

# INTERNAL ACCOUNTS BASIC TRAINING

Presented by:  
Melanie Pitts  
Accounting Department

# CAMPUS ACTIVITIES

- ◉ Athletics
- ◉ Music
- ◉ Classes
- ◉ Clubs
- ◉ Departments
- ◉ Trusts
- ◉ General Activities

# SCHOOL ACTIVITIES VS. OUTSIDE ACTIVITIES

- ◉ All funds handled by school staff during business hours will be deposited in Internal Accounts
- ◉ All funds related to instruction, curriculum, or school-sponsored extracurricular activities will be deposited in Internal Accounts
- ◉ Funds collected shall be spent to benefit the students in the school
- ◉ Funds not associated with a specific student activity shall be spent for the benefit of the entire student body

# TWO NON-STUDENT ACCOUNTS

## ⦿ Administrative Courtesy

- Revenues: School pictures, vending commissions, donations
- Expenditures: School promotion, staff development, staff rewards and incentives
- FY2010 bulletin provided more definitive guidance and established spending limits

## ⦿ Faculty Fund

- Revenues: Staff dues and vending commissions
- Expenditures: Flowers, gifts, staff functions

# INTERNAL ACCOUNTS REVENUES

- ◉ Fundraising
- ◉ Donations
- ◉ Materials fees, field trip fees, other classroom collections from students
- ◉ School event income
- ◉ Lost or damaged textbooks and library books
- ◉ After school programs
- ◉ Community School programs
- ◉ Rental of school facilities

# INTERNAL ACCOUNTS EXPENDITURES

- ◉ *Do not overspend*
- ◉ *Purchases must have a business purpose*
- ◉ *Purchases must be fully documented*
- ◉ *Purchases must comply with State and District accounting policies and procedures*
  - Purchasing Guidelines (Policy 6.14)
  - Fundraising Guidelines (Policy 2.16)
  - Field Trips (Policy 2.40)
  - Donations (Policy 6.04)
  - Collection of Internal Accounts Obligations (Policy 6.071)
  - Extracurricular Clubs (Policy 2.121)
  - Required vs. Optional Fees (Policy 2.21)
  - Community Use of Facilities (Policy 7.18)

# KEYS TO SUCCESS

- ◉ Learn the rules
- ◉ Follow the rules
- ◉ Set compliance expectations for staff
- ◉ Apply a reasonableness test
- ◉ Monitor account balances
- ◉ Ask questions
- ◉ Trust but verify
- ◉ Fiduciary responsibility for Public Funds

# THANK YOU

- This presentation is available on the Accounting Services Department web page under the Bookkeeper Training and Support section at:

<http://www.palmbeachschools.org/accounting/BookkeeperTrainingandSupport.asp>

- Any Questions?