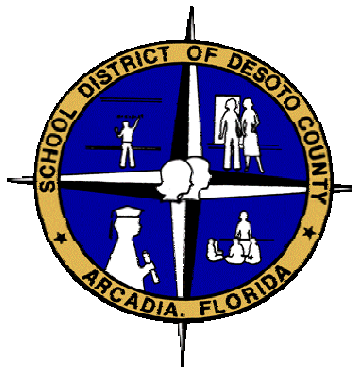


SCHOOL DISTRICT OF DESOTO
INTERNAL ACCOUNTS MANUAL



Revised September 2006

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**Chart of Accounts
School Internal Funds**

<u>Account Numbers</u>	<u>Account Name</u>	<u>Account Type</u>
0992	Checking Account	Cash Account
0993	Savings Account	Cash Account
0994	SBA Investments	Cash Account
1000	Athletics	Trust Account
2000	Music	Student Body Account
3000	Classes	Student Body Account
4000	Clubs	Trust Account
5000	Departments	Student Body Account
6000	Trust Accounts	Trust Account
7000	General	Due to Student Body/ Student Body Account <ul style="list-style-type: none"> • your regular general acct will be Due to Student Body & all others Student Body

Cash Account	For your bank accounts, certificates of deposit, petty cash acct.
Due to Student Body	For your general student body fund account (equity) ONLY ONE!
Expense Accounts	For expenses – these will zero out at the end of the year
Fixed Assets	For major purchases – not expensed
Income Account	For income – these will zero out at the end of the year
Liability	For Sales Tax Payable, other current payables
Other Assets	For other assets – like student store inventory
Student Body	For class accounts, like class of 2006, not closed out at year end
Trust Accounts	For clubs, athletics, not closed out at year end

**Per Page 7-10 Financial & Program Cost Accounting & Reporting for Florida Schools
Per Page 2-22 SchoolBooks User's Guide**

Funds Management & General Practices

The School Board is responsible for the control of all funds of the school system, including internal funds, with the superintendent as executive officer. The School Board shall adopt written rules governing the receipt and disbursement of all internal funds and for the accounting for property pursuant to Florida Statutes. Such funds are the responsibility of the school board and it shall be the duty of the school board to see that they are properly accounted for through the use of generally recognized accounting procedures and effectively administered through adherence to internal funds policies of the school board, applicable Florida Statutes and provisions of "Financial and Program Cost Reporting and Reporting for Florida Schools."

All monies collected from summer program activities, athletic events, gifts, contributions made by band or athletic booster clubs, civic organizations, parent-teacher organizations, commercial agencies, and from any and all school or related activities involving school property or students shall be deposited in the school's internal accounts.

Funds derived from the student body as a whole shall be expended to benefit the student body as a whole, unless the funds are being collected for a specific documented purpose or are generated by vocational production shops.

Funds collected shall, insofar, as is possible, be spent to benefit those students currently in school from whom the funds were collected and for the purpose collected.

Funds paid by senior high students for class rings, school annuals, cards and invitations, insignia, caps and gowns, etc., shall be exempt from the requirements relative to purchases as stated in Florida State Board of Education Rules.

All employees have responsibility for handling and recording internal funds financial transactions shall be bonded through the district.

Purchases from internal funds must be authorized in writing by the principal or designee. Neither the school nor the school board shall be liable for any purchase made in the name of the school without express written approval.

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.

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

Promissory notes, installment contracts or lease purchase agreements shall not be executed in the name of the school or any school organization except as authorized by the school board.

Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans, pay any form of compensation directly to employees, or extend credit. 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 and when appropriate as prescribed by school board rule.

Internal funds shall be accounted for on the same fiscal year basis as all other school district funds. No school organization shall make expenditures that exceed the cash resources available to that organization. All accounts payable shall be disclosed to the school board at the end of the year.

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

Monthly financial reports shall be made in approved written form to provide the school's administration with financial information necessary for decision making. The schools shall submit their monthly financial reports to the Finance Division of the School District of DeSoto, no later than the 20th of each month. These reports shall include: Trial Balance, Bank Reconciliation, and Account Summary. These reports are available through the Internal Account SchoolBooks Software from Blue Bear.

At the close of the school year the annual report shall be prepared as district procedures provide, and shall be attested to by the principal and the preparer by their signatures as to its accuracy in reflecting the year's activity and year-end balances to be included in the District Annual Financial Report.

