



Financial Services

School Finance Handbook

Version 1.0
September 1, 2014

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8115 Gatehouse Road
Falls Church, Virginia 22042

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Acknowledgements

The School Finance Handbook could not have been produced without the dedication and strong work ethic of many employees within the Office of the Comptroller, Office of Budget Services, and the Office of Procurement Services. The Handbook was produced by the Financial Services Support Team and was thoroughly reviewed prior to its publication. The Office of the Comptroller would like to thank the following individuals for their assistance:

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Preface

The Department of Financial Services presents the School Finance Handbook, a document designed to standardize core financial business processes performed at Fairfax County Public Schools (FCPS). The guidelines and procedures set forth in this handbook are consistent with the Commonwealth of Virginia Statutes, the Virginia Board of Education, and the FCPS School Board policies and regulations.

The handbook serves as a comprehensive instructional resource guide for all individuals responsible for overseeing, administrating, controlling, and safeguarding FCPS appropriated and school activity funds. The handbook is intended to be a working document rather than an unchanging set of guidelines and will be updated as needed. FCPS requires that school personnel adhere to all current and new administrative directives or prescribed financial practices that relate to the management of appropriated and school activity funds.

We encourage you to become familiar with the guidelines and procedures presented in the handbook. All feedback, suggestions, and comments are welcomed.

Thank you.

Introduction

The School Finance Handbook is organized by three main sections: general, appropriated funds, and nonappropriated funds (school activity funds). Regulatory references and best practices are included at the end of each section.

- The general section provides an overview of FCPS funding sources, discusses how to establish a sound financial environment; including how to maintain proper internal controls, and information on training and support.
- The appropriated funds section provides a general overview of the budget process and the designation of accounts, and revenue. It also provides guidelines and best practices on appropriated funds procurement of goods and services, funds management, travel, reconciliation and reporting, and year-end closing.
- The nonappropriated funds section provides a general overview of nonappropriated funds, budgeting, and designation of accounts. Also, it provides guidelines and best practices on nonappropriated funds banking, revenue, procurement of goods and services, funds management, reconciliation and reporting, year-end closing, school-related organizations, and staff instructions.

At the end of each section, there are additional resource links to related policies and procedures, manuals, training resources, and best practices, as applicable. The references are categorized as indicated in the title boxes below.

Policies and Regulations

- Links to regulations, notices, and policies referred to in the section.

Reference Materials

- Links to relevant reference material including manuals, handbooks, and training.

Best Practices

- Items that require special attention and practices to follow when managing funds.

School Board Directives and Governing Statutes

[School Board Directives](#) are the policies, notices, and regulations adopted by the School Board to manage and control FCPS operations. The guidelines and procedures presented in this handbook derive mainly from School Board Directives that may be amended from time to time. The following list of directives presides over the core business processes for financial management of appropriated and nonappropriated funds. Consequently, should inconsistencies occur, School Board Directives supersede the guidelines presented in this document.

Policy 1375	Charity Drives Establishes policy with regard to charity activities.
Policy 4430	Conflict of Interest – Employees Provides applicable portions of the Virginia State and Local Government Conflict of Interests Act and additional local provisions. Provisions address general rules for public conduct of FCPS employees, prohibited conduct regarding contracts, required conduct regarding transactions and gifts to FCPS employees.
Policy 5410	Periodic Audits Establishes School Board policy for audits by external and internal auditors.
Policy 5790	Field Trips To establish guidelines for instructional and student activity field trips that are extensions of academic, athletic, and other student activities.
Policy 5830	School Stores Establishes policy regarding school stores in FCPS.
Policy 6470	Records Retention and Disposition Establishes records retention requirements.
Regulation 1370	Fundraising Establishes guidelines for school-sponsored or non-school-sponsored student participation in fundraising activities.
Regulation 5012	Purchasing Goods and Services Using Appropriated and Non-Appropriated Funds Guides the acquisition of goods and services using appropriated and nonappropriated funds.
Regulation 5013	Advanced Appropriated Funds Program Provides an effective means for principals to acquire materials and to establish procedures for administering the Advanced Appropriated Funds Program.
Regulation 5111	Financial Management Reports (FMR) Reconciliation Establish the responsibilities and procedures for the reconciliation of the monthly Financial Management Reports (FMR), which includes position and nonposition reports.

Regulation 5135	Reallocation of Authorized Funds Affecting Positions Establishes procedures for principals and program managers to request the reallocation of funds affecting positions.
Regulation 5350	Procurement Card Management Establishes procurement card program procedures.
Regulation 5790	Field Trips – Planning and Conducting Establishes procedures for planning and conducting field trips in support of the instructional program and student activities
Regulation 5810	School Activity Funds Management Establishes divisionwide policies and accounting procedures to ensure uniformity in the administration of school activity funds and establish proper management procedures for school activity fund accounts.
Regulation 5922	Student Fees Establishes responsibilities and procedures for collecting and recording funds derived from various student fees. School divisionwide fees are announced annually in Notice 5922 unless otherwise specified in this regulation. No student’s report card or diploma will be withheld due to nonpayment of any fee or charge.
Regulation 6701	Records Management Program Implements, along with the Records Management Manual, the current version of Policy 6470 regarding records retention requirements and maintenance and disposition procedures for all records connected with FCPS.
Notice 5011	Authority to Contract, Annual List of Designees Designates individuals authorized to award contracts on behalf of Fairfax County Public Schools.
Notice 5110	Fiscal Year Closeout Guides closeout for the fiscal year and announces critical actions and related deadlines.
Notice 5111	Financial Management Report (FMR) Distribution and Reconciliation Schedule Provides the availability and reconciliation schedule for the current school year of the financial management reports (FMR) for position and non-position data.
Notice 5922	Revenue, Tuition and Fees – Student Fees Provides a revised schedule of divisionwide student fees to be charged during the school year. As required by the Code of Virginia, no fees may be charged except those authorized by this or other regulations and notices.
Virginia Administrative Code	8VAC20-240
Code of Virginia	Virginia Code § 22.1-8 – 22.1-124

General

General Overview

Fairfax County Public Schools (FCPS) receives funds from a variety of sources, mainly from the Fairfax County Government (FCG). Other sources include bond sales, the Commonwealth of Virginia, and the federal government. FCPS may spend the funds only after they are legally authorized or appropriated by the Fairfax County Board of Supervisors and the School Board during the budget process. These funds are generally referred to as appropriated public funds.

Appropriated Funds

Appropriated Funds, also referred to as “FOCUS Money,” are public funds allocated by the School Board during the budgetary process. Appropriated funds are managed through FOCUS (Fairfax County Unified System), the approved financial accounting system used by FCPS and Fairfax County Government.

Through FOCUS, users can purchase goods and services through shopping carts that are converted to purchase orders and electronically transmitted to the vendor. As an added benefit, users may also shop through the “Marketplace,” whereby users may access contracted vendor catalogs, select desired products and finalize purchases via a shopping cart. Marketplace orders do not require a receipt entry in the FOCUS system, which expedites the payment process. Procurement cards (PCards) are widely used to purchase contracted items and to secure travel arrangements.

