SASBO'S
Bookkeeper Bootcamp

Just The Basics

1. Know Your Policy

2. Understand Your Account Structure

Example:

- **550-8001-1000-61000-0101-000100 Miscellaneous Supplies**
- **Where:**
  - **550 – Fund**
    - **8001 – Program**
      - **1000 – Function**
        - **61000 – Object Code**
          - **0101 – Location Code**
            - **000100 – Modifier (activity code)**

See the State Chart of Accounts - Ga Department of Education

3. Post Activity to the Correct Account

- **Post Expenses to Expense Accounts**
  - **Object code does not equal -00000-**

550-8001-1000-61000-0101-000100 Miscellaneous Supplies

- **Post Receipts to Revenue Accounts**
  - **Functions codes: 1220, 1230, 1500, 1995**
  - **Object code equals -000000-**

550-8001-1995-00000-0101-000100 Miscellaneous Revenue

4. Understand the Use of Funds

- Governmental Funds
  - Local school funds may be spent “only for the support and maintenance of public schools… public education…and activities necessary or incidental thereto.” Ga. Const. Art. VIII, Sec. VI, Par. I (b).
- Fiduciary Funds (Clubs)
  - Spent for purposes the funds were generated and consistent with the Clubs purpose

- Governmental Funds
  - "School as a whole" expenses
    - Items that could be used or seen by the entire school population (i.e. active boards, playgrounds, supplemental instructional materials, murals, etc.)
    - Expenditures for groups representing the schools in academic competitions are also acceptable expenditures (i.e. academic bowl)
    - Extracurricular activities would not be considered "school as a whole" expenses

- Fiduciary Funds (Clubs)
  - Club Sponsor
  - Expenses incurred according to club purpose & purpose of event generating the funds

5. Value Internal Controls

Separation of Duties

The separation of duties concept prohibits the assignment of responsibility to one person for the acquisition of assets, their custody, and the related record keeping.

Separation of Duties: Revenue Process

Involve Multiple People in the Collection of Funds

- Determine collection points
- Separate collection of funds and the validation of those funds
- Issue Receipts or use other forms
  - Indicate how much money is collected / remitted
  - Must be signed and dated by person collecting the funds
  - Provided to Bookkeeper Timely
- Validate / Report back to the person collecting funds
- Deposit funds, who verifies?

Separation of Duties: Purchasing Process

- Involve multiple employees; document
- Use Purchase orders
  - All expenses must be pre-approved BEFORE the actual purchase occurs.
  - Principal signature and DATE required.
  - Request must include cost or estimated cost.