The school board shall provide for an annual audit of internal funds. In accordance with Rule 6A-1.087(2), FAC, the signed written report of the audit shall include notations of any failure to comply with Florida Statutes, State Board of Education Rules, and rules of the school board. The report, which must also provide commentary as to financial management and irregularities, shall be presented to the school board while in session and filed as a part of the public record.

Board Policy 90.04 Internal Fund Accounting, Red Book Chapter 7-Principals, State Board of Education Administrative Rules Ref. 6A-1.001, Ref. 6A-1.085, Ref 6A-1.087, Ref. 6A-1.091

Administrative Responsibility

Each Principal or Administrator shall be responsible for handling all phases of the internal accounting in his/her school or work location and shall use the uniform system of accounting as set up in this county. The internal account records shall be maintained in accordance with the State Board of Education Rules.

Ref. 6A-1.085 State Board of Education Administrative Rules

Bank Accounts

Each school shall have only one checking account which shall be entitled "(School Name) Internal Fund, The School District of DeSoto County Florida," or alternative which clearly identifies the school and the school district. This account title must be imprinted on all internal fund checks and deposit slips. All monies received by the school will be deposited intact as collected into this account and all disbursements will be made by checks drawn on this account.

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.

[Financial & Program Cost Accounting & Reporting for Florida Schools \(RedBook\) Ch. 7](#)

Check Signatures

Each account shall have at least two authorized check signers, one of whom must be the principal. These names shall be kept on file for audit. All checks must be signed with two signatures as prescribed by the principal if not prescribed by school board rule.

The principal is responsible for all financial transactions and proper check signatures.

Under no circumstances shall checks be pre-signed.

[Financial & Program Cost Accounting & Reporting for Florida Schools \(RedBook\) Ch. 7](#)

SchoolBooks Software provides for computer checks. Computer checks help to eliminate bookkeeping errors. Unless directed otherwise, all schools shall use the computer check program for disbursements.

Petty Cash

The Principal may establish a petty cash fund not to exceed \$100 for the purpose of small expenditures to operate the school.

Petty cash funds initially shall be taken from the General Fund of the school's internal account. Funds may be reestablished at the beginning of the subsequent school year.

An itemized receipt shall be kept for each expenditure made from petty cash.

Petty cash shall be accounted for separately from all other funds.

Petty cash funds for schools operating for the ten or eleven months shall be returned to the school's internal account on or before the close of the school year.

[School Board Policy 90.08, State Board of Administrative Rules 6A-1.057](#)

Worthless Checks

When a school is notified of a worthless check, the bookkeeper will make an adjustment in the SchoolBooks program under an NSF Category. This transaction will provide monthly information to keep track of any item not cleared. Once funds have been collected another transaction will be made and marked NSF Category to show the original transaction is cleared.

SchoolBooks Chapter 7, page 7-3, Adjustment Entry Chart

It is the responsibility of the principal or administrators to seek reimbursement of worthless checks. A written demand must be delivered by certified or registered mail, evidenced by return receipt, to the maker of the check to the address on the check or the makers last known address. The form of notice should state something as follows:

“You are hereby notified that a check numbered _____ in the face amount of \$_____ issued by you on (date) _____, drawn upon (name of bank), and payable to _____, has been dishonored. Pursuant to Florida law, you have 30 days from receipt of this notice to tender payment in cash of the full amount of the check plus a service charge (amount charged by bank).”

After every attempt has been made to collect on the worthless check, then copies of all letters and mail receipts will need to be sent to the School Board Attorney for collection.

Florida Statutes 68.065

Cash Collections & Deposits

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

Report of monies collected forms must list individually the names from which the funds were collected and the amount collected. Insofar as possible, all money should be collected in the school office. Collections made outside the school office must be turned in to the school office no later than the next business day.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables and even then no more than a few dollars should be so kept. All school bank depositories shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school overnight.

All money collected must be deposited intact to a depository as frequently as feasible and as dictated by sound business practices. **IN ANY EVENT, FUNDS COLLECTED MUST BE DEPOSITED WITHIN FIVE (5) WORKING DAYS AFTER RECEIPT.**

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. All checks received shall be deposited within a restrictive endorsement for the deposit only and specifying the account title and number.

