

## INTERNAL FUNDS PROCEDURES

### 7.30 General principles and practices

- (1) Internal funds shall be considered as unbudgeted public funds under the control and supervision of the school board. The school board shall adopt written rules governing the receipt and disbursement of all internal funds and shall provide for an annual audit of internal funds in accordance with SBER 6A-1.087, FAC.
- (2) Internal funds shall be accounted for on the same fiscal year basis as all other school district funds.
- (3) The principal of the school shall be directly responsible for administering Florida Statutes, State Board of Education rules and school board policies pertaining to internal funds and may be held responsible for any failure to carry out procedures and requirements prescribed by such rules and policies.
- (4) The financial transactions of school organizations shall be accounted for in the school internal funds. All funds handled by school board employees during normal working hours shall be included in and become part of the internal funds of the school unless accounted for in the district level accounting system. All organizations of the school, or operating in the name of the school, which obtain monies from the public, shall be accountable to the board for receipt and expenditure of those funds in the manner prescribed by the board. Funds collected by and used for the benefit of faculty and staff, with the exception of vending machine funds, may be exempt from the preceding requirements of this paragraph if approved by the principal.
- (5) School internal account funds shall be used to benefit activities authorized by the school board.
- (6) Funds collected shall be expended to benefit those students in school unless those funds are being collected for a specific documented purpose or are generated by vocational production shops. Those internal account funds designated for general purposes shall be used to benefit the student body.
- (7) Collecting and expending of school internal account funds shall be in accordance with Florida Statutes, State Board of Education rules, and school board policies. Sound business practices should be observed in all transactions.
- (8) The principal is responsible for all expenditures from internal funds. The principal or administrative designee shall approve all such expenditures in writing.
- (9) Each school organization should operate within a budget formulated by the organization members. If a budget is formulated, the format of the budget shall be prescribed by the principal if not prescribed by school board rule.
- (10) No internal fund activity center account may have a deficit balance at the end of the school year. Furthermore, at no time shall a trust account have a deficit balance.
- (11) Except for items acquired for resale or purchases of athletic and music equipment, supplies, and uniforms, purchases from internal accounts shall not exceed either the resources of the applicable account group such as athletics, music, and general; or the resources of the applicable individual class, club, and trust fund account. Accounts within the athletics, music, or general

account groups, which are accounted for separately for reasons other than their use as a management tool, shall be held accountable on an individual basis.

(12) An adequate system of internal controls shall be maintained in order to safeguard the assets of the school internal funds.

(13) Bank statements shall be reconciled as soon as received, preferably by a person other than the person who receipts and disburses funds.

(14) No school organization or account shall make disbursements that exceed the cash resources available to that organization or account. For the purpose of this policy, school organizations and accounts shall be held accountable as per subsection (11) above.

(15) Promissory notes, installment contracts, or lease purchase agreements shall not be executed in the name of the school or any school organization, unless prior approval is obtained from the district purchasing agent.

(16) All checks, receipt forms, and tickets shall be pre-numbered and perpetual inventories of each shall be maintained. Inventories shall show the beginning and ending numbers of all documents acquired and issued. In all cases where tickets are used, ticket reports and unsold tickets must be available for audit. A certified statement of the numbers received shall accompany any pre-numbered documents.

(17) School board employees or others may not make purchases through the student body in order to take advantage of student body purchasing privileges such as discounts, tax exemptions, etc.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.;  
SBER 6A-1.001, 6A-1.085,  
6A-1.087, FAC  
Revised: 1/16/97

### **7.31 Banks, bank accounts, and investments**

(1) Depositories in which internal funds are kept must be qualified public depositories, approved by the school board, and required to furnish the same type of security for deposits as is required for other district school board funds.

(2) Each school shall have only one checking account which shall be entitled "(SCHOOL NAME) Internal Fund, The School District of Santa Rosa County Florida", or alternative which clearly identifies the school and school district. This account title must be imprinted on all internal fund checks and deposit slips. Savings or investment accounts shall be titled in the same manner.

(3) Internal funds which are temporarily idle shall, as required by law, be invested by the principal in order to earn the maximum possible yield under the circumstances. The investment instruments shall be limited to the types listed in Board Policy 7.35.

(4) The balance of any internal fund checking, savings, or investment account shall not exceed insurance protection or other legal collateral limits.

(5) Interest earned on any internal fund account shall be credited to the school's general fund. However, interest earned on certain types of trust funds may be credited to the trust funds at the discretion of the principal.

