

Campbell County School District No.1

Accounting News Letter - August 25, 2009

(notes, thoughts, guidelines & problem areas)

Accounts Receivable

Backup documentation (receipt/list/check stub) is to be kept at your location for all monies received and deposited into any of your accounts no matter what fund or system.



InTouch Fines&Fees (ITF&F)

All money received which can be assigned/attached to a student, student group/class or fund raiser will now be entered into the new ITF&F program and deposited into the new Fines&Fees sweep First National Bank account using the three part bank deposit slips issued to those who have attended one of the ITF&F classes. Any additional back up documentation received with these monies is to be filed with the EOP paperwork the receipt closes with and is to be kept at your location and be available for viewing per the State's five (5) year record retention requirement. If you do not wish to keep these at your location send them to Accounting and we will store them with our backup documents for the fiscal year they are for.

Other monies

All other monies received at your location will need to be sent to ESC for receipting and depositing (refunds/reimbursements/invoiced payments) along with a hand written receipt at your location and a orange colored deposit information sheet. Please be sure to write the receipt number(s) along with any information regarding the reason for the monies being received. This will be the reference information we enter on the Cash Receipt screens and will show on the lookup account balance description line. Before depositing and receipting any funds into the General System, the Accounting Technician will review and confirm the account coding with District records.

Transporting Money between District Locations and the Bank

All money and checks are to be transported using the pre numbered bank deposit bags or the in-district money bags at all times. The District uses a bag logging process for backup documentation for all monies transported between District locations and/or the Bank. Please **do not** send any money/checks through the District mail without this tracking process.

Bank Deposit and Between District Location (gold) Bags

Each location has been given pre-numbered bank deposit bags for both regular and food service bank deposits as well as non-bank bags for in-district transporting of funds. If you find the current bag allotment for your location insufficient please contact Marlin for additional supplies.

Deposits

Do not hold deposits (money or checks) longer than 30 days. I understand the desire to hold all funds until the end of a fund raising or project's activity, however, we need to have all checks deposited within 30 days from the issue date on the check.

Non-Sufficient Funds (NSF)

When a deposited check processes as an NSF (Non-Sufficient Funds) the check goes directly to Collection Professionals from the bank. **Do not** make any arrangements nor accept any money from the people who have a check at Collections Professionals.

C.A.T. fees from State of Wyoming

If your location has a C.A.T. program, and if any service fees will be coming from the Sate of Wyoming, your C.A.T. Director needs to email student names and their location to Joanne in Accounting.

Classes

Purchasing Card(P-card) Holder/BDR Training

The next P-card Holder training is scheduled for Friday, September 4th starting at 8:30 a.m. in the ESC Training room.



InTouch Fines&Fees (ITF&F)

The next ITF&F class is scheduled for September 9th starting at 8:30 a.m. in the ESC Training room.

Vendor Files & Service Vendors

Please double check the vendor files before calling to have a new vendor set up. We are starting to get duplicate vendors again. Please be sure to have the vendor's complete mailing address, as well as their phone number and, if there is one, a fax number. When you call to have a new vendor set up (Activities or General) please let it be known if the vendor will be providing a service or if the District will be receiving product. All vendors who provide a service need to have extra paper work sent out before any payments can be made.



Paying for Services (speakers/ workshop presenters)

1. Please enter Purchase Order(s) when the event is being planned. Do not wait for the week before or the week of the event.
2. If the person or business being used is not already a current vendor please call your Accounting representative, for the vendor's alpha area, to have a new number assigned. At this time we will send out the IRS required W-9 information sheet we need to have on file prior to the payment check run.
3. On your Purchase Order please give us separate pay lines for any non-service charges. Only the service fee is a 1099 invoice item. If you have agreed to reimburse or pay for non-service related charges we need separate pay lines for these charges.
4. If an agreement for mileage reimbursement is part of the speaker's contract/agreement, any amount over the IRS approved rate becomes a 1099 invoice line item. Please be sure to separate pay lines on your purchase order so proper 1099 line item payments can be made.
5. Please do not promise the vendor immediate payment prior to or upon completion of the their services unless you have made pre-payment invoicing arrangements with Accounting at the time the Purchase Order was entered.
6. Reminder, the District does not pay anything without invoice backup. Please send backup early enough for the payment to process through normal board time lines.