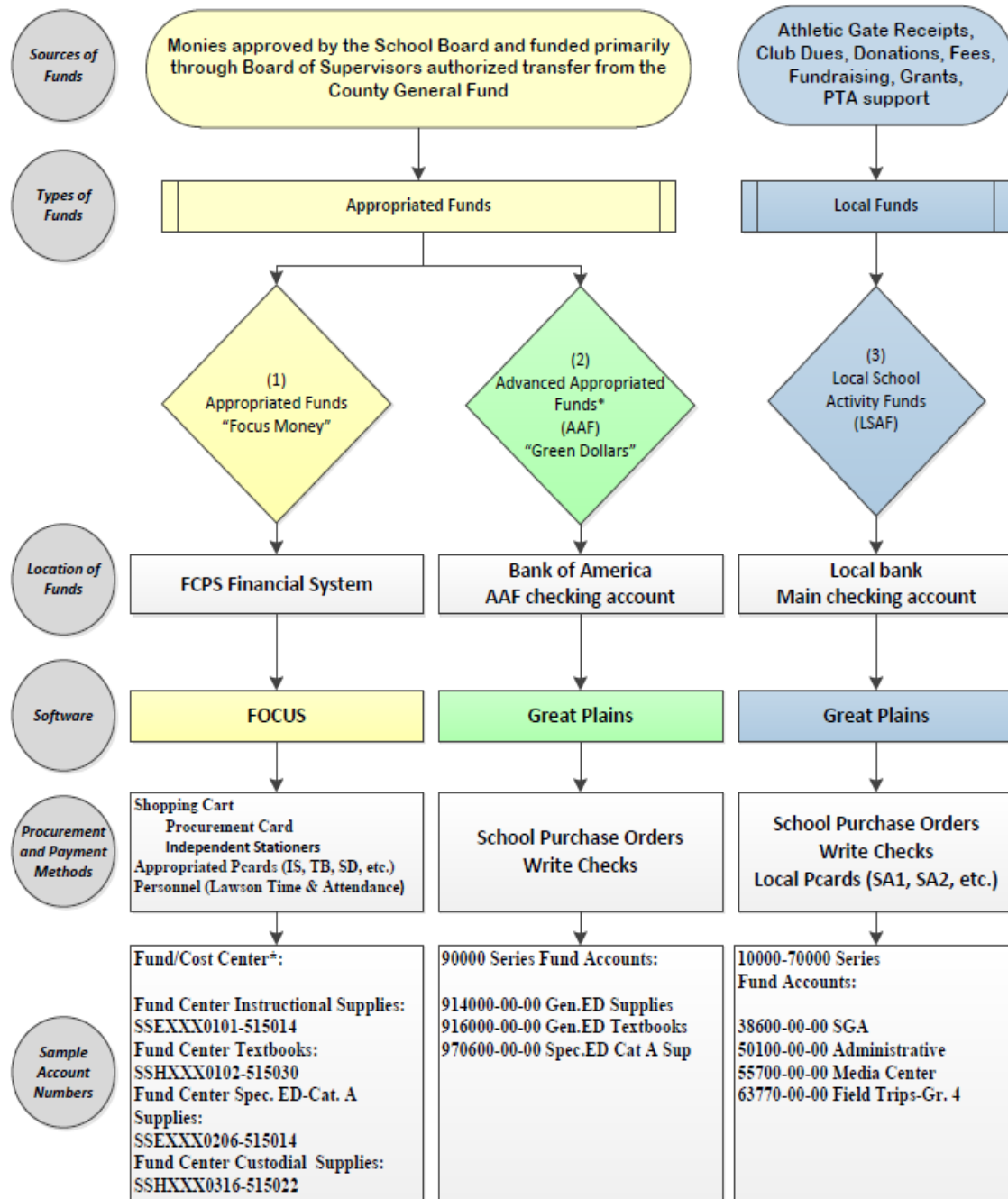
Advanced Appropriated Funds (AAF)

Advanced Appropriated Funds (AAF), also referred to as “Green Dollars”, are a percentage of a school’s appropriated instructional and textbook funds, and are only used for the purchase of instructional materials and office supplies. AAF funds are deposited in each school’s bank account at the beginning of the fiscal year. Funds are managed in Great Plains, the approved automated accounting system. AAF fund accounts are part of the 90000 series. Schools may expend these funds by writing checks for materials and supplies. Procurement cards are not used with AAF accounts. Unspent funds must be returned to the schools appropriated account in FOCUS at year end.

Nonappropriated Funds

Nonappropriated funds, also referred to as school activity funds, are all funds received from extracurricular school activities (e.g., athletic gate receipts, club dues, donations, fees, fundraising, grants, PTA/PTO support), and a portion of revenue generated from activities of the schools involving personnel, students, or property. School activity funds are managed in Great Plains, the approved automated accounting system. Schools may expend school activity funds writing checks or through the use of school activity funds PCards. Refer to the “Understanding School Funds” chart.

Understanding School Funds



***Fund/Cost Center**

Always start with SS (E), (M), or (H), then insert your 3 digit school code, 2 digit Education Area (EA) extension, plus the 2 digit activity extension to obtain your Fund/Cost Center.

Procurement

Procurement Fact Sheet

Authority to Contract

- The Office of Procurement Services (OPS) operates with delegated authority from Fairfax County Government (FCG) to purchase all goods and services for FCPS, with the exception of construction.
- FCPS policies and procedures must be followed at all times.
 - Principals have the authority to contract when using school activity funds, but they must follow FCPS procurement procedures.
 - Refer to the current versions of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#) and [Policy 5011, Authority to Contract](#) for additional procurement procedures.

Methods for Making Purchases

Small Purchases

- Purchases less than \$5,000: competition is encouraged, but not required
- It is highly recommended that existing contracts are used, when possible
- PCard and FOCUS orders are acceptable forms of payment

Informal Purchases

- Purchases from \$5,000 up to \$9,999 require three oral or written quotes
- Purchases from \$10,000 up to \$49,999 require four written quotes

Competitive Sealed Bidding

- Value of requirement is \$50,000 or more
- Purchase of well-defined goods or services
- Invitation for Bids (IFB) is issued to the public
- Award is made to lowest responsive and responsible bidder

Competitive Negotiation

- Value of requirement is \$50,000 or more
- FCPS is open to innovative and creative approaches to resolve a requirement
- Request for Proposals (RFP) is issued to the public
- Proposal evaluations based on specific criteria and negotiations with one or more vendors are standard
- Award is made to the offeror that represents the best value

Sole Source Procurement

- Only one source available for the goods/services to be procured
- OPS will provide written approval for sole source procurement
- The approved written record documenting the basis for the determination must be maintained in the contract file

Emergency

- Basis for emergency purchase must be documented in a contract file
- Contract may be awarded without competitive bidding or negotiations
- Appropriate effort should be made to ensure maximum economy

Best Practices - Procurement**Do**

- Ensure that FCPS funds are spent in a responsible manner
- Know and observe fair, ethical, and legal purchasing practices
- Conduct business with potential and current suppliers openly, fairly, equitably, and in an atmosphere of good faith
- Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle

Do Not

- Permit restrictive specifications
- Appear or intend to be unethical or condone compromising practices
- Accept gratuities, gifts, personal favors, discounts, or entertainment from any person or organization that is attempting to engage in business activities with FCPS
- Purchase goods or services when you know, or have reason to know, that you have a financial interest in the decision
- Split a transaction to bypass purchase limits, whether for a single item or a group of items

Authority and Responsibility

Contract and Purchasing Authority

In accordance with the [Virginia Public Procurement Act](#), public purchasing embraces a fundamental obligation to the general public to ensure that procurement is accomplished.

The authority to approve and award all contracts, contract amendments, licenses, and leases is governed by the current version of [Policy 5011, Authority to Contract](#). This policy also delegates authority to the principal of each school to conduct all purchasing activities on behalf of the school involving non-appropriated funds, with the exception of construction.

Purchases involving curriculum and instruction, facilities, or technology require prior approval from the appropriate support department. In all purchasing activities, the principal of the school must abide by the provisions of the [Virginia Public Procurement Act](#) and the [Fairfax County Purchasing Resolution](#).

Requirements

No FCPS employee having official responsibility for a procurement transaction (except as specifically allowed by the Code of Virginia) may participate in that transaction on behalf of FCPS when the employee knows that:

- The employee is simultaneously employed by a bidder, offeror, or contractor involved in the procurement transaction.
- The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror, or contractor (e.g., officer, director, trustee, partner, etc.) or is employed in a capacity involving personal and substantial participation in the procurement transaction, or owns or controls an interest of more than five percent.
- The employee, the employee's partner, or any member of the employee's immediate family has an economic interest arising from the procurement transaction.
- The employee, the employee's partner, or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment with a bidder, offeror or contractor.

Policies and Regulations

- [Policy 5011, Authority to Contract](#)
- [Virginia Public Procurement Act](#)
- [Fairfax County Purchasing Resolution](#)

Responsibilities

Office of Procurement Services

The Office of Procurement Services (OPS) is the central procurement office for FCPS. The mission of OPS is to demonstrate good stewardship of taxpayer dollars and best practices in the purchase of goods and services through fair competitive processes in accordance with applicable legal authority, statutes, or law; provide timely distribution, quality customer service, and effective communication to our schools, departments, and vendors; and develop and implement innovative technology solutions to provide more efficient procurement and department-wide services.