(6) Schools desiring to change or open checking, savings, or investment accounts, or add or delete authorized check signers must inform the district finance department prior to taking the desired action in order that school board approval be obtained and the applicable depository notified.

General Authority:  
230.22(2), F.S.

Law implemented:  
230.23(10) (k),  
237.02(4), 237.211 (4), F.S.;  
SBER, 6A-1.085, FAC  
Revised: 8/12/93

### **7.32 Checks and check signatures**

(1) Pre-numbered checks shall be used as the means of disbursing funds, and as the basis for accounting entries, with the exception of disbursements from properly established petty cash funds.

(2) Each account shall have at least two authorized check signers, one of whom must be the principal. The principal shall designate one or more persons in addition to himself who shall be authorized to sign checks. There shall be no more than four authorized check signers at any school.

(3) The names and signatures of all authorized check signers shall be kept on file for audit. Schools desiring to change check signers must adhere to Procedure 6.31 (6).

(4) All checks must be signed by two authorized check signers, with one being an administrative employee, preferably the principal, and the other being the school bookkeeper or secretary whenever possible. The principal is responsible for proper check signatures.

(5) Under no circumstances shall internal fund checks be presigned or stamped with a facsimile signature.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.;  
SBER 6A-1.085, FAC

### **7.33 Supporting documentation**

(1) The persons signing checks shall require that proper supporting documentation accompany each check requisition.

(2) The use of cash register tapes as the only supporting documentation for expenditures is to be discouraged. However, if this is the only documentation, then either on an accompanying form or statement, or on the tape(s), the following shall appear:

(a) If it is an advance or reimbursement, the signature of the person being advanced or reimbursed.

(b) A list of the items purchased. Some tapes are itemized by the vendor, but for those that are not, items purchased shall be itemized by hand. Use of generic terms such as "supplies" will not meet the specifications of this policy.

(c) The reason for the purchase.

(d) The name of the vendor and the date of the purchase. If the

vendor's name and/or the purchase date are not imprinted on the tape(s), then the name and/or date shall be written on the tape(s).

- (3) Personal items should not be purchased on the same invoice with items purchased for school related purposes.

General authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.

#### **7.34 Cash collections, receipts, and deposits**

- (1) All money collected by the school must be substantiated by pre-numbered receipts, consecutively numbered class receipt records, reports of monies collected, pre-numbered tickets, reports of tickets issued and sold, or other auditable records.

- (2) Insofar as is practicable, all money should be collected in the school office. Collections made outside of the school office must be turned in to the school office no later than the next business day.

- (3) District approved pre-numbered receipt forms shall be used as the means of recording cash received, and as the basis for entries to the accounting records. A receipt shall be written when the money is received or as soon as possible thereafter.

- (4) All checks received shall be deposited with a restrictive endorsement of "for deposit only" and the account title and number.

- (5) All money collected must be deposited intact to the school's bank account as frequently as feasible and as dictated by sound business practices. In any event, funds collected must be deposited within five working days after receipt. Collected funds are also restricted as per Board Policy 7.35.

- (6) All deposits must equal the total amount of money taken in and recorded on receipts for the period covered by the deposit. Deposit slips shall be made in the number of copies necessary to meet the approved accounting procedures.

- (7) The principal or designee shall be notified immediately of any errors in deposits or disbursements and shall take appropriate action to effect correction.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.;  
SBER 6A-1.085, FAC

#### **7.35 Collection of worthless checks**

- (1) The principal is responsible for seeking reimbursement for any unpaid check returned by the bank.

- (2) A check can be declared uncollectible and written off the books only by action of the school board or designated officer. This action will be taken only after every legal and reasonable effort at collection by the principal has been exhausted.

- (3) The school principal may require payment for school obligations in cash, money order, or other form of guaranteed payment if it is deemed necessary.

General Authority:  
230.22(2), F.S.

Law implemented:  
SBER 6A-1.085, FAC

### **7.36 Check cashing**

Internal funds shall not be used to cash checks to accommodate individuals. In addition, checks may not be accepted in excess of amounts due for the purpose of returning cash to the payer.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02(4), F.S.;SBER 6A-1.085, FAC

### **7.37 Compensation to employees**

(1) Internal funds shall not be used to pay any form of compensation directly to employees. Employees of the district who are compensated for additional services, such as game personnel to work at athletic events, shall be paid through the district payroll department. Amounts due to the school board shall be remitted in a timely manner.

