

System of Funds and Accounts Procedures

1. Bank Accounts

The following guidelines shall be used in managing bank accounts:

- 1.1 The amount of the imprest fund of a school shall be based on the highest amount of funds expended in one (1) month. The amount shall be approved by the Board of Directors.
- 1.2 The board shall appoint a staff member to serve as custodian of the fund. A surety bond shall be secured in the amount of the fund.
- 1.3 Use of imprest funds and/or petty cash shall be restricted to those obligations which cannot be handled by voucher.
- 1.4 Imprest funds and/or petty cash may not be used to circumvent any laws related to purchasing.
- 1.5 All receipts which are submitted for reimbursement shall be dated and signed by the submitter.
- 1.6 Imprest accounts shall be replenished at least monthly by warrant of check payable to the custodian. The replenishment must be made by voucher with appropriate receipts attached.
- 1.7 Whenever an individual's appointment as custodian is terminated, the imprest fund must be audited by the fiscal officer.
- 1.8 Local audits of each imprest account by someone other than the custodian of the account shall be made on a surprise and unscheduled basis.

2. Associated Student Body Fund (ASB) Procedures

Since associated student body (ASB) financial resources are public resources, the board and its designees is responsible for the protection and control of these resources just as it is for other public funds placed in its custody. The laws governing the ASB fund, and the rules and regulations developed by the Office of the Superintendent of Public Instruction (OSPI) pursuant to those laws, provide the legal and procedural frame- work for the Board of Directors to administer the ASB fund.

One of the stated purposes of the rules and regulations promulgated by OSPI is to encourage the supervised self-government of ASB. The financial resources of the ASB fund are for the extracurricular benefit of students, and their involvement in decision-making processes is an integral part of ASB government. The students must have adult supervision to properly administer the ASB programs, but that supervision must not exclude the students from participation in determining the uses of ASB resources.

Final approval of ASB activities rests with the Board of Directors, but the students determine what activities will constitute the ASB program. Although no student activity may be a part of the ASB program without the approval of the board, the board has no power to initiate ASB activities. That power rests with the students and must be recognized in the organizational system selected by the board to administer the ASB fund.

The rules and regulations governing ASB financial resources explicitly require that the board provide for ASB participation in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed. Additionally, all supporting documentation must bear evidence of student approval before ASB money may be disbursed as budgeted.

The following guidelines shall be in effect in the operation of the respective associated student bodies:

- 2.1 The principal shall appoint the primary advisor to the ASB. He/she shall be responsible for designating advisors to the various student subgroup organizations affiliated with the ASB. For schools with no grade higher than grade six (6), the board may delegate the authority to a staff member to act as the ASB body.
- 2.2 The principal shall be responsible for supervising the accounting functions to be performed at the building level. The building level accounting procedures shall be consistent with the accounting functions performed at the district office level.
- 2.3 At the beginning of each year, the ASB shall submit a report which describes in summary those activities which constitute ASB programs.
- 2.4 The ASB shall participate in the determination of the purposes for which ASB financial resources shall be budgeted and disbursed. Such purposes shall be reflected in the ASB budget which is submitted to the Board of Directors for its approval.
- 2.5 The ASB shall approve all expenditures before money shall be disbursed from the fund.
- 2.6 ASB funds may be used for any purpose approved by the governing body of the organization and subject to the provisions incorporated into the student body constitution and bylaws. ASB money to be used for scholarships, charitable contributions, and student exchange programs is limited to funds denoted for that specific purpose and that have been so identified at the time of their collection. Such funds must be contributed on a voluntary basis.
- 2.7 Other fundraising activities not associated with an ASB sponsored organization are not permitted by law to be done under the direction or supervision of staff nor with the use of district equipment, supplies, facilities or other district resources unless the district is fully reimbursed for all such costs.
- 2.8 For schools with students in grade seven (7) or above, evidence of student approval must appear on all vouchers supporting a disbursement of ASB money. This includes purchase orders and imprest fund check requests.
- 2.9 ASB moneys must be on deposit with the county treasurer with the exception of an imprest banking account and petty cash. Such funds shall be administered in the manner required by the regulations of the state board of education.

3. Management of District Bank Accounts

Moneys received for the district shall be handled as follows:

- 3.1 Receipts shall be given for all moneys;
- 3.2 All moneys received by the district, except those received by the county treasurer on behalf of the district, shall be deposited in the district's transmittal account. Provisions shall be made for individual buildings to have access to night depository. In no cases shall significant amounts of money remain in a building for more than twenty-four (24) hours;
- 3.3 Receipts shall be deposited intact;
- 3.4 All money in the transmittal account shall be transmitted to the county treasurer no later than the first of each month. Such transmittals shall be accompanied by a report indicating the sums to be credited to each of the district's funds;
- 3.5 An accurate record shall be kept of all expenditures from each imprest account. Reimbursement to the maximum permitted shall be made to each imprest account by voucher each month; and
- 3.6 Local audits of each imprest account shall be made on a surprise and unscheduled basis. In addition, whenever there is a change of administrator, the imprest accounts which he/she administered shall be audited by the district.

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