips which extend beyond the geographic limits of the state, more than 100 miles or overnight from the school site without prior approval of the Director of Schools and the Board or Executive Committee. Funds collected for these type trips are refundable if the school cancels due to inclement weather or lack of student participation. These funds are not refundable for any other reason.

1. Written permission must be secured from the parent/guardian prior to the school releasing any child from school for a field trip. **Check with your destination coordinator prior to the field trip. Some destinations such as state parks require medical insurance history for the student prior to the visit. A sample Field Trip Permission Form may be found in the forms section of this manual.**



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2. High School students must secure an Advanced Assignment Form from all of his/her teachers prior to attending a field trip.
3. Donations may be requested from students for participation in field trips; however, no student shall be excluded from a field trip because of failure to contribute toward the cost of the trip.
4. Donations for field trips do not have to be approved by the Board of Education and are not subject to fee waivers.
5. Field trip donations are non-refundable. Funds collected for school sponsored student trips (trips over 100 miles or overnight) are refundable if the school cancels for inclement weather or lack of student participation. These funds are not refundable for any other reason.
6. A minimum of one (1) adult chaperone per fifteen (15) students is required for all trips. The bus driver **cannot** be considered as a chaperone.
7. At no time will a chaperone be alone with a student. Chaperones must always be with the group.
8. All students must comply with the Wilson County Schools Code of Conduct while attending any school sanctioned event. Code of Conduct rights, responsibilities, rules and due process procedures is revised on a yearly basis and is printed in each student agenda book received at the beginning of each school year.
9. Prior to departure for the return trip, students shall be checked against a master list. If any student is not present, a school employee must remain behind until the missing student(s) have been located and their safety and return assured.
10. All students must comply with the Wilson County Schools Dress Code while attending any school sanctioned event. Dress Code is approved on a yearly basis and is printed in each student agenda book received at the beginning of each school year.
11. Classroom fees cannot be used for bus transportation or admission to any event.

Any unspent field trip donations in Field Trip accounts at the end of the school year, must be rolled over to the Field Trip Extra account (446.900) and used for students who did not make a donation and for extra expenses. Example: when a nurse is required to accompany a student

CHAPERONE POLICY

A minimum of one (1) adult chaperone per fifteen (15) students is required for all trips. Teachers and school system employees are counted as chaperones. The bus driver *cannot* be considered as a chaperone.

No younger siblings are allowed to accompany a chaperone on a trip.

Any persons other than employees of Wilson County Schools who participate in day field trips must be cleared by the Raptor system.

Any persons other than employees of Wilson County Schools who participate in overnight trips must be cleared by a state (TBI) and federal (FBI) background check. The check will be paid by the individual but must be registered under the school system ORI number (TN930190Z). After being printed the individual will be given a receipt with a unique transaction number. A copy of that receipt must be given to the school and kept on file at the school. The results of the check



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will be sent to the Central Office. Should there be a reason to prevent any individual from accompanying students on the trip, they will be notified.

To insure the results are received prior to becoming a chaperone, it is imperative that anyone wanting to go on an overnight trip be printed at least 2 weeks prior to the trip and earlier, if possible. Once an individual has passed a background check with our school system, they will not need to be printed again. However, the school in which the child is enrolled must have a copy of the documentation as described above. If there are siblings in separate schools, a copy must reside in each school.

All chaperones must also complete and sign the Chaperone Guidelines form per trip attended. A copy of the form can be found on the county website.

Chaperones must be evenly divided among buses used. Chaperones who are employees of the school system are to supervise and maintain discipline on the bus. Should the bus become unruly, the driver will pull over to a safe location until the chaperone regains control of the bus.

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The following administrative directive relates to all school sponsored curricula and extracurricular activities.

1. When students are participants in athletic, club or organization events, they are not allowed to drive themselves or other students nor may they ride with other students to the activity. If school transportation is unavailable, parents of the students or school employees may transport students provided written permission from the student's parent/guardian is on file with the coach or sponsor of the activity and must comply with requirements of Board of Education policy 3.404 - Private Vehicles.
2. No student shall be sent on errands, personal or school related in a vehicle owned by the student or an employee of the school system.
3. Written permission from parents/guardians shall be on file in the office of the principal if students, as part of their instruction program, need to travel during the school day to accomplish the objectives of the program.
4. The Director of Schools may grant exceptions to item number 1 where intra-county events are involved.
5. Notify the insurance department at the Central Office when using rental vehicles due to the need for additional insurance (Certificate of Liability).