Principals

The duties and responsibilities of the principal include, but are not limited to, the following:

- Ensure that the acquisition of goods and services complies with the [Virginia Public Procurement Act](#), [Fairfax County Purchasing Resolution](#), and [FCPS policies and regulations](#).
- Ensure assigned personnel involved in purchasing are trained in the procedures of purchasing.
- Ensure supplies, materials, and equipment are not requested or accumulated beyond needs.
- Enter receiving reports for goods and services in a timely manner to ensure prompt payment to vendors.

Except in emergency, no order for delivery on a contract or open market order for supplies, materials, equipment, professional and consultant services, or contractual services for any school will be awarded until the Department of Financial Services has verified that the unencumbered balance in the appropriation, in excess of all unpaid obligations, is sufficient to defray the cost of such order.

Whenever a school purchases or contracts for any supplies, materials, equipment, or contractual services contrary to the provisions of [§15.2-1238](#) of the Code of Virginia, or the rules and regulations, such order or contract will be void and of no effect.

All FCPS Personnel

All FCPS personnel are responsible for the conservation, preventative maintenance, safeguarding, recover, repair, and salvage of supplies and equipment.

Sales to Employees

- To ensure that there are no improprieties or appearances of impropriety, the sale of surplus property directly to employees is not authorized.
- Employees may attend public auctions and bid on items from FCPS.

Solicitation or Acceptance of Gifts

No FCPS employee who has official responsibility for a procurement transaction will solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal or minimal value, present or promised, unless consideration of substantially equal or greater value is exchanged. FCPS may recover the value of anything conveyed in violation of this section.

General Information

Freight

F.O.B. (Free on Board) Destination

The preferred delivery method of goods is F.O.B. Destination, which means freight charges are paid by the seller who owns and assumes all risk for the goods until they are accepted at the designated delivery point. The cost of shipping the goods may be included in the quoted price or by the bidder or offeror as a separate line item.

F.O.B. Origin

The alternative delivery method of goods is F.O.B. Origin, where the vendor will be required to select the most economical method of shipment consistent with the required delivery date. The vendor will prepay the freight charge and add it to the invoice. Regardless of the F.O.B. point, FCPS accepts title only when goods are received.

Under F.O.B. Origin, the total cost for freight to destination, shipping and handling charges etc., will be included in determining the lowest responsive and responsible bidder. In such cases, the buyer is required to obtain the actual or estimated cost of shipment and show the freight, shipping, and/or handling cost as a line item on the purchase document. Both the F.O.B. point and shipping cost must be clearly shown on the purchase document.

Contracting Process

When FCPS needs to acquire supplies or services, the first steps in the procurement process are identifying the division's needs and possible supply sources, and conducting market research to ensure that its needs are met in the most effective, economical and timely manner.

Sourcing

OPS negotiates contracts for frequently used goods and services. They can be accessed in the Contract Register and also on the OPS website. Many state contracts may also be used. Trade magazines, industry associations, and Internet search engines also can be used to locate vendors.

Purchasing Lead Times

Administrative lead-time is that period of time from initiation of the requirement by the user to issuance of a purchase order for existing contracts or award of a new contract. For routine procurements where informal written solicitations are used, the minimum time required preparing, soliciting, evaluating and making an award may take from two (2) days up to ten (10) days. When competitive sealed bidding or competitive negotiation is used, the time required by OPS may be longer.

Method of Procurement Lead Time Description

Invitation for Bid (IFB)

The lead time for requirements greater than \$100,000 is 60 to 90 calendar days. The IFB is the preferred method of procurement for goods and services estimated to be \$100,000 or more.

Request for Proposal (RFP)

The lead time for requirements greater than \$100,000 (\$50,000 for Professional Services) is 120 to 150 calendar days. The RFP method of procurement is also called Competitive Negotiation and is used for selecting a contractor for good or services at an estimated value of \$100,000 or more (\$50,000 for Professional Services), in which case price is not necessarily the primary evaluation factor.

Sole-Source Contracts

The lead time for requirements greater than \$5,000, where it is determined in writing that only one source is practicably available, is ten calendar days. Sole Source contracts require approval of a written determination that there is only one source practicably available for the required good or service.

Informal Solicitations

The lead time for requirements of \$5,000 - \$99,999 is five to ten calendar days. The preferred method of procurement for Informal Solicitations is the eVA Quick Quote.

Contract Purchases:

- The lead time for purchase requests greater than \$5,000, utilizing an existing County or State contract, is one to two business days.
- Shopping carts entered in FOCUS identify an existing County or State contract. The Buyer will compare the request to the contract. If the request matches terms, conditions, and prices of the contract, the Buyer will convert the shopping cart to a Purchase Order.

Taxes

Excise

FCPS is generally exempt from paying federal excise taxes, except it must pay excise taxes for air transportation, the cost of which is generally defined as any amount paid within the United States for transportation of any person by air. Certain vaccines require that an excise tax be paid by the purchasing activity.

State Sales

FCPS is generally exempt from paying Virginia's sales taxes on purchases of tangible personal property for its use or consumption. Buyers may present the [Tax Exemption Certificate](#). When it is evident on the face of the bid that taxes were improperly included, the bidder will be given the opportunity to delete them.

Sales and Use Tax - State Government and Political Subdivisions

Virginia's Sales and Use tax does not apply to sales of tangible personal property to FCPS for its use or consumption, if the purchases are pursuant to a required official purchase order to be paid out of public funds. The tax applies when sales are made without the required purchase order and are not paid out of public funds. No exemption is provided for state or local government employee purchases of meals or lodging whether purchases are pursuant to required official purchase orders or not.

Sales and Use Tax - Contractors

Persons who contract with the Commonwealth or its political subdivisions to perform a service and in conjunction therewith furnish some tangible personal property are deemed to be the consumers of all such property and are not entitled to exemption on the grounds that a governmental entity is a party to the contract. This is true even though title to the property provided may pass to the government and/or the contractor may be fully and directly reimbursed by the government. The same principle applies to persons who enter into contracts with a governmental entity to perform real property construction or repair.

Funds Management

Sound Financial Environment

It is the responsibility of FCPS leadership and management to uphold financial practices that safeguard assets, establish the accuracy and reliability of financial data, promote operational efficiencies, and prescribe adherence to sound financial policies. The following are fundamental to sound financial management:

- Demonstrate, promote, and encourage financial accountability and transparency
- Adhere to FCPS policies, regulations, and best practice guidelines
- Be prudent with public funds
- Ensure that appropriate staff are participating in recommended training
- Ensure that no one person has control over financial processes from start to end
- Keep business activities at arm's length and ensure the separation between personal interest and FCPS
- Prevent nepotism
- Be cognizant of audits and take auditor comments seriously
- Encourage financial personnel and those with fiscal oversight to take leave
- Foster an environment that supports the identifying and reporting of irregular activities

Best Practices for Principals

- Know who is reporting to your school
 - Perform “present flag” validation
 - Monitor substitutes, hourly, and temporary personnel
 - Be mindful of and monitor work performed after contract hours
 - Submit requests to hire, transfer, or terminate in a timely manner
 - Update staff directories and maintain a current organizational chart
- Know your procurement authority and what you are purchasing
 - Understand the procurement authority and regulations; school activity funds versus appropriated funds
 - Plan and pre-approve purchases within your school
 - Conduct due diligence for all purchases regardless of the amount or funding source
- Know who has access to financial systems and records
 - Approve access to individuals based on job requirements
 - Submit change form for staff no longer in your school
 - Do not share passwords

- Know what you are approving
 - Review financial documents carefully before signing
 - Verify that time worked and leave taken was properly reported
 - Verify why payments are being made to FCPS employees or non-employees
 - Review and confirm that travel occurred as submitted
 - Pre-approve scheduled absences
 - Pre-approve overtime
 - Ensure grant requirements can be met prior to applying and have been met prior to requesting reimbursements, especially federal and state grants
- Know your account balances
 - Plan expenditures throughout the year; project future obligations and commitments
 - Do not overspend or overcommit resources; deduct position trade values
 - Review your actuals and recalculate future commitments, if needed
 - Understand the difference between accounts that have flexibility with those that are program specific
- Safeguard cash, checks and assets
 - Ensure money is secured at all times
 - Test and control access to safes, deposit boxes, etc., and ensure they are locked when not in use
 - Limit access to US and internal mail
 - Ensure items such as laptops and electronic devices are secured and properly traced
 - Document and explain shortages and losses and notify office(s) as appropriate
- Review and approve account reconciliations
 - Review and approve position and non-position FMRs in a timely manner
 - Position FMR: ensure that all personnel reported on the FMR work in your building and are posted to the correct fund center
 - Non-position FMR: ensure that all transactions have been matched to source documents
 - Review and approve PCard reconciliations: ensure that supporting documentation is attached to the reconciliations
 - Question unusual transactions and atypical purchases