(2) Internal funds shall not be used to pay salaries or other compensation for duties or assignments that are the responsibility of the school district unless such payments are made in accordance with subsection (1) of this policy, and such payments are made from trust funds collected for the specifically identified purpose.

(3) Any costs incurred by the district or penalties levied by the Internal Revenue Service shall be paid by the school when such costs or penalties were the result of the school's failure to adhere to the provisions of this policy, or the result of the school dealing with a vendor without the vendor's federal tax identification number on file at the time, or the result of the school recording or reporting false information relative to employee or vendor transactions.

General authority:  
230.22 (2), F.S

Law implemented:  
237.02 (4), F.S.;  
SBER 6A-1.085, FAC;  
Rev. 2/9/95

### **7.38 Petty cash and change funds**

(1) Each petty cash fund must be authorized by the school board at a set amount, the amount of which shall be commensurate with the volume and the purpose of transactions, but in no case shall the amount exceed the amount authorized in SBER 6A-1.057, FAC.

(2) Petty cash funds are the responsibility of the principal and shall be managed by a specifically designated employee.

(3) Each petty cash fund shall be established at a set amount and at all times petty cash on hand plus documentation representing expenditures from petty cash shall equal the set amount.

(4) Each petty cash fund expenditure must be evidenced by a petty cash voucher with proper supporting documentation. Single-item disbursements should not exceed \$25.00.

(5) Petty cash funds shall not be used to cash checks, make loans, pay individuals (other than for reimbursements of goods only), or pay for vending machine items.

(6) Replenishments of petty cash funds are to be made by internal fund checks. Replenishments shall not be made from undeposited monies including vending machine change, unless these monies have been receipted and an internal fund check is written for the amount of the

replenishment and deposited in place of the cash. Each petty cash fund must be replenished prior to the close of the fiscal year in order that all expenditures can be recorded for that fiscal year.

(7) Change funds are authorized for each school and shall be established at a set amount. No expenditures are to be made from any change fund, nor shall checks be cashed or loans made from any change fund.

(8) Petty cash and change funds shall not be commingled with each other or with any other monies including undeposited internal fund monies.

(9) All petty cash and change funds are to be deposited into the school's bank account prior to the close of the fiscal year. Funds that are desired for the following school year are to be established by check.

(10) If petty cash and/or change funds are established, principals should bear in mind the maximum sum of money allowed to be kept in the schools overnight as per Board Policy 7.35.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.;  
SBER 6A-1.085, 6A-1.057, FAC  
Revised: 8/12/93

### **7.39 Student activity account groups**

(1) Athletics. All revenue and expenditures involving athletic business transacted at the school level shall be recorded in accounts in this classification. Physical education class or department funds should not be accounted for under this classification, but should instead be accounted for as a class or department. If a school has an athletic director, this person shall assume the responsibilities of a class or club sponsor in regard to financial matters.

(a) Athletic Season Passes: The principal of a school shall have the authority to set the prices for athletic season passes. The prices established by the principal shall be published annually. The revenue generated from these passes shall be receipted into the school's internal funds athletic account and subject to all rules and restrictions governing that account.

(2) Music. Proceeds from activities of musical organizations, donations to these groups, and expenses of these groups shall be recorded in this classification. Collections from students for rental or maintenance of uniforms or instruments shall be recorded in separate accounts in this classification, or in trust if restricted as to use. Band and chorus directors shall assume the responsibilities of a class or club sponsor in regard to financial matters.

(3) Classes, clubs, and departments. Class and club accounts are those which support a group of students within a community of interest. Class accounts can be set up for groups of students with class sponsors such as "Class of 90", or for particular classrooms or classes of students supervised by a teacher. Teachers in the latter category shall also be considered class sponsors for the purpose of these policies. Departments may be structured similar to classes and shall conduct financial activities subject to policies regarding classes.

(a) Approval for the existence of all class and club activities is the responsibility of the principal.

(b) The sponsor of each school class or club is responsible for providing adequate financial documents and records to the principal and is responsible for retaining duplicates of said documents and records. These records may include an organization budget;

duplicate receipts for all income from dues, fund raising activities, entertainments, assessments, or donations; and approved requests for payments.

(c) All collections received by any class or club must be deposited in the school internal fund.

