

TITLE: LOCAL SCHOOL ACCOUNTING POLICIES AND PROCEDURES

Policy. The purpose of this policy from this point forward is to supplement the minimum system of accounting practices and procedures that are to be used by the public schools throughout the State of West Virginia that are prescribed by West Virginia Board of Education Policy 1224.1.

School Funds. Secondary schools are authorized to maintain the following funds: general fund; faculty senate fund; and, athletic fund. Elementary schools are authorized to maintain the following funds: general fund; and, faculty senate fund.

Any school may establish as many separate sub-accounts within each fund as is considered necessary to accurately account for the financial activity of the school.

Reimbursement Of Travel Expenses.

Employees responsible for complying with this policy. A supervisor who approves and signs expense reports is responsible for accurately reviewing expense reports for compliance. The Board will reimburse employees for all reasonable and necessary expenses while traveling on authorized Board business. The Board assumes no obligation to reimburse employees for expenses that are not in compliance with this policy. The Chief School Business Official must approve any deviation from this policy.

Employees must submit the following documentation with an Expense Report:

- Air/Rail – original passenger receipt.
- Hotel – hotel folio plus credit card receipt or other proof of payment.
- Car Rental – credit card receipt or rental agency invoice.
- Meals – credit card receipt or register receipts for meal expenses over \$10.00.

Receipts must be affixed to a piece of paper with like items (e.g. cabs) together. An explanation of the expense. If like items have been summed to arrive at a single figure for entry to a single cell on the expense report, please indicate which items are being totaled on the paper where the receipts are affixed. Expense reports containing entries that cannot easily be supported by receipts will be returned to the person submitting the expense report. When a receipt is not available, a full explanation of the expense and the reason for the missing receipt is required. Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the

name of the vendor, location, date and dollar amount. All expenses must be reported, regardless of how they were paid. The following receipts are acceptable:

Incorrect or Incomplete Expense Reports. Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the approver for completion and may result in delay or non-reimbursement of specific items.

The submission of falsified expense reports, including the alteration of receipts, can result in disciplinary action up to and including termination of employment.

Reporting And Payment Of Wages To Individuals Who Perform Services For Schools. Prior approval of the Chief School Business Official must be obtained by the principal to secure additional services of individuals who perform services at schools. Such services include, but are not limited to, part-time or temporary help for office secretaries, library assistants, cafeteria helpers, concession stand workers, ticket takers, or other workers at athletic events, carnivals, or other activities, regardless of whether the individual is a full-time employee of the board or not. All payments made by a school to an individual for services rendered are to be considered wages and are to be paid through the normal payroll process at the central board office, unless it can be clearly shown that the individual is an independent contractor in accordance with the criteria established by the Internal Revenue Service.

Collection Of Unpaid Charges. The principal of each school shall be responsible for initiation of efforts to collect unpaid charges. The principal shall inform the party owing any unpaid charges by phone call or personal interview in a discreet and confidential matter. If this effort fails, a formal letter from the school will be sent to the party owing the obligation. This letter will include an invitation to discuss the matter with the principal and a specified timeframe for a response. If this course of action is not successful, the matter shall be referred to the Chief School Business Official who may consider formal methods for the collection of the unpaid charges, including the use of a debt collector or legal counsel to initiate collection proceedings. The principal shall report all worthless checks to the Chief School Business Official who shall undertake to collect the face value of the check and all bank fees. The Chief School Business Official may enlist assistance from legal counsel to collect worthless check amounts and any related fees, including attorney fees.

Allotment Of Faculty Senate Funds. Eligible employees shall submit a request for reimbursement after the purchases are made. Employees are permitted to submit requests for reimbursements after each purchase. An account balance shall be maintained for each individual. The itemized expenditure schedule contained in Appendix A of West Virginia Board of Education Policy 1224.1 shall be used to make application for reimbursement.

Petty Cash Drawers. Schools are authorized to establish a petty cash drawer to be used for the purchase of incidental items of nominal value. The maximum amount that may be authorized is \$50. The cash and receipts in the petty cash drawer must always equal the amount established. Personal checks are not to be cashed from petty cash. The petty cash drawer is to be replenished periodically by a check made payable to the school principal for the amount

required. The itemized receipts and/or invoices obtained as a result of the purchases made from petty cash are to be used as supporting documentation for the check.

Change Drawers. Schools are authorized to establish change drawers to be used as starting cash for athletic events, concession stands or other school activities. The maximum amount that may be authorized is \$500 per gate. Anything above this amount must be approved in writing by the Chief School Business Official. The cash in the change drawer must equal the amount established at all times. Personal checks may not be cashed from starting cash. The balance in the change drawer is to be deposited in the school's depository account at times when it is not needed. Cash in the change drawer in excess of \$500 must be deposited in the school's depository account after each event. All start up cash must be deposited in the school's depository account at the end of the school year.

Support Organization Funds. All student support organizations that raise money in the name of a school or the district shall be required to maintain a subaccount for such funds within the school's general fund if the organization does not obtain an FEIN that is separate from the school and the support organizations must follow all school accounting procedures. The Fundraiser Approval form contained in Appendix A of West Virginia Board of Education Policy 1224.1 shall be used in connection with all fundraising events. If concession stands are operated by a school organization, written procedures calculated to safeguard the inventory of goods sold to protect against pilferage or unauthorized use must be submitted to and approved by the principal.

Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Board of Education Policy 1224.1, West Virginia Board of Education Policy 8100, West Virginia Board of Education Policy 8200

Purchasing Procedures for Local Education Agencies. Gilmer County Board of Education will adhere to all requirements included in Title 126 Legislative Rule Board of Education Series 202 (*Purchasing Procedures for Local Education Agencies Policy 8200*) for the purchasing, receiving, safeguarding, and disposal of commodities and services used in its operation.

Handbook for School Finance in West Virginia. Gilmer County Board of Education will adhere to all requirements included in the *Handbook for School Finance Policy 8100*.

Accounting Procedures Manual for the Public Schools in the State of West Virginia. Gilmer County Board of Education will adhere to all requirements included in the *Accounting Procedures Manual for Public Schools in West Virginia Policy 1224.1*.

Board Adoption: July 21, 2014