- Maintain supporting documentation for financial activities and transactions
 - Supporting documents are invoices, forms, or even e-mails that substantiate a financial transaction
 - Documentation must be valid and verifiable; ensure that original invoices and not copies are attached
- Seek support
 - Utilize the support tools currently available
 - Principal’s Survival Guide: <http://fcpsnet.fcps.edu/pla/oas/guide/finance.html>
 - FOCUS webpage: [FOCUS webpage – http://fcpsnet.fcps.edu/focus/](http://fcpsnet.fcps.edu/focus/)
 - Financial Services Support Group website: <http://fcpsnet.fcps.edu/fs/systemSupportGroup/index.shtml>
 - Contact the Financial Services helpdesk at 571-423-3636 or fshelpdesk@fcps.edu.
- Report unusual activity
- Report unusual activity to your supervisor or management when appropriate
 - Contact the fraud, waste, and abuse hotline at 571-423-1333 or <http://www.fcps.edu/schlbd/internalaudit/fraud.shtml>

Maintaining Proper Internal Controls

Internal controls comprise the plan of an organization and all of the coordinated methods and measures adopted within an organization to safeguard its assets, check and report accurate and reliable accounting data, promote operational efficiencies, and adhere to applicable laws and regulations. The internal controls are designed to provide reasonable assurance that the integrity of FCPS' financial information and assets are protected.

The Department of Financial Services takes measures to ensure that proper internal controls are integrated within regulations and procedures, financial processes, systems, and staff training programs.

Control Environment

FCPS has established a fundamental blueprint to foster high integrity, sound ethical values, competence, discipline, and structure for its employees. In accordance with the state statutes, the School Board provides executive oversight and appoints the Division Superintendent to administer overall leadership and strategic direction to the school division. This controlled environment sets the standard for management's organizational structure, philosophy, and goals.

Control Activities

Many activities can be performed to ensure that necessary action is taken to mitigate risks. The following are practices that meet this objective:

- Competence: employees need to be competent in carrying out assigned tasks.
- Separation of duties for purchases, reports, and bank statement review.
- Proper procedures and authorization: transactions should be accompanied by supporting documentation and authorized by the principal or program manager.
- Physical controls entail securing and periodically checking assets, such as keeping funds in the vault and comparing actual assets with amounts recorded in the accounting system.
- Documentation and record retention ensures that all financial information is recorded accurately and supporting documents are retained in accordance with FCPS record retention policies.
- Monitoring: use of reports to review financial transactions to ensure that the information is complete and accurate.

Separation of Duties

In order to protect school resources, adequate separation of duties associated with all financial transactions must be ensured. At least two individuals should be involved with every financial transaction for accuracy and compliance with policy.

- Care must be taken when handling and recording cash receipts for activities such as fundraisers, home football games, or drama productions. The individual handling and collecting cash for such activities must be someone other than the individual accounting for those funds in the accounting system.
- Teachers/sponsors collecting funds from students must complete a School Finance Office Deposit Slip (FS-131 or FS-131A), and turn the funds to the finance technician (FT/AA) on the day the funds are collected. The FT/AA must then verify the teacher deposit, record information in the accounting system, and deposit funds in the bank.
- The FT/AA should ensure that the purchase was pre-approved, goods have been received, and a valid invoice is present prior to processing payments. If a purchase order was not approved prior to the purchase, payment authorization by an administrator is required before a check can be issued.

Purchases

Purchases paid with school activity funds and procurement cards (PCards) must be accompanied by a complete and pre-approved purchase order signed by the principal or designee. The FT/AA will process the purchase order and record it on the purchase order log.

Reports Review

To validate the accuracy of the school's accounting data, all monthly financial reports and statements must be reviewed:

- The Great Plains cash disbursement journal must be reviewed, signed, and dated by the principal. If the principal has signed the checks, then he or she will recognize payments posted to the Great Plains cash disbursements journal.
- All charges on the PCard statement should be documented with an attached invoice or receipt. The FT/AA must compare the charges on the statement to the receipts and invoices attached to ensure that the purchases were appropriate and pre-approved.
- Overtime and leave reports with the relevant backup documentation must be reviewed to verify that all overtime was approved and that all leave was reported accurately.

Bank Statement Reconciliation

- The FT/AA should ask to receive the unopened bank statement when it is delivered to the school.
- The FT/AA should ensure all transactions are on the bank statement and research and record any exceptions.

Risk Assessment

FCPS is not immune to risks from external and internal sources. To mitigate existing and potential risks, FCPS has developed risk assessment objectives that include the following: securing an economical commercial insurance plan, administering the School Board's liability self-insurance program, performing regular risk assessments, identifying and correcting loss trends while stabilizing cost, optimizing tools to promote awareness on loss control, training employees, and providing a professional standard for claims and litigation management.

Information and Communication

The Department of Financial Services strives to effectively communicate clear and accurate information. A variety of communication channels such as Money Talks, the Financial Services website, division-wide mail, and meetings are just a few avenues used to ensure that internal and external customers receive information in a timely manner.

There are a number of reporting tools available for financial decision making, such as Document Direct, which can generate reports from FOCUS data.

Monitoring

The Department of Financial Services encourages internal monitoring of systems and personnel by regularly evaluating both. Optimal system performance is essential in maintaining proper business operations. Individuals are presented with job descriptions, as well as training and evaluation materials, according to Human Resources evaluation program.

Fraud, Waste, and Abuse

- Report suspicions of fraud, waste, abuse, or thefts immediately.
- Report any suspicions of fraud, waste, and abuse to the Office of Internal Audit, by using the hotline number, 571-423-1333.

Loss of Cash

- Report loss of cash or any item(s) of monetary value immediately.
- Any loss of cash, including checks or other items with monetary value must be promptly reported by telephone to the region assistant superintendent and to the assistant superintendent of financial services. Significant losses will be reported to the law enforcement authorities.
- In case of theft or suspected theft by an FCPS employee, the assistant superintendent of human resources must also be notified.
- In case of robbery, or attempted robbery, the school employee involved must not offer resistance and needs to release the funds immediately.

Best Practice - Management Oversight

These are additional steps that can be taken by the principal to ensure the school's financial integrity:

- Show an interest in the school's finances. Hold regular finance meetings with the FT/AA to review the financial reports.
- Discuss financial policy with school staff.
- Involve school staff in financial decisions and activities; include staff in the regular finance meetings and budget planning discussions.
- Remember to ask questions of the finance staff, as well as others involved, to ensure that issues are being understood correctly.
- Be aware of the personal financial situation of anyone on the school's staff with access to school funds.
- Schools should avoid any situation that may be construed as an attempt to circumvent FCPS policies or regulations, (e.g., purchasing requirements).

Best Practice – Funds Management

When administering funds, all parties involved in the management of FCPS funds, must adhere to the following general principles:

- Exercise due diligence and prudent judgment when administering appropriated and school activity funds.
- Use funds to support the overall educational experience of students and solely for the purpose for which they are intended.
- Manage funds in accordance with best business practices, including sound budgetary and accounting procedures.
- Ensure that temporary fund account deficits are cleared on a timely basis. Deficits for School Business Accounts and Advanced Appropriated Accounts are not permitted.
- Safeguard and manage school activity funds according to proper internal controls. Adhere to the principles and elements of internal control prescribed in the [Internal Controls](#) section of this Handbook.
- Use FCPS approved automated accounting system for the management of school activity funds.

Staff Instructions

Training and Support

FCPS aims to provide its employees with appropriate training and necessary support to perform their required business activities. In such effort, the Department of Financial Services provides a variety of training in the following applications and financial systems. Training schedules are posted on the [FOCUS homepage](#) on a monthly basis. A check list of recommended courses for new employees and [course descriptions](#) can be found on the Financial Support Group's webpages.