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

All checks, receipts 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. Any pre-numbered documents shall be accompanied by a certified statement of numbers received.

Financial and Program Cost Accounting and Reporting for Florida Schools (RedBook) Ch.7

Steps to follow when receipting in funds:

1. Monies collected form shall be completed by each teacher. It shall be filled out correctly listing each student's name and amount collected, signed and dated, and turned in promptly to the school office. The account name which the funds have been collected shall be clearly identified. The bookkeeper shall verify the money collected, sign and date the monies collected form, and generate a deposit. It is good practice to deposit all monies daily.
2. SchoolBooks software provides for a receipt entry or bank deposit entry that will give you a printed journal entry. Please attached this to your monies collected form with the receipt from the actual bank deposit. A copy of the journal should be given to the teacher for their copy of the monies collected form.
3. **To promote proper internal control and to avoid audit criticism, a separate employee that is not involved in internal accounts shall verify the monies collected form, deposit slip and the bank deposit journal.**

Annual Audit of Internal Accounts

The Internal Accounts of each school or work location shall be subject to an annual audit by a State Board of Accountancy as a certified public accountant or a public accountant, or qualified internal auditing staff employed by the board. The auditor shall submit a signed, written report to the school board covering the internal funds which shall include any notations of any failure to comply with requirements of Florida Statutes, State Board Rules, and policies of the school board, and commentary as to financial management and irregularities. Such audit shall be presented to the school board while in session and filed as a part of public record.

State Board of Administrative Rules 6A-1.087(2)

Athletics – 1000

All revenue and expenditures involving athletic business transacted at the school level shall be recorded in accounts with this classification.

Admission Events for Athletic Events shall have pre-numbered tickets where an admission price is charged and all tickets acquired must be accounted for by annual inventory record on

forms provided by the school bookkeeper. Tickets may be printed by outside sponsors, but must be sent to the bookkeeper for pre-numbering and inventory control. Pre-numbered tickets for athletic and non-athletic events are to be acquired through the bookkeeper of the school.

Proceeds from a night performance (i.e. football game, etc.) must be deposited in a night depository and picked up by the next school day. A Report of Monies Collected form shall be turned in to acknowledge collection. When collection is counted, an official receipt is then issued.

Financial & Program Cost Accounting and Reporting for Florida Schools, Chapter 7 RedBook

Music – 2000

Proceeds from activities of musical organizations; donations to these groups; and their expenses for supplies and trips shall be recorded in this classification.

Collections from students for rental or maintenance of uniforms or instruments shall be recorded in separate accounts under this classification and considered a trust as restricted to use.

Financial & Program Cost Accounting and Reporting for Florida Schools Chapter 7 RedBook

Classes – 3000 Clubs – 4000 Departments – 5000

Classes and Club Accounts are those which support a group of students within a community of interest with a roster of members, officers, and a sponsor. Approval for the existence of all club and class activities is the responsibility of the Principal.

The sponsor of each school club or organization 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 organizational budget; duplicate receipts for all income from dues, fund-raising activities, entertainments, assessments, donations; and approved requests for payments.

All collections received by any club or school organization must be deposited in the school internal funds.

All disbursements by any club or school organization must be made by an internal fund check. Disbursements shall be approved by the appropriate organization officer, when the organization has officers, the sponsor, and the principal.

A financial report shall be filed with the principal's office at the close of each fundraising activity. The organization sponsor shall participate, along with the finance clerk (bookkeeper), in the designation of transactions to be recorded in each of the organization's accounts.

Class and club monies shall be expended for the benefit of the class or club or for purpose designated by the class or club that participated in generation of the revenue. 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. 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 school year.

Department Accounts may be structured similar to classes and shall conduct financial activities subject to the above.

Financial & Cost Report Accounting & Reporting for Florida Schools Chapter 7 RedBook

Trust – 6000

Funds collected for a specific, restricted purpose shall be accounted for in a trust account.

Trust funds shall be expended only for the purpose for which collected. When the purpose of the trust 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 handled in accordance with school board policy.

At no time shall a trust account have a deficit.

If a school organization undertakes a project extending beyond the current fiscal year, or receives a restricted donation to be used or a period of time beyond the year in which received, approval must be granted in accordance with school board rules, and the funds held in trust account.

Sales tax collected for the State is also a trust account.

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.

