

York Institute Internal School Accounting (ISA)
Quick Reference Guide (8/16)

See YAI *Procedures Manual* for detailed instructions on transactions.

Receiving Money:

Always issue receipt - never take money from anyone without a receipt

Complete Activity Form

Turn money in daily to Accounts Receivable before 2:00 pm

Donations require donation form signed by donor

Anytime money cannot be turned in the day it is received, ask Accts Receivable for a locked money bag to deposit at the bank or secure under lock.

Set one day a week to take up club dues.

Purchasing:

Complete Purchase Requisition Form (yellow sheet)

Get approval signatures before giving to Procurement Officer

Procurement Officer gets bids and **places ALL orders**

Requisitioners may go to businesses for local purchases after receiving purchase order from Procurement Officer

Sign invoice or receipt and return to Procurement Officer for payment

Travel:

Complete Travel Request Form

Get immediate supervisor, DOI, and Superintendent approval

Attach conference/meeting brochure or email information

Delegate travel authority to Account Tech

***Supervisor must approve on Edison

You will receive confirmation of approved travel

Provide Acct Tech with hotel/parking receipts

Account Tech will file on Edison

***Check Edison for payment

Fundraiser:

Complete Tally Sheet and get approvals

Complete Purchase Requisition Form and get approvals

File these forms with Business Office before activity begins

Complete Facility Request if using the facility for event

All items sold must be prepaid before Procurement Officer places order

Copies of student order forms must be filed with Business Office

Teacher may receive money and turn in to Accounts Receivable

WE MUST PAY SALES TAX ON ALL ITEMS FOR RESALE!

Booster Club Fundraisers:

The YAI Quarterback Club is the only booster organization that has met the state requirements. ALL OTHER FUNDRAISERS FOR OTHER STUDENT GROUPS MUST GO THROUGH THE SCHOOL.

Items for Resale (no profit/not a fundraiser):

Must include sales tax and shipping in cost of resale items
Complete Tally Sheet and get approvals
Complete Purchase Requisition Form and get approvals
File these forms with Administrative Manager before sale begins
All items sold must be prepaid before Procurement Officer places order
Copies of student order forms must be filed with Business Office

Ticket Sales:

Complete Tally Sheet and get approvals for non-athletic events (include price of tickets)
Complete Facility Request if using the facility for event
Go to Accounts Payable for tickets and reconciliation sheet
Complete Purchase Requisition Form to get change for ticket sales

Dance/Special Events:

Complete Tally Sheet and get approvals for event
Complete Facility Request if using the facility for event
Complete Purchase Requisition Form for entertainment
Contract must be signed by entertainment vendor and sponsor prior to event
See Accounts Payable for approved contract format
Go to Accounts Receivable for tickets
Complete Purchase Requisition Form to get change for ticket sales
Complete Purchase Requisition Form for Judge payments (beauty contests)
Complete Purchase Requisition Form for food and decorations, etc.
Turn in unused tickets, Ticket Reconciliation, and money to Accts Receivable first school day after event.
Prom maximum expenditure is set at \$2,500.

Field Trip:

Complete Field Trip Request Form and get approvals from immediate supervisor and DOI. Filed with DOI.
Complete Travel Request Form and get approvals
Complete Purchase Requisition if necessary
Complete Tally Sheet if students are purchasing tickets, etc.
(Will run through Items for Resale)
Issue students receipts for money received for tickets, etc.
Turn money in to Accounts Receivable with Activity Sheet

Homecoming Float Preparation:

Assistant Principal assigns shop areas
Head sponsor assigns sponsor duties in advance
Head sponsor completes Purchase Requisition forms in advance
Sponsors/Employees must make all local purchases and sign invoices
Students are not allowed to make purchases for the school
Signed invoices must be turned in to Procurement Officer the week of purchase

Concessions

Expected collections report must be completed and submitted with activity sheet

Ending inventory report must be completed and submitted with activity sheet

Count of Collections form must be completed and submitted with activity sheet

Pre-Scheduled Annual Fund Raisers

Senior Fruit Sales – November & December

Truck Load Pepsi Sales:

October – Junior Class

April – Junior Class

(It is up to the class/club sponsor to do the required paperwork in order to receive order forms for Pepsi sales.)

FOOD DISCOUNT CARDS:

Basketball

Others may do discount cards but must use different vendors.

Business Office Staff Assignments

Barbara Voiles - Accounts Receivable, Child Nutrition Program

Shana Pyle – Accounts Payable, Travel, New Hire Paperwork, Keys, Internal School Accounting Monthly Reports

Chris Norman – Procurement, Federal Projects, Budget, Fund Raising, Leave and Attendance, Personnel

Melinda Delk – Front Office Secretary, Skyward Attendance, Community Education, Facilities Requests