(d) All disbursements by any class or club must be made by an internal fund check, or from an approved petty cash fund. The appropriate student officer shall approve disbursements in writing, when the organization has officers, the sponsor and the principal.

(e) Class or club monies shall be expended for the benefit of the class or club, or for purposes designated by the class or club that participated in the generation of the revenue.

(f) Any remaining balance in the account of a class that has graduated shall be transferred to the general miscellaneous account at the discretion of the principal.

(g) Any remaining balance in the account of an inactive student organization shall be considered as belonging to the general miscellaneous account and shall be closed at the end of the following school year.

(4) Trust. Funds collected for a specific, restricted purpose shall be accounted for in a trust account.

(a) Trust funds shall be expended only for the purpose for which collected. When the purpose of the trust fund has been accomplished or becomes inoperative, unused trust funds shall be returned to the person(s) from whom collected, if practicable. Donors may designate an alternative purpose. Funds, which cannot be returned, shall be transferred to the general account.

(b) If a school organization undertakes a project extending beyond the current fiscal year, or receives a restricted donation to be used over a period of time beyond the year in which received, approval must be granted by the principal, and the funds held in a trust account.

(c) Collections for the school board, such as out-of-state tuition, adult matriculation and tuition fees, course fees, reimbursement for damages including lost and damaged textbooks, and telephone charges, are trust funds. Sales tax collected for the State is also a trust account.

(d) Collections for parking decals issued by secondary schools and vocational schools may be restricted by the school board as to use, and if so, should be accounted for separately in a trust account.

(e) Funds collected from students as deposits for use of lockers, and restricted by the school board as to use, shall be accounted for separately in a trust account.

(f) Other types of trust funds include collections for charitable organizations and mini-grants. Employees in charge of administering funds for charitable organizations or mini-grants shall assume the responsibilities of a class or club sponsor in regard to financial matters.

(5) General. This category encompasses all other accounts for funds which are to be utilized for the general welfare of the student body. Separate accounts shall be maintained for activities when it is good business practice to separately monitor the financial status of the activity. Activities

not accounted for separately shall be recorded in a miscellaneous account.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.; SBER 6A-1.085, FAC  
Rev. 11/21/89, 1/16/97

#### **7.40 School store**

- (1) Merchandise that is needed by pupils to facilitate classroom instruction and to accommodate pupils may be sold in school stores at the discretion of the principal.
- (2) A separate account shall be maintained for the school store. If the chart of accounts contains a school store classification, the account should be kept in that classification. If not, it should be kept in the general account group or the class or club account group if sponsored by a school organization. Profits should be transferred accordingly. If sponsored by a school organization, the operation of the school store shall be considered a fund raising activity and shall follow the guidelines pertaining to fund raising activities.
- (3) Each school operating a school store shall have, as a regular part of its accounting records, an end-of-year inventory of school store supplies remaining in the school store.
- (4) Change funds used for the operation of the school store shall be handled in accordance with Procedure 6.38.
- (5) The employee in charge of school store operations shall assume the responsibilities of a class or club sponsor in regard to financial matters.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.;  
SBER 6A-1.085, FAC  
Rev. 11/21/89

#### **7.41 Purchasing and bids**

- (1) The school principal is fully responsible for all purchases and purchase commitments requiring present or future disbursements of internal fund monies. A signed commitment from the principal or approved designee(s) must be on file before any purchase is made. Approval of designee(s) must be in writing and on file for audit. Vendors shall be notified of this policy. Sufficient resources must be available for purchases to be made as per Procedure 6.30 (11).
- (2) No person, unless authorized to do so under regulations of the school board, may make any purchase involving the use of school internal funds. Neither the school nor the school board shall be liable for any purchase made in the name of the school without express written approval.
- (3) Purchases of items such as class jewelry, annuals, invitations, caps and gowns, etc. shall be made in accordance with SBER 6A-1.091, FAC.
- (4) Bids shall be requested from three or more sources for any authorized purchase exceeding amounts set forth in the scale of district sizes and purchase amounts listed in SBER 6A-1.012, FAC.
- (5) The school board shall have authority to reject any or all bids and request new bids. In acceptance of bids, the school board shall accept the lowest and best bid.
- (6) Proposed purchases in excess of the district bid limit must comply with bid requirements of Florida Statutes, State Board of Education Rules, and school board policies. These will be referred to the district purchasing department for development of specifications, bids, advertising, and



processing.