- Athletic Fees
- Critical Needs and Accrual Requests Year End (CARY)
- Charms
- FMR Reconciliation
- FOCUS Procurement and Finance
- FOCUS Walkup Catalog
- Great Plains
- LSAF Year End Reports
- Passive Order Maintenance Program
- Payment Net
- Warehouse Request

Principals must ensure that employees are given the opportunity to attend job-related training sessions, in addition to access training resources and systems to meet these requirements.

Reference Materials

- [FOCUS Homepage](#)
- [Course Descriptions](#)

New Employee Checklist

The following checklist guides and assists new school finance employees as they transition to their new position.

Training

New employees must attend training sessions in order to gain access to FOCUS and Great Plains. The Great Plains and FOCUS access request forms must be approved by the principal before being submitted. [Additional recommended courses](#) for new finance technicians/administrative assistants (FT/AA) can be found on the Financial Support Group's webpages

- [Great Plains Access Request](#) can be faxed, scanned, or emailed to your financial analyst.
- [FOCUS Access Request](#) must be completed online.
- [Warehouse Requests Access Request](#) must be scanned and emailed to the FASTeam at FSFASTeam@fcps.edu
- [Charms Access Request Form](#) must be scanned and emailed to CharmsAdmin@fcps.edu

School Finance Office

Locate the following items at the school finance office:

- Keys for the finance office and vault
- Combination for the safe or vault: It is highly recommended that the safe combination be changed every time there is an office personnel change. To complete this task, submit a DC-407 Minor Improvement Request through [RequestLine](#).
 - Deposit slips must be secured in a vault or locked file cabinet
 - Bank deposit stamp
 - Purchase Order Log
 - Blank checks (Advanced Appropriated and School Activity Funds) must be secured in a vault or locked file cabinet
 - Procurement cards and trade account cards (e.g., Giant, Safeway, Costco, etc.) must be secured in a vault or locked file cabinet
 - Procurement Card Log
 - Employee Acknowledgment Forms must be filed alphabetically

Your Computer

Work with your technology support specialist (TSSPEC) to make sure the following programs are available on your computer:

- FOCUS (appropriated funds accounting software)
- Great Plains (school activity funds accounting software): <https://lsafweb.fcps.edu/ts>
- Document Direct (appropriated funds reporting software) (read only)

Bank Signature Forms

Call or visit the local bank and ask about procedures for updating signature cards. Contact the bank to remove any signatories that should no longer have access to the bank account.

Signature cards and forms should contain the signatory's full signature and printed name. For example, if the signatory goes by Mary A. Smith, she should always sign Mary A. Smith. Consider that certain banks will not provide a new signature card to individuals who are not current check signatories and will require them to go to the bank in order to present an ID card.

- Local bank (Main checking account)
- Savings, Money Market and CD Accounts (if applicable)
- Bank of America (AAF account)

Forms are available on the [Office of the Comptroller Forms](#) webpage on the FCPS intranet. The [Bank of America Signature Card \(AAF–Green Dollar Account\)](#) must be filled and returned to:

Procurement Card Administrator
Accounting Operations
Office of the Comptroller
Gatehouse Suite 4300

Reference Materials

- Meeting dates and locations for ES administrative assistant and MS/HS finance technician associations are posted in Money Talks and sent via e-mail.
 - ES administrative assistants meet three times per year at the Fairfax County Government Center.
 - MS/HS finance technicians meet on the third Tuesday of each month (except July) at various schools.
- Money Talks is the Department of Financial Services newsletter, published 3-4 times per year. Current and prior issues are also available [online](#).

Support

Financial Services Support Team (FS Support Team)

The Financial Support Team provides training and support to mainly schools and departments. We have strategically aligned our staff to ensure each region has a dedicated person to contact for assistance. Please see the contacts list below.

Financial Services Help Desk		571-423-3636
Region I		
Langley, Madison, and South Lakes Pyramids	Natasha Hoyte Financial Analyst	571-423-3651
Herndon, Oakton Pyramids	Sandy Grimes Financial Analyst	571-423-3652
Region II	Tiffany Wood Financial Analyst	571-423-3658
Region III	Doris Manyfield Financial Analyst	571-423-3656
Region IV	Lorena Saldivar Financial Analyst	571-423-3654
Region V	Sandy Grimes Financial Analyst	571-423-3652

Functional Applications Support Team (FASTeam)

The Financial Services Functional Applications Support Team (FASTeam) coordinates the assessment, development, procurement acquisition, implementation, and maintenance of the Department of Financial Services technology programs used by schools, centers, and administrative offices. The team also maintains the helpline, internet and intranet web pages for the department and administers the class scheduling for both the Financial Support Team and FS FASTeam.

Annanth Chawan (A.C.) Functional Applications Technician	571-423-3574
Carol Cutlip Functional Applications Specialist	571-423-3562
Frank Puebla Functional Applications Specialist	571-423-3566
Mark Timian Functional Applications Specialist	571-423-3563
Wendy Tang Functional Applications Specialist	571-423-3569

Office of Procurement Services

The Office of Procurement Services assists in providing distribution, offering high quality customer service, in addition to developing and implanting innovative technological solutions to improve procurement processes and division-wide services.

US Communities Contracts	Patti Carlin Buyer Supervisor	571-423-3590
Region I		
Langlely and Madison Pyramids	Eileen Thawley Buyer	571-423-3592
Herndon, Oakton, and South Lakes Pyramids	Gina Mobley Buyer	571-423-3595
Region II		
	Eileen Thawley Buyer	571-423-3592
Region III		
	Vacant	571-423-3596
Region IV		
	Philomina Kwashie Buyer	571-423-3594
Region V		
	Gina Mobley Buyer	571-423-3595
	Brenda Hodge Buyer Assistant	571-423-3586

Appropriated Funds

Appropriated Funds Overview

Appropriated funds are public funds allocated by the School Board during the budgetary process. Baseline budgets for schools and special education centers are primarily determined by ratio-based formulas that meet or exceed state requirements and have been approved by the School Board. Each year, school-based positions are recalculated based on the projected enrollment for the next year. Appropriated funds are managed in FOCUS, the FCPS approved accounting system.

General Guidelines

- Financial activity for appropriated funds is accounted for in FOCUS by fund, grants, and area of responsibility.
- All appropriated fund accounts are categorized as revenue or expenditures. Refer to the [Appropriated Funds - Designation of Accounts](#) section of this handbook for more details on account structure.
- Funds designated for specific programs should generally remain within that educational area (e.g., special education funds stay in special education). Funds may be realigned via budget transfers within the program to meet the needs of the program. A comprehensive list of educational areas is available on the [FOCUS Toolkit \(7-10\)](#)
- Schools should review balances in appropriated funds regularly. Commitment item deficits should be cleared at the commitment item group level within an educational area.
- The Department of Financial Services offers various training courses for finance technicians/administrative assistants (FT/AA) to strengthen their understanding of and compliance with FCPS financial and budgetary requirements and regulations, as well better management of appropriated funds.

Reference Materials

- [Appropriated Funds - Designation of Accounts](#)
- [FOCUS Toolkit \(7-10\)](#)
- [MoneyTalks](#)

Advanced Appropriated Funds

Advanced Appropriated Funds (AAF) funds are a percentage of a school's appropriated instructional and textbook funds for the purchase of instructional materials and office supplies. AAF funds are accounted for in Great Plains.

- The Office of the Comptroller is responsible for coordinating the establishment of a bank account for AAF funds.
- The principal will receive a deposit notification when funds have been deposited at the beginning of the fiscal year.
- Unobligated funds in excess of \$10.00 remaining in the account at the close of the fiscal year must be returned to the Office of the Comptroller. The due date for the return of these funds is published in [Notice 5110, Fiscal Year Closeout](#).
- Purchasing guidelines for AAF funds can be found in the current version of [Regulation 5013, Advanced Appropriated Funds Program](#).
- AAF accounts must be maintained in accordance with the guidelines prescribed in the current version of [Regulation 5810, School Activity Funds Management](#).