Separation of Duties: Purchasing Process

Payment Process

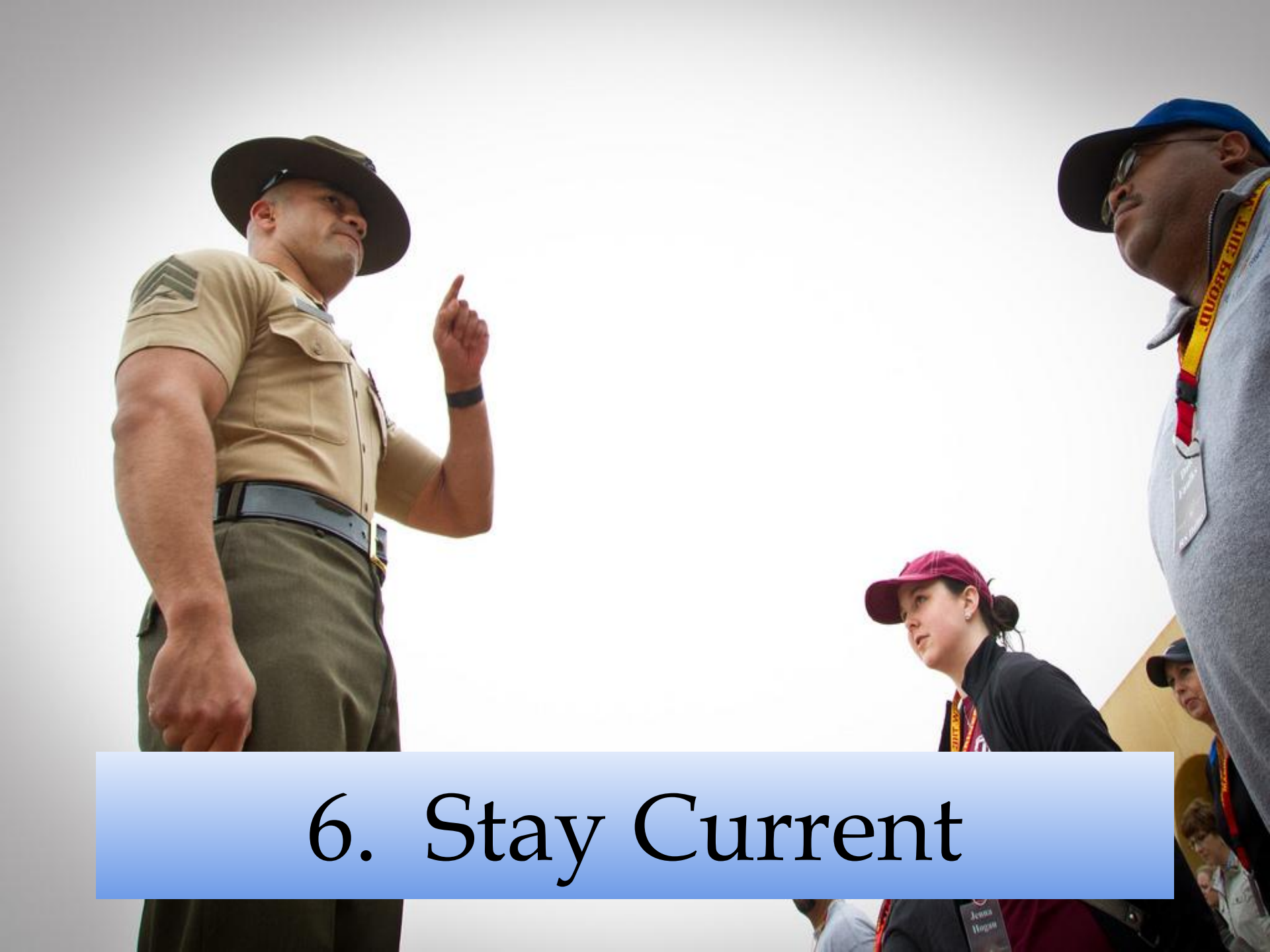
- Assemble Voucher: Invoice, PO, Packing Slip
- Provide packet and completed check to Principal for signature
- All disbursements must be by check only
- Petty cash?? Define policy and assess risk
- Bank Signature Card
  - Up to date
  - Principal & Assistant Principal (for backup)
  - Bookkeeper must not be an authorized check signer

Separation of Duties: Journal Entries

- Properly Documented
- Approved by Supervisory Personnel
- Appropriate and necessary

Separation of Duties: Bank Reconciliation

- Performed by someone other than the bookkeeper
- Approved by Supervisor (Principal)
- Timely



6. Stay Current

- Make Deposits Timely
- Receipts entered daily
- Receipts posted should equal the total deposit
- All funds should be deposited in the month collected
- Record all checks /disbursements daily
- At any given point, a report from the accounting system should reflect all activity
- Know deadlines: Monthly, Quarterly, Annual

7. Stay current on Laws/Regulations/Policies

Did you know…

- Laws and regulations vary by state
  Example, in Georgia…
  - E-Verify: Required if purchase of SERVICE is greater than $2,500; Vendor required to complete E-verify Affidavit
  - Student Data Privacy, Accessibility and Transparency Act Notice
- Payment of Salaries outside of Payroll - included on W-2?
- Payment for Contracted Services - included on 1099?
- Gift Card Purchases? Included on W-2?
- Purchasing in line with your policy? When are you required to obtain bids / quotes
- Charter Transportation. Consider state approved list and funding source

8. Reduce Errors

Become familiar with the Accounting System & Reports

- Deposits: Compare receipts to deposits to revenue posting reports
- Prior to paying vouchers:
  - Print a voucher report OR a check proof report
  - Verify vendor name and address
  - Verify amounts
  - Verify account codes
    - Use Expense Accounts
  - Errors identified should be corrected in the voucher prior to paying

9. Perform Monthly Procedures

Monthly Procedures

- Monthly Reports to Club Sponsors and Coaches
  - Include Activity Detail
  - Verify errors or possible irregularities
  - Report initialed and returned to bookkeeper
- Monthly Bank Reconciliations
  - Finalized by the 15th of the following month
  - Performed by someone other than bookkeeper
  - Reconciled to the Cash Report for all activities
- Review activity ending balances for negatives

10. Learn from Past Mistakes

- Common points found during internal reviews of school activity accounts:
  - Purchase orders dated after invoices
  - Deposits not made in a timely manner
  - Funds collected by staff are not remitted to bookkeepers in a timely manner
  - Receipts not indicating if funds received are “cash” or “check”
  - No proof of receipt of goods or services