(7) When the district has a bid in effect, purchases of items covered must be made from the approved vendor unless the same item may be purchased elsewhere at a lower cost.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02(4), F.S.;  
SBER 6A-1.085, 6A-1.012,  
6A-1.091, FAC

#### **7.42 Purchases subject to sales tax**

(1) All items purchased for resale are subject to Florida sales tax unless specifically exempted.

(2) Schools are authorized to pay Florida sales tax based on the purchase price to the vendor when purchasing taxable goods or services. When paid by this method the sales price when sold to the student includes sales tax. Any exceptions to this rule must be handled in accordance with applicable Department of Revenue rules.

(3) If purchasing items for resale from an out-of-state vendor or a vendor who will not accept payment of Florida State sales tax, payment of applicable taxes must be made to the Department of Revenue.

(4) Admissions to athletic or other events held by elementary schools, middle schools, high schools, and vocational technical schools, are exempt only when student or faculty talent is utilized.

(5) Any costs incurred by the district or any penalties levied by the Department of Revenue as a result of any school's failure to properly collect or remit sales tax shall be paid by the school.

General Authority:  
230.22(2), F.S.

Law implemented:  
237.02 (4), F.S.;  
SBER 6A-1.085, FAC Rev. 11/19/91

#### **7.43 Restricted expenditures**

(1) Expenditures, which require superintendent's approval. Expenditures for the following items require prior written authorization from the superintendent. Verbal authorization will not be granted for these expenditures. Authorization for these expenditures shall expire one year from the date of approval.

(a) Expenditures for buildings, remodeling, renovation, repairs, or alteration to the facilities; expenditures for changing, altering, or attaching permanent fixtures to school property; and risers and bleachers or equipment involving risks. All such expenditures must be handled in accordance with Board Policies 8.51 and 8.53 where applicable.

(b) Purchases of any item that utilizes more than the ordinary amount of utilities.

(c) Purchases of goods and/or services from any employee of the school system, but only if such purchases are allowable as per section 112.313 of Florida Statutes.

(d) Salaries to a student body employee, but not including work done on a job basis.

(2) Expenditures which are prohibited. Expenditures for the following items shall not be made

from internal funds unless from trust funds collected for that specific purpose. Expenditures for the items in paragraphs (h) and (i) can be made from faculty and/or staff contributions, which if not collected in a faculty and/or staff account, shall be accounted for in a trust account.

- (a) Equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available.
- (b) Repairs and maintenance of school board equipment for which school board funds are available.
- (c) Curricular-related travel; professional, technical, or consultant services; or other items for which school board funds are available.
- (d) Articles for the personal use of any student, employee, or other person, except for items that are identifiable as being in recognition of service or promotion of school activities.
- (e) Personal or professional books and magazines and individual memberships in professional organizations, including related expenses.
- (f) Individual membership in or contributions to any out-of-school organization.
- (g) Loans, credit, or accommodation purchases for anyone.
- (h) Flowers and plants for offices, classrooms, and other areas when not used primarily for student body activities.
- (i) Equipment, supplies, and service for rooms and areas not used primarily for student body activities, unless the equipment, supplies, or services provide a direct tangible benefit to the student body, and the expenditures are not in conflict with the provisions of Procedure 6.30(6).

General Authority:  
230.22(2), F.S.

Law implemented:  
112.313, F.S.;  
237.02(4), F.S.; SBER 6A-1.085,  
6A-1.091, FAC  
Rev. 8/12/93, 1/16/97

#### **7.44 Travel**

(1) Travel required to conduct school internal fund activities may be reimbursed from the applicable school internal funds accounts unless otherwise prohibited in school board policies. Any payments for travel shall be made in accordance with applicable laws, regulations, policies, and procedures.

(2) As with budgetary funds, payments from internal funds for employees' Class C meal expenses shall be made through the district payroll department. Provisions of Procedure 6.37 relating to remittance of funds to the school board and payment of any costs or penalties incurred shall also apply to this policy.

(3) Administrators' travel related expenses (including advances, reimbursements, direct payments) shall not be paid from school internal funds except when the travel is of an extracurricular nature and either one of the following provisions apply:

(a) The administrator is required to accompany or chaperone students, and payment of travel related expenses is handled in conformity with all applicable State and local policies; or

(b) School Board approval is obtained for the payment of the administrator's travel related expenses, subject to the payment of such expenses being handled in conformity with all applicable State and local policies.

General Authority:  
230.22 (2), F.S.

