

## EAST BATON ROUGE PARISH SCHOOL SYSTEM

### GUIDELINES FOR HANDLING SCHOOL FUNDS

As a teacher and/or sponsor of a particular extracurricular school club or activity, it may be necessary for you to collect and receive money from students in your class(es) or extracurricular club/activity. Before any money is solicited from students or parents, administration must give formal approval of the activity.

The following are the East Baton Rouge Parish School System's policies that must be adhered to when handling these monies:

1. Written receipts should be prepared in duplicate and a copy issued to the individual from who monies over \$1.00 are received. Teachers are responsible for keeping duplicate receipt copies and turning them in to the office at the end of each school year. Receipts should be accurate and filled out completely (name, date, and amount). If a mistake is made in preparing a receipt, both copies are marked "VOID", and a new receipt is made.
2. Teachers must turn collections in to the school office and receive a receipt for the amount turned in. Any amount over \$5.00 should be turned in at the first possible opportunity. Amounts under \$5.00 can be turned in periodically, but teachers should not keep money in their classrooms overnight. Reasonable precautions should be taken to protect all funds until they have been formally deposited. All school employees assume complete responsibility for funds in their care if these funds are lost or stolen due to their negligence or inappropriate safekeeping.
3. Report any stolen or missing funds in writing to administration and to the Internal Auditor at Central Office (922-5601) and by e-mail ([lford3@ebrschools.org](mailto:lford3@ebrschools.org)) as soon as it is discovered. Keep a copy for your records.
4. On a regular basis, check the status or balance of your account/fund and report in writing to administration any suspected discrepancies. No checks shall be drawn on a school fund account without a balance sufficient to cover the check request or without proper authorization. Any purchases made without administration's prior approval will not be reimbursed by the school.
5. You will be your own bookkeeper as far as your personal classroom/extracurricular activity account. You will be given a receipt book to record what money is being collected for, the students who have paid, the amount they paid, and the date you received the money from them. You will also be given an accounting record sheet to keep a running account of your receipts and disbursement amounts. The secretary will provide a statement of account showing your account balance upon request. Please review your statement monthly to ensure it is accurate. Any discrepancies found must be reported to the executive secretary within 30 days.
6. Whenever you buy pre-approved educational materials, give the original invoices or receipts to the secretary. They must be stapled to an 8 ½ x 11 sheet of paper, itemized, and contain the teacher's name. This sheet should be attached to a check request form. They will be reviewed and given to administration for approval.

7. Reimbursement requests or bills to be paid must be submitted by Friday of the week preceding the week which the payment is to be made. *Example: Receipts submitted on Thursday, September 7<sup>th</sup> will be paid the following week with the regular scheduled check run.*
8. All teacher supply account funds for the year should be spent no later than April 15<sup>th</sup> of the school year. If April 15<sup>th</sup> falls on a weekend or holiday, all purchase requests/and or requests for reimbursement should be submitted the last workday prior to April 15<sup>th</sup>. **April 15<sup>th</sup> is the absolute deadline for spending all funds in the teacher supply accounts.**
9. All monies collected should be turned in to the executive secretary on a daily basis. The money envelope should include the receipt book and the money collected. The secretary will count the money, check off the receipts, and verify the two equal. If they money received by the secretary does not equal the amount receipted by the teachers, everything will be returned to the teacher in the classroom envelope. The teacher is responsible for correcting any discrepancies and re-submitting the items to the executive secretary.
10. Field trip money and check requests for field trips are due five (5) days before a paid trip. Your account must have enough money in it to cover the check you are requesting for the trip. Please send notices home with students one month before the trip so you will have funds for your trip. If needed, a reminder notice should be sent home with the students two weeks before the trip.
11. Store receipts, from Wal-Mart, Target, etc., will be accepted only if attached to the back of a completed check request form with your signature. Do not include personal items on the same receipt with school items. Reimbursement requests should be submitted within two weeks of the purchase to be paid. Reimbursement request submitted more than 30 days after purchase will not be reimbursed.
12. These Guidelines for Handling School Funds should be signed by each staff member on a yearly basis and returned to the executive secretary at the beginning of the year.

**By signing this form, you agree that any loss of funds in your possession will be deducted from your payroll check immediately.**

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**Class or Activity**

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**Date**

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**Printed Name**

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**Signature**