

PROCEDURE

- Each school has its own student activity bank account and bookkeeper
- Computer based accounting application (Hills: Quickbooks, Valley: CSI*new*) more on that later
- Each activity has a student treasurer
- Activity must raise funds for a purpose. Funds raised are given to bookkeeper with a summary and deposit form. Bookkeeper prepares bank deposit and records the deposit in account application. Messenger delivers deposits to bank.
- When a payment/withdrawal is requested, a withdrawal form is completed and submitted to the bookkeeper with supporting documentation (invoice, etc.) Advisor, principal, and bookkeeper sign the form.
- Bookkeeper generates checks for approved withdrawals, then the principal signs the checks. Checks then forwarded to business administrator with supporting documentation for final review and check signature. Signed checks send back to bookkeeper to remit to vendors.
- Bookkeeper reconciles the bank account monthly and sends reports and reconciliation to the assistant to the B.A. for final review before the information is sent to the treasurer of school monies.
- Bookkeeper provides advisors with monthly ending balances after reconciling each month.
- All required reports, reconciliations, and supporting information are sent to the board office each year-end for the audit.

WHY MOVE INTO CSI – GET AUDITOR APPROVAL FIRST!!

- Oversight of student activity accounts has always been a concern. Board office staff could not access old programs – had to rely on reports from bookkeepers. I can access QB, but our version of QB has proven not to be ideal for student activity bookkeeping. Since student activities are now part of fund 20, we thought it would be a good time to make the switch.
- Outdated software keeps crashing and is a nightmare for the tech department, fear of losing past records. Also, tech department does not like QB – they say it does not work well with other network systems / functions.
- The 1099 issue – bookkeepers setting up vendors without w-9s on file. Delayed issuing of 1099s. Business office relying on internal high level review and “honor system” with the bookkeepers that they were providing 1099 information to the business office for all vendors required to be issued 1099s.

- Paying employees for services through SGA – reimbursements are ok, but we had staff being paid for event help and proctoring found to be paid from SGA which is not allowed – IRS issues
- Issue – Bookkeepers voiding checks in the wrong accounting period

THE PROCESS OF TRANSITIONING INTO CSI

- Set up a new fund and chart of accounts – balance sheet, revenue, expenditure accounts to record student activity fund accounting. Revenue and expenditure accounts are set up linked to the budget grid lines where student activities are now required to be reported in Fund 20
- Have CSI set up a special user id for the bookkeeper with certain rights only applicable to the student activity fund (no restrictions)
- Create a receipt order exclusively for the student activity account for each school (not mixed with our normal receipt entries). Each activity revenue account is listed on the receipt order. This is used for recording deposits. Also need to record deposit as increase to expenditure line to increase available balance.
- To enter a payment, bookkeeper must enter a requisition. The requisition automatically becomes a purchase order (no levels of approval), then the bookkeeper can generate the check. ***{did not want to change the process to much but I am considering automating the principal and BA approval in the future and electronically attaching the backup to the PO to eliminate all the “paper pushing”}***
- Purchase compliance officer prints the POs and gives them to bookkeeper. Bookkeeper can then send the voucher copy to the vendor for signature, if required – this eliminates the step of the bookkeeper creating a declaration for signature for each vendor.
- Once all supporting documentation is in order, the bookkeeper presents check to principal for signature, then sends everything to the business administrator for final review and signature. He then sends back to bookkeeper to remit payments to vendors.
- Bookkeeper still reconciles monthly and submits information to assistant to BA.
- New – bookkeeper can no longer set up vendors. She must provide me with a w-9 in order for me to set up the vendor. This way, I know the vendor is set up properly for 1099 purposes. This speeds up 1099 issuing, as I am no longer waiting for w-9s “after the fact” and I no longer need to manually input SGA 1099 information into CSI to generate the 1099s.

- New – much better oversight – BA, assistant BA can access information anytime. Set fence date to avoid errors, less chance of losing data than in old applications. Information is on our network so it can now be accessed remotely if necessary.