Law implemented:  
112.061, 237.02 (4), F.S.;  
DBF 3A-42. FAC  
Revised: 1/16/97

#### **7.441 Paying travel expenses for a student to participate in a school activity**

The principal of a school shall have the authority to pay from the school's internal accounts the expenses of a student to travel to participate in a school activity if, in the opinion of the principal, the student's parents cannot afford to pay such expenses. Guidelines which clearly outline the conditions required for such assistance shall be developed and published by each school. All guidelines and requirements for the expenditure of internal funds shall be followed.

General Authority:  
230.22(2), F.S.

Law Implemented:  
237.02(4), F.S.;  
SBER 6A-1.087, FAC; Rev. 3/12/98

#### **7.45 Property acquisition**

Tangible personal property of a non-consumable nature that is purchased or acquired by donation becomes the property of the school board and is subject to the board's procedures for property control. All property of this nature having a value equal to or exceeding the control threshold amount specified in F.S. 274.02, including computer software and property purchased with internal funds or acquired by donation, must be reported to the property control department as per property accounting procedures that have been adopted by the board. Acquisition of other types of fixed assets shall be reported as required by the property control department.

General Authority:  
230.22 (2), F.S.

Law implemented:  
230.23 (2), 274, F.S.;  
SBER 6A-1.085, FAC  
Rev. 11/19/91, 1/16/97, 7/10/97

#### **7.46 Gifts to the school**

(1) Any gift or donation having a value of \$250.00 or more received from any source outside the school shall be acknowledged in writing by the school to the donor as per IRS and district requirements. A copy of any such acknowledgment shall be kept on file for audit. Any gift or donation received from any source outside of the school shall become the property of the school board.

(2) Any gift to the school identified as coming exclusively from a particular group of students must be financed entirely by such group, including any installation or other costs. All such gifts to the school shall first receive the approval of the principal and shall become the property of the school board.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.  
Rev.: 8/12/93, 2/9/95

#### **7.47 Fund raising**

- (1) The objective of fund raising activities by the school, by any group within, or in the name of the school shall not conflict with programs as administered by the superintendent. Furthermore, student participation in fund raising activities shall not be in conflict with programs as administered by the superintendent.
- (2) Each fund raising activity shall be planned to finance a specified objective. The principal shall evaluate and control the fund raising activities conducted in the name of the school, keeping them within a reasonable limit, and assure that the purposes are worthwhile.
- (3) Each fund raising activity shall have the written approval of the organization sponsor and the principal. The principal shall require in writing full justification of the need and an explanation of the manner in which the funds will be expended before being approved.
- (4) When any school organization or group is involved in a fund raising activity or any function exposing the school board to extraordinary liability, approval must be obtained in advance from the superintendent or designee.
- (5) Fund raising drives by the student body to benefit charitable organizations shall be approved by the superintendent in writing. Monies collected shall be accounted for in a trust fund account.
- (6) Lotteries, raffles, and other activities of chance shall not be conducted for school connected activities.
- (7) Fund raising activities for which students are charged an admission shall not be presented during school hours.
- (8) Door-to-door fund raising by elementary students is prohibited.
- (9) Individuals and businesses shall not be subjected to excessive annoyances from the solicitation of funds by school groups or school personnel.
- (10) Collections for all school sponsored fund raising activities must be deposited in the internal fund, and all transactions in connection with the activity conducted in accordance with school board policies.
- (11) A financial report shall be filed with the principal's office at the close of each fund raising activity. To accommodate collection of data for this report, a separate account for the activity may be established. If this is done, the organization sponsor shall participate, along with the bookkeeper, in the designation of transactions to be recorded in each of the organization's accounts.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.;  
SBER 6A-1.085, FAC

#### **7.48 Cooperative activities**

(1) A cooperative activity is one in which the school participates with outside groups such as parent-teacher organizations or booster clubs through planning, staging, or conducting school-related activities. Such activities may be held on or off the school grounds.

(2) These activities must be approved by the principal provided they are beneficial to the students and schoolwork and time are not affected. District procedures shall be followed to provide appropriate accounting for funds and to ensure compliance with policies contained herein. If a share of the proceeds is to be disbursed to the cooperating group, a prior written agreement should be executed.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.;  
SBER 6A-1.085, FAC

#### **7.49 Sale of food and beverages**

(1) The sale of food or beverages to students shall not be made in conflict with Board Policy 8.43 or State Board of Education Rule 6A-7.042, Florida Administrative Code.