Policies and Regulations

- [Notice 5110, Fiscal Year Closeout](#).
- [Regulation 5013, Advanced Appropriated Funds Program](#)
- [Regulation 5810, School Activity Funds Management](#)

Budget

Budget Overview

The Superintendent's Proposed Budget is released each year in January and is considered the starting point for the next fiscal year's budget. The Proposed Budget document details projected revenue, and expenditures, and outlines proposed changes to the current year's budget. After it is reviewed by the School Board, the Proposed Budget is then adopted by the School Board and becomes the Advertised Budget. The School Board may choose to make changes as they adopt the Advertised Budget, which is published during the winter as a short supplement to the Proposed Budget.

Once Fairfax County Government (FCG) adopts its budget, FCPS has firm information regarding the amount of local revenue the division will receive from FCG. Since approximately 70 percent of FCPS operating funding comes directly from FCG, understanding local revenue is critical to FCPS' budget. Once revenue for the coming year is known, the School Board then works with employees and citizens to finalize the budget for the coming year. Passed as the Approved Budget in May, this budget details all revenues and expenditures for the next fiscal year, which begins July 1.

Budget Timeline

The School Board monitors school system performance to ensure that progress is made toward meeting student achievement goals and to ensure that operational expectations are being met. The following calendar of events describes the activities that contribute to the budget development and approval process:

July through August

- The Superintendent solicits input from employees and the community.

September and October

- The School Board receives a five-year fiscal forecast, framing the underlying assumptions on expected costs, revenue, position turnover, inflation, and enrollment that drive budget development.
- Departments and region offices submit budget requests.
- The Chief Operating Officer and the assistant superintendent of Financial Services make final baseline budget recommendations to the Superintendent.
- The per-pupil staffing budgets are prepared so that the calculations can be completed to determine the costs of operating the schools.
- Community and employee meetings are held throughout the fall to gather input on priorities.

November

- The Superintendent works with the School Board and the Leadership Team to prioritize recommended budget increases/reductions. The Proposed Budget is prepared.

December

- The Proposed Budget is finalized and the governor’s budget with state revenue projections is released.

January

- The Superintendent releases the FCPS Proposed Budget.
- The Superintendent meets with community, county, and employee groups to discuss the Proposed Budget.
- The School Board reviews the Proposed Budget and holds work sessions and public hearings.

February through April

- The School Board adopts the FCPS Advertised Budget.
- The Superintendent forwards the Advertised Budget to the County Executive for funding consideration.
- Staffing and enrollment projections are prepared.
- The County Executive releases the FCG advertised budget including a proposed transfer to FCPS.
- The Virginia General Assembly adopts the state budget.
- The School Board presents its budget request to the Board of Supervisors.
- FCG adopts its budget and determines the transfer to FCPS.

May

- The School Board holds public hearings and work sessions and makes final funding decisions based on the most current information. Finally the School Board adopts the Approved Budget.



Allocations

FCPS allocates its funds to instruction, transportation, facilities management, and general support.

- Fund allocations to Instruction include costs associated with providing instructional programs.
- Fund allocations to Transportation include bus driver salaries, replacement buses, bus operations, and maintenance.
- Allocations to Facilities Management include costs related to the operation and maintenance of school buildings and equipment.
- Allocations to General Support include costs associated with support services for finance, human resources, information technology, and the Leadership Team.

Reference Materials

- [Budget Manual](#)
- [Budget Documents](#)

Instructional Allocations

FCPS allocates approximately 85 percent of its operating funds to support instructional programs. Schools receive a general education standard allocation. High school marching band programs and fine art programs receive additional funding for mandatory assessments.

General Education Standard Allocation

The general education standard allocation is determined by formulas primarily driven by student membership. The recommended use of per-pupil rates for instructional supplies and textual materials are developed by the Department of Instructional Services.

Reference Materials

- [Per-pupil Allocation Worksheets](#)

Marching Band Mandatory Assessment Allocation

The High School Marching Band program receives additional funding to be used for instructional supplies and transportation needs in order to support participation in mandatory assessments. Each school receives a standard allocation; any remaining funds are then allocated to each high school marching band program based on the amount of students enrolled in the program.

- The standard allocation is distributed to each school through FOCUS at the beginning of each fiscal year. The funds can be found under the high school core instruction cost center as a marching band activity (SSHXXX0143-515014).
- Funds allocated based on the amount of students enrolled in the program can be found under the high school core instruction cost center as Marching Band/Bus Driver Field Trip (SSHXXX0143-506120).
- The funds should be used for instructional support, assessment registration fees, marching band workbooks, and drill design.
- If funds are used to provide instructors to support the marching band program, the individual must be hired according to FCPS regulations, and paid through the FCPS payroll system. In this case, funds will need to be realigned via budget transfer (FMBB) to the correct hourly account.
 - FICA should be calculated at 7.65 percent
 - The FICA account is SSG8740445-509110

Best Practices

- When reconciling the FMR, verify all expenditures related to the marching band program are reflected in the correct cost center.

Fine Arts Mandatory Assessment Allocation

The listed middle and high school music programs receive additional funding to cover the cost of mandatory assessment fees and related transportation costs. The funds are distributed based on student enrollment in each program. The funds are appropriated to each school under the following education areas and activity code:

- Chorus – SSXXX0140
- Orchestra - SSXXX0141
- Band - SSXXX0142
- Guitar - SSXXX0144

All expenditures must follow established FCPS procurement, vendor payment, and human resource regulations and guidelines. Guidelines for using marching band funds can be found in the [Nonappropriated Section – Funds Management](#) section.

Reference Materials

- [Guidelines For Using Marching Band Funds](#)

Grants

Schools may access funds to supplement or expand programs and services through grants. The Department of Financial Services grant team provides guidance and resources to schools wishing to apply for grants. School grants must be approved by the principal prior to submission.

Reference Materials

- [Fairfax County Public Schools Grants Manual](#)

Policies and Regulations

- [Regulation 5970, Grants](#)

Designation of Accounts

Accounting for Appropriated Funds

FOCUS (Fairfax County Unified System) is the approved financial accounting system used by FCPS and Fairfax County Government for the management of appropriated funds. FOCUS tracks all appropriated fund revenues and expenditures. Current financial reports are available online for viewing and printing as needed.

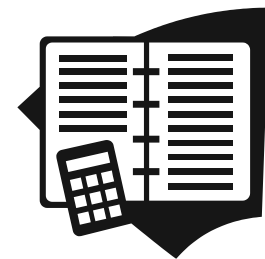
- FOCUS allows budget transfers, fund reservations, and journal entries to be processed online. Refer to the [Appropriated Funds – Funds Management](#) section for additional information.
- Financial data posted in FOCUS includes: budget appropriations, budget changes, Advance Appropriated Fund (AAF) distributions, expenditures, encumbrances, and reservations.
- Methods of payments through FOCUS:
 - The accounts payable section processes payments to vendors after invoices are scanned and processed, and schools have completed the reviewing process in FOCUS.
 - When making purchases through the FOCUS Marketplace, schools and departments are charged directly through a FOCUS PCard for the purchase. The marketplace eliminates the need for invoices.