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

Financial & Program Cost Accounting & Reporting for Florida Schools (RedBook) Ch. 7

General Fund 7000

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 the School Store and other 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.

Transfers and Adjustments

There are several types of adjusting and transfer entries:

Adjustments: These are entries that involve a cash account. These are transactions for bank charges, check printing fees, bounced checks, NSF Fees, corrections for incorrect deposit amounts, etc. In other words, all these transactions affect an actual bank account and GL account.

Transfers: These are transactions where money is moved between two GL accounts that are **NOT** cash accounts. These transfers do not affect cash accounts.

Multi-Line Transfers: These are transactions where money is moved between two or more GL accounts that are **NOT** cash accounts.

Cash Transfers: These are transfers between two cash accounts. An example would be when you move money from your checking account to your investment account.

Transfer of funds from one student activity account to another must be signed by the officer releasing the funds.

DO NOT TRANSFER FROM TRUST ACCOUNTS. These accounts are restricted. If an error was made in a deposit and should have gone into another account one of two things can happen. If you are doing the correction in the same month and have not reconciled you may then do a reversing entry. If not you will have to do an adjustment with a reason for the adjustment.

SchoolBooks User's Guide Chapter 7: Transfers and Adjustments

Purchasing

Requirements for Purchasing:

The requirements pertaining to purchases and securing bids on purchases made from public tax funds shall be observed when purchases are made from internal funds except that:

- School board approval of internal account vouchers is not required unless specifically provided for by school board rules.
- School board requirements for internal funds may be more strict than those required for tax funds (School Board Rule 6A-1.091)
- Any purchase order that is \$500 or more **MUST** be approved by the Superintendent of Schools.
- Any purchase order that is \$15,000 or more **MUST** go before the School Board for approval.

Responsibility

- 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 designee(s) must be on file before any purchase is made. Vendors shall be notified of this policy. **NO purchase shall be made unless sufficient resources are available, except items for resale.**
- The school board may delegate by rule to such individuals as it may deem appropriate, the making of purchases from internal funds and the securing of quotations and awarding of contracts (School Board Rule 6A-1.091). *School District of DeSoto has a Purchasing Agent that assists with this.*
- NO person, unless authorized to do so under regulations of the school board, may make any purchase involving the use of school funds (School Board Rule 6A-1.012)

Bids

- Informal Quotations (under \$750.00):
Obtain written or telephone quote when practicable and in the School District's best interest. The best offer is determined and an official purchase order is used.
- Form Written Quotes (\$750.00 - \$14,999.99):
A minimum of three written or documented telephone quotes are required; more at the buyer's discretion. The best offer is determined and an official purchase order is issued.
- Sealed Bids & Proposals (\$15,000.00 or more): *See Districting Purchasing Agent on this.*
Specifications are developed and the bids are then posted on the District's website and invitations mailed to a list of qualified bidders. After the bids are evaluated and approved by the School Board, an official purchase order is issued to the successful bidder(s).

[Financial & Program Cost Accounting & Reporting for Florida Schools \(RedBook\) Ch. 7 District Purchasing Website Information from Purchasing Agent](#)

Restricted Expenditures

The following expenditures from internal funds are deemed inappropriate and shall not be made except from trust funds collected for a specifically identified purpose.

- Equipment, supplies, forms, and postage for curricular or classroom use for which school board funds are available.
- Curricular-related travel; professional, technical, or consultant services; or other items for which school board funds are available.
- Articles for the personal use of any student, employee, or other persons; except those identified under Rules 6A-1.043, FAC, Promotion and Public Relations Expenditures.
- Personal membership or subscriptions.
- Salaries or other compensation for duties or assignments which are the responsibility of the school district.
- Loans, credit, or accommodation purchases for anyone.
- Repairs and maintenance of school board equipment for which school board funds are available.

[Financial and Program Cost Accounting & Reporting for Florida Schools \(RedBook\) Ch. 7](#)

Property Acquisition & Control

Tangible personal property as defined in Chapter 274.01, Florida Statutes, purchased or acquired by donation becomes the property of the school board and is subject to the board’s procedures for property control.

Notification to the appropriate district office (Finance Division) is required when items meet the criteria for fixed assets are purchased or received as a donation. A full description of any equipment or property acquired by a school must be given, including make, model, serial number, date acquired and total cost, or fair market value for donated property.

