

ACCOUNTING INSTRUCTIONS

All schools should plan on changing to the EPES Activity Accounting for Windows program.

Receipt and Disbursement of Money:

1. All Money Received must be accounted for by issuance of a pre-numbered receipt.
2. All money received must be deposited in a bank. Receipts should be balanced with cash deposited. Retain the duplicate deposit slip.
3. Group receipts (such as bus trips, school pictures, book fair) may be receipted in total to the classroom teacher collecting the money, but a list of the names of the students and the amount paid must be retained for audit, and cross-referenced to the receipt number issued.
4. All payments must be made by pre-numbered check. Two signatures are required on each check.
5. All payments must be made against a disbursement voucher with an invoice, statement, signed memorandum or other document attached indicating the nature of the claim for which payment is made.

Recording Receipts and Disbursements:

1. All receipts and disbursements must be recorded by account number. Assets equal Liabilities. Assets are checking and savings accounts. Liabilities are the school activity and club accounts.
2. Your beginning bank balance is the ending balance of the previous month.
3. As receipts are issued, list all receipts in consecutive order by receipt number and amount. When a deposit is made, the total receipts written are balanced to the deposit. (The total receipts entered since last deposit should equal the amount of the present deposit.)
4. Any other items such as bank charges or returned checks should be entered from bank statements when received at the end of the month.
5. At the end of the month add interest and charges to the books, clear all checks on the computer and run the Bank Reconciliation Report. After it

balances, print a Ledger Report (balance sheet showing all accounts, beginning balance, revenue, expenditures, and ending balance.) Also print a check list, a receipt list and an outstanding checks list. If you would like account details for the month print an Account Reconciliation Report. Be sure to back up your data. If you are unable to balance, contact the Director of Finance immediately.

Record of Expenditures

A record of expenditures must be prepared for all checks issued. Invoices and back up documents should be attached. After being approved by the Principal, the Secretary is authorized to prepare an appropriate check.

Budget Accounting Sheets

Since schools and programs are responsible to account for certain expenditures of district funds, it is their responsibility to reconcile the Monthly Budget Reports from the district. The district ledger is the official record. Errors should be reported immediately to the Program Secretary or Director of Finance. Any requests for changes should be in written form.