Reference Materials

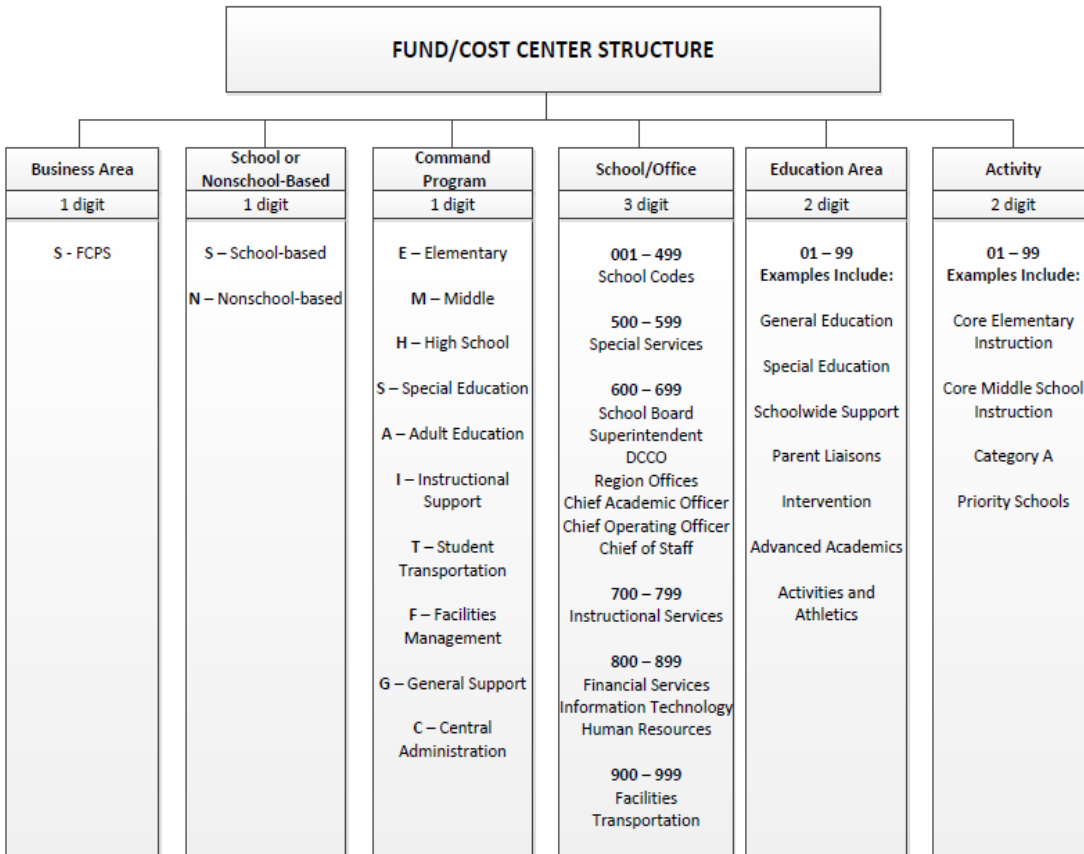
- [Appropriated Funds – Funds Management](#)
- [FOCUS Toolkit](#)

FOCUS Account Structure

Fund/cost centers are the organizational units in FOCUS to which costs are charged. Commitment Items are the categories of revenue and expenditure items. Fund/cost centers consist of ten characters, which can be seen in the graph on the next page.



Identifying School Fund/Cost Centers



S - X - X - XXX - XX - XX

- The first character (S) identifies FCPS as the **business area**.
- The second character (N or S) indicates whether funds are allocated to support a **school or nonschool-based** program.
- The third character identifies the **command program**.
- The following three characters are the location code representing a specific **school or office**.
- The next two characters represent the **education area** which represents a reporting level at schools where costs are segregated and budget is controlled.
- The last two characters identify the **activity** within an education area.
- Funds are controlled at the education area and commitment group level.

Fund/Cost Center Education Area – Activity Number Relationship

Always start with SS (E), (M), or (H), then insert your 3 digit school code, 2 digit Education Area (EA) extension, plus the 2 digit activity number to obtain your Fund/Cost Center.

Example: SSH140 (Annandale High School) + 01+ 02= **SSH1400102** Annandale General Education Core High School Instruction

<p>EA 01 General Education</p>	<ul style="list-style-type: none"> 01 - Core Elementary Instruction 02 - Core High School Instruction 03 - Core Middle School Instruction 19 - Foreign Language 40 - Chorus 41 - Orchestra 42 - Band 43 - Marching Band 44 - Guitar 	<p>EA 07 Parent Liaison</p>	<ul style="list-style-type: none"> 33 - Parent Liaisons
<p>EA 02 Special Education</p>	<ul style="list-style-type: none"> 06 - Category A 07 - Category B 10 - Preschool Autism 11 - Preschool 30 - Vocational Education 	<p>EA 08 Career and Technical</p>	<ul style="list-style-type: none"> 15 - Career and Tech Ed (CTE) 22 - High School Academies
<p>EA 03 Schoolwide Support</p>	<ul style="list-style-type: none"> 00 - School Administration 16 - Custodial Services 26 - School Counseling Services 35 - Accreditation 36 - Staff Development 	<p>EA 09 Intervention</p>	<ul style="list-style-type: none"> 27 - Priority Schools
		<p>EA11 Advanced Academics</p>	<ul style="list-style-type: none"> 17 - Elementary Magnet Schools 23 - International Baccalaureate HS 24 - International Baccalaureate Middle Years 31 - Young Scholars 32 - Advanced Academic Resource 34 - Advanced Academic Centers
		<p>EA 12 Activities and Athletics</p>	<ul style="list-style-type: none"> 14 - After School Initiatives 28 - Student Activities

FOCUS - Commitment Item Group
Commitment Item/General Ledger Account

5060 Hourly Overtime	{ 506010 - Overtime 506015 - Overbase Salaries	5150 Materials & Supplies	{ 515010 - General Office Supplies 515014 - Instructional Supplies 515018 - Technology Supplies 515022 - Cleaning Supplies 515026 - Audio Visual Supply 515030 - Textbooks 515066 - Tech Equipment Noncap <\$5000 515070 - Software Purchases Noncap 515074 - Other Equipment Noncap <\$5000 515078 - Mailing Cost
5061 Hourly	{ 506120 - Bus Driver Field Trip 506125 - Perform Act Field Trip		
5062 Field Trips	{ 506210 - Bus Driver VHSL Field Trip		
5064 Hourly	{ 506410 - Hourly Teacher 506420 - Hourly Office Assistant 506425 - Hourly Custodian 506435 - Hourly Instructional Assistant 506440 - Hourly Dining Room Assistant 506445 - Hourly Professional 506455 - Hourly Temp Alt. Duty 506460 - Hourly Parent Liaisons 506475 - Hourly Act SB Admin	5251 Maintenance	{ 525155 - Minor Improvements 525120 - Copier Maintenance
5065 Substitute Leave	{ 506510 - Sub Sick/Personal Leave 506520 - Sub Official or Ann Leave (IEP) 506530 - Sub Student Activity	5260 Contracted Services	{ 526075 - Other Prof Services
5066 Substitute Costs – training	{ 506570 - Sub Training (Staff Development)	5280 Rental Fee Expenses	{ 528010 - Copier Rental
5070 Salary Supplements	{ 507030 - Extra Duty 507040 - Coaching 507080 - Department Chair 507140 - School Testing Requirements	5451 Staff Training	{ 545120 - Professional Development 545130 - School-Based Staff
5080 Reimbursable Salaries	{ 508010 - Community Use	5452 Awards	{ 545210 - Academic Awards
		5453 School Initiatives	{ 545350 - School Initiatives (Priority Schools)
		5460 Fees	{ 546015 - Admission Fee
		5500 County Services	{ 555310 - County Police App Funds (VHSL) 555320 - County Police SAF 555340 - County Police PTA
		5950 Contingency	{ 595020 - Flexibility Reserve

Revenue

Revenue

FCPS receives revenue from a variety of sources including bond sales, the County of Fairfax, the Commonwealth of Virginia, and the Federal government.

County of Fairfax

Approximately 70 percent of FCPS operating funding comes in the form of a county transfer from Fairfax County Government.

- Real estate and personal property taxes are the main source of county revenue.
- County taxpayers provide more than 70 percent of all operating revenue.

Commonwealth of Virginia

State aid comprises approximately 15 percent of FCPS operating budget and sales taxes comprises approximately 7 percent of FCPS operating budget. The Commonwealth of Virginia provides FCPS with different types of revenue: state aid, sales tax, and grants.

- State aid primarily consists of Standards of Quality (SOQ) funds.
 - The majority of state aid is based on the Local Composite Index (LCI). The LCI equalizes payments throughout counties so that cities with a lower LCI receive more state funding than those with a higher LCI.
- Sales tax revenue is distributed to school districts based on each locality's number of school-age children, estimated by the Weldon Cooper Center for Public Service at the University of Virginia.

Federal Government

Federal funds are provided through the Impact Aid program and through programs supporting specific areas, such as special education and telecommunication programs.

- Federal programs, except for Impact Aid, are budgeted by the federal government a year in advance of actual use by localities. However, actual entitlement amounts are not known until the beginning of the school year.
 - Federal Aid grants include Impact Aid, IDEA, and E-rate funding. For additional information refer to the [FCPS Grants Manual](#).

