

Bank Accounts Procedure

A. Purpose

The purpose of this section is to establish procedure for opening, using, and reconciling all bank and other institutional accounts including checking, savings, certificates of deposit, merchant processing, and all other accounts into which public funds may be deposited and/or maintained.

The scope of this procedure includes all district and individual school activities in all locations where they occur and public funds are collected.

B. Definitions

1. "Cash receipt" means anything that represents resources flowing into the district to include: currency, coin, checks, money orders, credit card transactions, transfers in, ACH transactions, and redeemed account credits.
2. "Fiscal administrator" means the top administrator at a given school or department. In a school, it is the principal. In a department, it is the department director. In the case of a department with no assigned director, it is the top administrator or middle manager who reports to the director who generally oversees the department.
3. "Public funds" means money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including LEAs (Utah Code 51-7-3(25)).

C. Authorization of Accounts

1. All bank accounts shall be centrally authorized by the Business Administrator or her/his designee and monitored by the Business Office. Secondary schools and elementary schools are preauthorized to have a single checking account. District departments are not authorized to open or operate bank accounts. District employees shall not open or operate unauthorized bank accounts for receiving, holding, or expending public funds.
2. Outside organizations or entities are not permitted to use the district's tax ID or sales tax exemption numbers for banking or any other purpose.
3. Temporarily idle funds in district-approved bank accounts (typically determined to be balances in excess of two to three months of operations) shall be invested. Such investments shall comply with the Utah Money Management Act and be made under the direction of the Business Administrator.
4. The Board President and Business Administrator shall be authorized to sign on all district accounts. The Business Administrator, principal, vice principals, and bookkeeper will be authorized to sign on all school accounts. If additional signers are desired on a specific account, application must be made to the Business Administrator.

D. Deposits, Disbursements, and Reconciliations

1. All cash receipts of public funds controlled by the district shall only be deposited into authorized school or district bank accounts using a bank-issued deposit slip.
2. School and district bank accounts shall not be used for non-district purposes.
3. Funds associated with and collected by or on behalf of certain groups or organizations closely aligned with a school or the district (e.g. faculty funds, PTA/PTO funds, and student non-curricular clubs), may be deposited temporarily into the authorized school or district accounts, and the school or district assumes a fiduciary relationship with the closely aligned group or organization. Funds will be maintained in a designated account on behalf of the aligned group or organization and disbursed upon request by the group or organization following all school district procedures.
4. Funds shall only be disbursed from a school or district bank account via an appropriately authorized check or electronic transfer, and disbursements shall be restricted to authorized district business and/or fiduciary activity as described above. Under no circumstances is cash to be withdrawn from a school or district bank account.
5. Monthly reconciliations shall be performed by the fiscal administrator or her/his designee on all district-approved bank accounts. Reconciliations performed by designees shall be reviewed by the fiscal administrator.