Requirements from the School District of DeSoto for property needing to be reported are \$1000.00 and will need to be assigned a Fixed Asset Number.

Expenditures for buildings, remodeling, renovations, repairs, or alteration to the facilities, or any property involving risk must have prior written approval of the superintendent or designee.

Approval must be obtained from the superintendent or designee to change, alter, or attach permanent fixtures to school property; or to utilize more than the ordinary amount of utilities.

[Financial & Program Cost Accounting & Reporting for Florida Schools \(RedBook\) Ch. 7](#)

Booster Organizations

Most Booster Organizations have their own checking accounts.

Contributions made by band or athletic booster clubs, civic organizations, parent-teacher organizations, shall be deposited in the schools internal accounts.

[Ref. 6A-1.085 State Board of Education Administrative Rules](#)

Receipts and disbursements will be approved by a designated officer of the organization and the principal of the school and comply with School Board policy.

Cooperative Activities

A cooperative activity is one in which the school participates with outside groups such as the P.T.A. or booster clubs through planning staging, or conducting school-related activities. Such activities may be held on or off the school grounds and will usually take the form of fund-raising events such as carnivals, paid entertainments, or food sales.

Such activities must be approved by the principal and be beneficial to students. District procedures shall be followed to provide appropriate accounting of funds and to ensure compliance with policies contained herein. If a share of the proceeds is to be disbursed to the cooperative group, a prior written agreement should be executed.

Financial & Program Cost Accounting & Reporting for Florida Schools (RedBook) Ch. 7

High school concession stands are an example. The concession is a joint effort between the Boosters and the Junior Class. They have a written agreement where the Boosters provide everything and the Junior Class runs the both and a percentage goes to each.

Concession sales at all student activities should be approved by the principal, and should be operated by a student body association, faculty group, or by such outside agency as may be authorized by the School Board upon request of the principal of the school involved. The concession should not be operated in competition with the school lunch program.

Student Activity Operating Report

A Student Activity Operating Report must be filed with the Principal's Office after each money-making activity. Form DIS-ADO-1-1-241-R02 is the District Form used. This report will be filed with the Internal Account records.

Fund Raising

Each fundraising activity shall be planned to finance a specific objective.

Each fundraising activity shall have the approval of the organization sponsor and the principal of the school.

The principal shall control the fundraising activities conducted in the name of the school, and assure that the purposes are worthwhile.

Raffles and other activities of chance **shall not be conducted** for school connected activities.

Fundraising activities for which students are charged an admission **shall not be presented during school hours.**

When any school organization or group is involved in a fundraising activity or any function exposing the school board to extraordinary liability, approval must be obtained in advance from the superintendent.

Collections for all school sponsored fundraising activities must be deposited in the internal accounts fund, and all transactions in connection with the activity conducted in accordance with school board rules.

A financial report shall be filed 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. The organization sponsor shall participate, along with the bookkeeper in the designation of transactions to be recorded in each of the organization's accounts. (Student Activity Operating Report)

Financial and Program Cost Accounting & Reporting for Florida Schools (RedBook) Ch. 7

Funds need to be used for the purpose designated and in the same year as the fundraiser.

Class time shall not be used in the planning or executing of fund raising projects except for vocational programs.

Inactive Accounts

Any remaining balance in the account of a class that has graduated or 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.

Financial and Program Cost Accounting & Reporting for Florida Schools (RedBook) Ch. 7

Investment of Idle or Excess Funds

Internal funds which are temporarily idle shall, as required by law, be invested pursuant to policies of the school board using any medium of investment legal for public funds, and may not exceed insurance protection or other legal collateral limits provided for such public funds.

State Board of Education Rules 6A-1.085; School Board Policy Chapter 92

The district investment is with State Board of Administration. A cash account can and has been set up for those schools that have idle funds or excess funds through the SchoolBooks Software. The Finance Division will be able to assist any school in the district with their investment.

Merchandise, Agents, Solicitors, Salespersons

Principals shall not permit school personnel nor students to canvas or solicit on school property for the purpose of selling any item, service, etc., without the express permission of the Superintendent or his/her designee. Further no canvassing, sales, or contact shall be made by any outside person, agency, etc. without the express written permission of the Superintendent. The Superintendent shall receive said authority from the School Board upon his/her recommendation and their subsequent approval and/or modification.

