

WINNER SCHOOL DISTRICT 59-2 OFFICIAL SCHOOL BOARD POLICY



Internal Control Policy

This policy is designed to describe the desired procedures to be followed in regards to handling revenues, expenditures, payroll and miscellaneous items.

REVENUES:

1. Mail is delivered to the school by the Post Office. The Administrative Assistant goes through the mail and separates it by location. The head custodian then takes it to each building.
2. All cash/checks are handled by the Business Manager for deposit.
3. Ticket takers rip tickets for student/adult sales throughout the event. Gate money from the event is then counted by the staff member in charge of the gate/concession stand that night and compared to the ticket sales and sign off on the tally sheet. The administrator on duty then takes the cash box, counts it, compares the sales to the cash, sign off on the tally sheet and brings it to the Administrative Office. One of the secretaries then counts it and gives it to the Business Manager to count, receipt and deposit.
4. A revenue summary report and statement of cash receipts, disbursements and cash balances are given to board members each month for review and approval.
5. The Business Manager enters deposits into a manual receipt book daily and then at the end of the month enters the receipts into the SUI software in the cash receipts journal.
6. Cash is reconciled each month and taken to the board meeting for approval. After the Business Manager reconciles all cash accounts, they are given to the Superintendent to review and sign off on.
7. Food Service lunch sales are collected by the Head Cashier and amounts are entered into the Wordware System on family accounts. The deposits are then given to the Business Manager to count, put in the manual receipt book and deposit into the bank. Food service cash is also balanced each month and taken to the board for approval.
8. Money for trust and agency accounts is collected and counted by the Advisor and an officer of the group. The money is then given to the Administrative Assistant to count it and receipt into the manual receipt book daily. The receipt book is then given to the Business Manager to enter and balance at the end of the month. Activity fund balance reports are given to the advisors of the trust & agency accounts monthly for verification.

EXPENDITURES:

1. Staff members requisition supplies from their building Principal.
2. The building Principal approves or disapproves the items. If items are approved, they are sent to the Business Manager for final approval after checking the budget numbers.
3. The building secretaries will then draw up the purchase orders after approval is given by the Business Manager.
4. Building secretaries check the supplies in as they arrive at each location. They compare the supply list to the initial requisition to see if all supplies have arrived. Supplies are then given to teachers who compare the supplies to their initial request.
5. When bills are received at the Administrative Office, the Administrative Assistant reconciles the bill to the purchase order to check accuracy.
6. The Administrative Assistant enters the invoices into the cash disbursement journal.
7. Copies of each bill entered into the cash disbursement journal is given to the Business Manager with a voucher to sign off on and check for accuracy.

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8. Copies of the board report which is a listing of each bill and their expense account, monthly expenditure report and statement of cash receipts is included in the board packets each month for review and approval. Copies of the invoices are also taken to the board meeting for approval.
9. After Board approval, checks are stamped with the Business Manager and Board Chairman's signature.
10. All vouchers are signed by the Business Manager and then taken to the board meeting and the Board Chairman signs off on them.
11. Vouchers and bills are attached and retained for records in the Business Office by the Business Manager.
12. The Administrative Assistant prepares checks for the mail and takes them to the Post Office.

PAYROLL:

1. Contracts are offered and approved by the School Board after negotiations are complete.
2. After credits are approved in September, the Business Manager enters the contracts into the payroll system in the SUI Software and publishes salaries in the paper.
3. Hourly staff punch in and out of the Timeclock Plus system. The Business Manager then downloads the timecards into the SUI system.
4. Any changes that employees need made on their timeclock are taken to their building Principal and then given to Administrative Assistant to enter into the computer.
5. Other pay items (sub pay, stipends, etc.) are signed off on by building Principals and given to the Business Manager to enter into the payroll system.
6. Payroll is calculated with the use of the SUI Software and is reconciled by the Business Manager using payroll journal modules.
7. The majority of the Winner School District employees are on direct deposit and those stubs are emailed to employees by the Business Manager. The employees who are not on direct deposit or do not have an email account have their checks/stubs mailed to them. The Lunch Cashier distributes these checks/stubs either through school mail or the postal service.
8. The direct deposit amounts is entered into the online banking system and balanced for accuracy by the Business Manager. All direct deposits must be made in person at the Business Office and have a signature on file for any new or changes to existing direct deposits.
9. A breakdown of the payroll expenses is given to the board each month on the statement of cash receipts, disbursements and cash balances.

The Business Manager is responsible to reconcile all accounts at the end of each month. Discrepancies are noted and journal entries are done by the Business Manager. The Business Manager gives the financials to the Superintendent for review and then they are shared with board members in their monthly packets.

All records that pertain to all these transactions are made available to Independent Auditors annually during the Annual Auditing process.

TRUST & AGENCY:

1. Administrative Secretary writes trust & agency checks each Thursday. Signed vouchers are given to her and Business Manager approves the expenditure.

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2. Deposits are brought to Administrative Secretary by Advisors/Coaches after they have counted the cash with a student officer and initialed a tally sheet. Administrative Secretary recounts the cash, signs off on the tally sheet and enters them into the manual receipt book.
3. Administrative Secretary takes the deposits to the bank.
4. Administrative Secretary gives the Business Manager the manual receipt book at the end of each month. Business Manager then enters the deposits into the cash receipts journal in the SUI system.
5. Business Manager reconciles the trust & agency bank account at the end of each month and the information is taken to the board along with the monthly financials.
6. Activity fund balance reports of the deposits/expenses for the t & a accounts are sent to the Couches/Advisors monthly for verification.
7. In regards to fundraising activities that individual groups hold, Coaches/Advisors are responsible for checking to make sure that sales match the orders and that orders match what is received. Items are then given to the students who sold the items and they double check the order forms and deliver the goods.

MISCELLANEOUS ITEMS:

1. Petty cash and cash boxes are located at the Administration Building in a locked file cabinet.
2. Cash boxes are checked out from the Administrative Secretary for events.
3. The Business Manager and/or Administrative Secretary randomly count the petty cash to verify the amount in the bag. Cash boxes are reconciled after each use and ticket takers/concession stand advisors before they use them.
4. School vehicle keys are checked out at the administration building with the Administrative Secretary. PO's for fuel or a credit card for longer trips are documented so the expense can be coded correctly.
5. Lunchtime Solutions monitors and records commodities as they are received. Totals are reconciled with the Business Manager at the end of each school year and compared to reports from the state.