

## Accounting Recommendations School Trust Funds

The following recommendations have been prepared by the Board Office Finance Department. They are intended to provide clear procedure guidelines for all Schools and to assist with improved accounting of School Trust Funds district wide. A revised version of the School Trust Account Handbook will be issued and will incorporate these recommendations.

### Section 1: Filing

- School Trust Fund records filed systematically, and separately from District Account records.
- File the following separately:
  - A. Bank reconciliation packages
  - B. Receipt support documentation when available. Either filed separately or attached to deposit slips.
  - C. Bank deposit slips with deposit details listing attached. Either filed separately or attached to bank statements.
  - D. Cheques issued with signed back-up attached.
  - E. Journal entries with back-up attached.
  - F. Department transfer reports with back-up attached.

### Section 2: Accounting Procedures

#### A. Bank Reconciliation Package

- File in chronological order
- Submit the following package to the Board Office monthly, dated for the banking period and signed by the Principal:
  - Bank Statement with cleared cheque copies
  - Bank Reconciliation Report (Bank Savings and Share accounts updated with a JE for any interest or charges during the month)
  - GL Summary by Account type, Account, Department - the bank account, savings account, and share account balances on this report must match the bank statement ending balances
  - Outstanding cheque listing and deposit listing for this banking period if there are any transactions
  - Journal Entry Listing
  - Cleared cheques listing
  - Cleared deposit listing

#### B. Receipts

- File in numerical order



- File receipt support documentation, with receipt number clearly noted, **OR**
- File receipt support documentation with Bank Deposits (see “Bank Deposits” section)
- **Enter 1 receipt per cheque or cash received, and recommend attaching each receipt to a student.** Exception: lump sum receipts (see below).
- Lump sum receipts:
  - It is ok to enter as 1 receipt, as long as all funds are for the same event (e.g. swimming) and back-up is attached (e.g. class checklist for funds received).
  - **Cash Count Sheet:** use when staff/students/parents collecting and submitting lump sum funds (e.g. student activity, fundraising, cafeteria), signed by the individual submitting the funds.
- Managing receipts, in instances when unable to enter into eFunds immediately:
  - Student List: check off students that have paid a certain fee, tally at end of day, reconcile to funds received, **OR**
  - Secondary Schools: students complete a manual receipt with 2 copies (1 copy for student, 1 copy for school). Secretary signs the receipt to confirm it matches the amount received.
- Receipt as soon as possible. Do not wait to receipt funds until the fundraiser or event is completed. Receipt and deposit funds regularly.
- Endorse cheques received immediately.

### C. Bank Deposits

- File in numerical order
  - Print & file deposit slip
  - Attach deposit details listing (includes receipt numbers for cash receipts)
- Note: attach receipt support documentation, unless filed separately (see “Receipts” section).

### D. Cheques

- Send full cheque (including description portion) to Payee
- File payment support documentation in numerical order by cheque #
  - School may choose to make a copy of the cheque and file it with signed back-up, **OR**
  - File signed back-up, with the cheque # clearly listed (recommend the top right corner of the back-up)
- **PVP initials & GL code on back-up (i.e. invoice or payment request) is required**
- **Payment Request Form**
  - use for staff reimbursements with receipts attached, and other instances where an invoice is not available.
- Recommend stale dating cheques > 1 year old. Cancel in eFunds and cancel with the bank.

## E. Journal Entries

- File in numerical order
- Use to record a new entry (e.g. bank interest) or move a specific entry (e.g. receipt or cheque) to another account.
- Journal Entry printout on top
- Attach **Accounting Request Form**
- Attach any support documentation (e.g. account print-out, highlighting the item that is being moved)
- In “Description” field, include relevant dates or transactions numbers, cross-referencing any other numbers when appropriate (e.g. if cancelling a prior Journal Entry, include the JE number)

## F. Department Transfers

- File in numerical order
- Use to simply transfer funds to another department and no particular back-up.
- Department Transfer printout on top
- Attach **Accounting Request Form**
- Attach any other support documentation (e.g. email request from teacher)