Retention of Records

Chapters 119 and 257 of Florida Statutes provide that no public official may mutilate, destroy, sell, loan, or otherwise dispose of any public record without the consent of the Bureau of Archives and Records Management of the Department of State. Providing applicable audits have

been released, records may be disposed of in accordance to GS1-SL Retention Schedule. The retention period stated in the schedule for internal account records is five years minimum. When this time is reached, please contact the Records Management Liaison at the District Office. A destruction request form must be completed and can be provided to each bookkeeper for use.

Salaries

Activity funds shall not be expended to supplement salaries of any staff member, or paid as a salary to any individual. Payments made to any staff member, including all full and part time school board employees, are prohibited except through the regular payroll system.

Sales Tax

Sales tax exempt items are as follows:

- Printed textbooks and workbooks containing printed instructional material, such as questions and answers that are used in the course of study in schools.
- Sale of yearbooks, magazines, newspapers, directories, bulletins, and similar publications distributed by schools.

Sales of schools materials and supplies are taxable regardless of by whom sold; however, for the sake of convenience, school grades K through 12 and their respective parent-teacher organizations are able to pay tax to their suppliers for these items for resale to students instead of passing the tax to the students as part of the selling price. Taxable personal property sold outright or rented to the school to students is taxable based on the delivered cost to the school or the amount charged to student upon sale or rental. The District requests that when you purchase supplies for resale at the school store or in fundraisers that the amount of taxes be included in the purchase price, thus the responsibility of tax reporting will fall to the vendor.

The sale of photographs by photographers for use in students' yearbooks is taxable if the purchase and payment are made by the student. They are exempt only if payment is made from school funds.

Band uniforms, athletic uniforms and equipment, caps and gowns and other items of clothing purchased by the school with the school having ownership (remaining at the school) are exempt. Caps and gowns that are bought by the school for the students are not tax exempt and the vendor should be paid the tax at time of purchase.

Parent-teacher organizations holding fund raising events such as spring festivals, fun houses, and games where prizes are given away shall pay the tax on all materials used, including the prizes awarded.

Food and beverages sold or serviced in the student lunchroom or other designated area for student dining as part of the school lunch is exempt.

Food and beverages sold through vending machines or other dispensing devices in the gymnasium, shop, teacher's lounge, corridor, or other areas accessible to the general public and

not specifically designated for student dining are not exempt from tax.

Admission to athletic events, chorus, drama, and talent shows sponsored by the school are exempt.

[Florida Administrative Code, 12A-1.011](#)

School Store

Items available for sale in the school store shall be limited to items needed by students. Profits earned in the school store shall be transferred to the General Fund before closing the books for the school year in which profits were earned, except in instances where a specific school group or organization is responsible for management of the activity and is permitted by written agreement to share in the profits.

All items for resale in the school store shall be accounted for by the school. A school store inventory shall be completed once a month *as designated by our auditors*.

Monies Collected forms will be handled as with any other event.

Travel Reimbursement

There are three types of travel: In County, Out of District, and Per Diem. General student funds are not to pay for travel. Travel reimbursement is permitted only through Athletics, Band, Chorus and Clubs/Organization accounts. See School District of DeSoto County Travel Procedures for reimbursement rates.

Promotions & Public Relations

Funds set up as Promotions and Public Relations are to be used under the guidelines of Florida Administrative Rule 6A-1.0143.

Promotions and public relations activities may include, but are not limited to, activities involving graduation, visiting committees, orientation and work conferences, recruitment of employees, official meetings and receptions, guest speakers, accreditation studies, and other developmental activities, awards or other types of recognition for meritorious performance.

Promotions and Public Relation is considered a trust account.

[Florida Administrative Rule 6A-1.0143](#)

Commissions earned as a direct result of teacher and staff purchases from vending machines

should be classified as Trust Accounts and used as directed by those individuals. In the past these funds were set up under Promotions and Public Relations and used to purchase flowers to individuals for special occasions, food and drinks for staff meetings, and various other uses.

The following are sources to fund Promotions and Public Relations:

- Commission earned from teacher's lounge vending machines;
- Profits on school pictures (calculates % - staff versus students);
- Interest earned (calculate % - staff versus students).

Auditor's comments for fiscal year 2000-2001 (All Schools)

Revised September 25, 2006