(2) Proceeds from food and beverage items sold shall be accrued as provided in Board Policy 8.43 and State Board of Education Rule 6A-7.042, Florida Administrative Code.

(3) Sound business and internal control practices shall be followed in the operation of vending machines, including the handling of cash, storage of inventory, and profit determination. Payments to vending machine suppliers shall be made by internal fund checks.

(4) Receipts of vending machine proceeds shall reflect the specific amounts collected from the different machine types (e.g. Coke, Lance, Pepsi, etc.). Receipts shall be written to the person collecting and counting the monies from the machines.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.; SBER 6A-1.085,  
6A-7.042, FAC  
Revised: 7/13/00

#### **7.50 Commissions on photography sales**

Any commission earned from photography sales or from similar transactions shall be credited to the school's general fund or other designated accounts. Contracts and collections of monies from these types of transactions shall comply with the provisions established by the school board and shall be approved by the principal.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.

#### **7.51 Transfers**

(1) The transfer of funds from a club or class account to the general fund shall be approved in writing by the student treasurer, when the organization has officers, the sponsor and the principal. This approval shall be filed with the superintendent before the club or class funds can be transferred to and applied on general school obligations not incurred by the club or class whose funds are involved. However, such transfers of less than \$250.00 need not be reported to the superintendent.

(2) Any financial negotiation involving the transfer of funds from one club or class account to another shall be approved in writing by the principal and the sponsor and student treasurer of each club or class involved. As in subsection (1) above, the student treasurer signature is required only when the club or class has officers.

(3) General fund may make temporary transfers to other internal fund groups with the principal's written approval to be paid back by the end of the school year or as soon as possible thereafter. The term of the temporary transfer shall not exceed one year.

(4) Transfers from a trust fund to any other fund are prohibited unless allowed by Procedure 6.39(4) or are made for corrective or proper reclassification purposes. Types of transfers not specifically referenced in these policies shall be left to the discretion of the principal provided they are handled in conformity with internal funds policies and principles.

(5) To properly document fund transfers, an approved transfer form should be used showing the proper signatures and information. In accounting for these transactions, the methods prescribed by the district finance department should be used.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.;  
Rev. 1/10/91, 1/16/97

#### **7.52 Reports**

(1) Monthly financial reports shall be made in the format approved by the district finance department in order to provide the school's administration with financial information necessary for decision making.

(2) At the close of the school year an annual report shall be made in the format approved by the district finance department which will provide data for inclusion of internal funds in the district's annual financial statement. In addition, all accounts payable shall be disclosed to the school board at year end.

(3) Monthly and annual reports shall be attested to by the principal and the bookkeeper by their signatures as to the reports' accuracy in reflecting the periods' activities and balances. All reports shall be kept on file for audit.

General Authority:  
230.22 (2), F.S.

Law implemented:  
SBER 6A-1.085, FAC

#### **7.53 Retention and disposal of records**

Records of internal accounts shall be maintained and retained as provided by law. Under no conditions may such records be destroyed except upon the direction of the superintendent or his designee, and only after proper submission of destruction requests to the State of Florida.

General Authority:  
230.22 (2), F.S.

Law implemented:  
230.331, F.S.

#### **7.54 Reporting losses**

In the event of a suspected theft of money, merchandise, or equipment, such suspected theft shall be reported immediately by letter to the superintendent, risk manager, the appropriate law enforcement agency and the property control department.

If the equipment is determined to be misplaced, but not stolen, report the loss immediately by letter to the superintendent, with a copy to the property control department, explaining the circumstances of the loss, steps taken to locate the item(s), and steps taken to prevent further loss.

General authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.  
Rev. 10/1/98

### **7.55 Vocational centers**

(1) Vocational production revenue shall benefit either the students or program that generated the funds or the student body. Purchases to support instructional programs may be made from vocational production revenue.

(2) Revenue derived from vocational education production shops may be used for the purposes otherwise prohibited in Procedure 6.43 (2) (a), (b), and (c).

General Authority:  
230.22 (2), F.S.

Law implemented:  
SBER 6A-1.085, FAC

### **7.56 Community school**

If the community school operates an internal fund account, then the community school director shall assume the duties and responsibilities assigned to the position of principal in regard to the internal funds.

General Authority:  
230.22 (2), F.S.

Law implemented:  
237.02 (4), F.S.