BOARD OWNED VEHICLES

For Board owned vehicles to be used by Wilson County School Employees, a copy of the employees current valid Tennessee Drivers License must be given to the Receptionist when picking up the vehicle.

The rental or leasing of vans and SUV's is prohibited.



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VENDING MACHINES

SNACK MACHINES

Snack machines may be installed in county school buildings. Collections from the machines can be handled in two different ways:

1. If the machine is filled and the funds are collected by the supplier, a yearly contract must be signed between supplier and Principal stating the amount of commission that will be received on a monthly basis. In the best interest of the school the Principal should request a monthly report from the supplier with the amount of sales and collections for each machine. The commission check should be made out to the school and deposited according to the written instruction by the Principal into the correct account at the school. The contract must be kept on file and renewed on a yearly basis.
2. If the machines are filled at the school and the money taken from the machines by an employee, a complete account of all funds must be kept on file on a Vending Profit Analysis Report. Funds should be collected from the machine, verified and signed off on a collection log by two individuals. All invoices must be accessible for an audit review at any time. Beginning and ending inventories are also to be logged on the form.

DRINK MACHINES

Coca-Cola is the sole supplier for the Wilson County School System.

COKE ALLOTMENT DISTRIBUTION

All Coke Fund checks are issued by the Board of Education for distribution at each school. A letter from the Principal stating the percentage that will be designated to each account must be on file with the receipt of funds in the bookkeeper's office. A copy of this letter must also be sent to the Central Office by August 31st of each school year.

85% of these funds must be placed in the General Fund Coke account (200.005). The Principal has the discretion to place the remaining 15% of these funds into the account of their choice. If these funds are placed in the restricted Coke fund account (442.000), they must be used for the following expenses only:

- a. Teacher/Student Awards and Incentives
- b. Designated Appreciation Weeks
- c. Conference Expenses/Professional Development
- d. Substitute Pay
- e. In-Service and Staff Luncheons
- f. Laminating and/or poster supplies
- g. School mandated extra curriculum activities
- h. School employees mileage reimbursement



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If the principal chooses to use the percentage breakdown option listed above to deposit the Coke Fund Check into restricted sub accounts, the 85% remaining balance must be deposited into the General Fund Account 200.005.

If the principal chooses not to deposit a percentage of the Coke Fund Check into one of the restricted accounts listed above then the entire Coke Fund Check must be deposited into the General Fund Account 200.005.

A letter stating the distribution of funds must be sent on school letterhead and signed by the principal and bookkeeper, to the Central Office two (2) weeks after receiving funds. These distribution procedures apply to all checks received from the Board of Education for Coke Funds.



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Section 30

RETENTION AND DISPOSAL OF RECORDS

CUSTODIAN OF RECORDS

All student activity and other internal school fund accounting records are the property of the Board of Education and must be preserved in the applicable individual school, except as expressly authorized by the Board.

ACCOUNTING RECORDS AND SUPPORTING DOCUMENTS

The following original records, including data in the form of computer printouts, should be retained for a minimum of 5 years plus current year or until all applicable audit exceptions are resolved, whichever is later:

1. Pre-numbered cash receipts;
2. Collection logs, ticket reconciliations, signed recorded counts, remittance advices and other collection documentation;
3. Ledgers, printouts of all receipts and disbursements for 5 years plus current year;
4. Journals and records of receipts and checks written;
5. Audit reports;
6. Fixed asset and inventory records retain 5 years after disposal of the property;
7. Purchase orders;
8. Vendor invoices;
9. Fire prevention reports;
10. Bids;
11. Gross profit analysis documentation;
12. Bank statements and cancelled checks; and
13. Contracts, agreements, and other authorizations (yearbook, prom, pictures, etc.).

DISPOSAL OF RECORDS

Records not listed above may be destroyed at the end of a period designated by the local Board. However, no records should be destroyed for at least one (1) year or until the audit related to those records is completed and all applicable audit findings and recommendations are resolved, whichever is later.

The disposal process should be supervised by the Principal to ensure complete destruction. All records should be shredded or destroyed by fire for proper destruction. A list of all records destroyed should be kept at the location and signed by the Principal prior to destruction.