Reference Materials

- [Budget Documents](#)
- [Budget Manual](#)
- [FCPS Grants Manual](#)

Revenue Deposits and Expenditure Credits

Funds and fees are remitted to the School Board in order to facilitate the cost associated with programs or activities listed in the current version of [Regulation 5922, Student Fees](#).

Any remittance must be made in the form of a check drawn on a school activity fund account made payable to Fairfax County Public Schools. The funds and fees are remitted by completing [Revenue Deposit and Expenditure Credits Form \(FS-133\)](#) or a [Remittance Advice Report Form \(FS-129\)](#), and submitted to:

Accounting Operations
Office of the Comptroller
Gatehouse Admin Center, Suite 4300

Policies and Regulations

- [Regulation 5922, Student Fees](#)
- [Notice 5922, Student Fees](#)
- [Regulation 5910, Collection and Remittances](#)

Procurement

Purchasing Process

Appropriated Funds

Appropriated funds are funding that is allocated by the School Board during the budget process. FCPS can spend appropriated funds only after the funds are legally authorized by the Fairfax County Board of Supervisors.



The Office of Procurement Services (OPS) ensures that the procurement of goods and services using appropriated funds is in accordance with the various provisions of the [Virginia Public Procurement Act](#).

Cataloged Goods

Items listed in the FOCUS Marketplace or Walk-up Catalog have been identified as necessary support for the program of studies by the appropriate curriculum specialist. OPS established annual requirement contracts for the items listed in the catalog in accordance with the various methods outlined above. OPS will solicit competitive bids for items that do not already have a contract established.

- Items with significant recurring demand are stocked in the warehouse. The non-stocked items are delivered directly from the contractor who was awarded the contract for these items.
- Requests for items listed in the Walk-up Catalog are processed by preparing and authorizing a shopping cart in the FOCUS system.

Non Cataloged Good and Services

The use of procurement cards (PCards) is encouraged for all items not listed in the FOCUS Marketplace or Walk-up Catalog, and any orders with a value of less than \$5,000. For orders with a total value of \$5,000 and above, a shopping cart must be created in FOCUS; the shopping cart will route to OPS for the appropriate method of procurement.

Ordering Items

Schools may acquire goods and services from two sources, the FCPS Warehouse and/or outside sources. This section explains how items can be ordered.

FCPS Warehouse

The Financial Services warehouse is operated by the supply operations section in the Office of Procurement Services (OPS) and its primary functions include:

- Distributing equipment, textual materials, supplies, forms, and printing
- Receiving and storing recurring inventory in high demand
- Picking and delivering elementary science kits for the Instructional Materials Processing Center

In addition, the warehouse also provides the following services:

- Operating the internal mail (pony) system
- Picking and metering outgoing United States mail
- Picking and disposing of surplus equipment and textbooks
- Performing special projects (e.g., moving offices, classrooms, etc.)
- Providing storage space for the Department of Information Technology
- Providing textbook storage for the Adult Education program

Passive Order Program

The passive order program provides a monthly scheduled delivery of recurring demand products, such as toilet tissue, paper towels, soap, etc. Each year, a schedule of products and quantities the school wants delivered on a monthly basis is established. The products and/or amount of the products can be modified the month prior to the scheduled delivery. In order to ensure the availability of funds for the purchase, each month's order is a separate reservation in the FOCUS system.

Special Projects

The warehouse performs special projects such as conducting internal FCPS office or program moves, loaning folding chairs, and moving equipment to central locations for special events (e.g., regional science fairs, wrestling tournaments, and piano recitals). Requests for special projects must be submitted as far in advance as possible via the [Warehouse Request Program](#).



Return for Credit Policy

Schools can return stocked items for full credit, less a 25 percent restocking fee, by submitting a request through the Warehouse Request Program. The items will be scheduled for pick up. After the items are returned to the warehouse, OPS will credit the funds to the school through FOCUS. Schools may return non-stocked items for credit only if the vendor agrees to take them back and provide a credit.

Reference Materials

- [Passive Order Maintenance Program](#)
- [Warehouse Requests](#)

Outside Vendors

The purchase of goods and services with appropriated funds is made through FOCUS with the use of shopping carts.

Shopping Cart

Shopping carts should contain the information needed for a buyer to either convert the shopping cart into a purchase order or be able to incorporate essential information (e.g., contract terms and conditions, description of requirements, etc.) to make a solicitation for qualified bidders/offerors. Shopping carts should include any required approvals, or exceptions granted.

Schools that have critical, complex, or expensive requirements should coordinate with their buyer prior to entering a shopping cart in [FOCUS](#). Schools should invest a sufficient amount of time in planning and preparing requests for the items or services needed. Shopping carts will determine the items the school will receive and how quickly they can receive them. Therefore, supplying the buyer thorough information for items not included in contract will help the purchasing process flow smoothly (i.e., suggested vendors, manufacturer or model numbers, previous purchase orders, brochures, or literature, etc.).

The following paragraphs highlight essential elements, which should be included in every requisition. Shopping carts without complete information may cause delay in fulfilling the requirement.

Requisition Year-End Cutoff Date

Shopping carts for purchases to be charged to the current fiscal year must be entered into [FOCUS](#) early enough to allow for processing and delivery prior to June 30. Exceptions may be made for emergencies, but will be granted only with the approval of the Department of Financial Services. A longer lead time is required for purchases made by competitive sealed bidding or competitive negotiation.

Grant Funding

Restrictions on the use of funds are frequently imposed by the granting organization. Schools and departments must notify OPS of any conditions or restrictions applicable to a purchase that will be funded with a grant. The Grants Manual, issued by the Department of Financial Services, should be reviewed before applying for a grant and during the life cycle of the grant.

Reference Materials

- [Grants Manual](#)

Estimated Funds

Shopping carts must indicate an estimated dollar amount for each item in the proposed purchase. Including estimates assists OPS in determining the method of procurement and protects the school against over-expenditure. If bid responses exceed the estimated amount, the school will be contacted for approval to proceed.

Product Category (NIGP Code)

Shopping carts must have either a Product ID (11 digit number from the FCPS Stock/Non-Stock Catalog) or a Product Category (NIGP 5 digit code) for each line item listed.

- Shopping carts received by OPS without the proper code will be returned to the originating school/department for correction.

Reference Materials

- [FOCUS Toolkit - Shopping Cart \(p. 2-42\)](#)

Best Practices - Shopping Cart

- Provide as much information as possible on the shopping cart.
- Provide a description of functional, performance, or technical characteristics.
- Contact the Department of Information Technology or your assigned buyer for guidance on technology purchases.
- When contacting a vendor, inform them you are seeking "price quotes only" or "comparative specifications." When competition is required, advise the vendor that quotes will be obtained in accordance with competitive policies and in accordance with the [Fairfax County Purchasing Resolution](#).
- Contact the appropriate [buyer](#) for assistance.
- View the Office of Procurement Services [internet](#) and [intranet](#) websites on a periodic basis to obtain current information and to learn about new changes.
- Ensure that principals/department heads review and approve shopping carts on a daily basis.
- Communicate the importance of your request (i.e., grant funds and impact on instructional process).
- Do not divide single purchasing requirements into multiple orders, in order to fall under the competitive threshold (\$5,000).
- Do not assume competitive requirements will be waived.
- Do not assume the same vendor will win the order all the time.
- Do not authorize the vendor to make any changes to a purchase order (PO) or contract. Changes must be made in writing by the Office of Procurement Services.
- Do not authorize any vendors to proceed without a PO.
- Do not sign any document (agreement or contract) that binds FCPS unless the expressed authority has been delegated by the Superintendent.
- Do not obtain goods or services without a valid PO.

Incidental Purchases for Staff Development, Awards, Planning Meetings, and Special Functions

Incidental purchases are defined as a one-time, non-recurring need for goods and/or services in support of FCPS functions. Examples include, staff development and employee awards and special events. Under very limited conditions, funds may be authorized for the purchase of food in the conduct of official FCPS business.

As a general rule, appropriated funds may only be used to support instruction. Instructional activities include the funding of employee salaries and benefits, staff development, materials and supplies, in addition to building maintenance and construction

As custodians of public funds, principals and program managers have a fiduciary responsibility to ensure that these funds are spent appropriately to support the education of the students in Fairfax County. In addition, there is also a responsibility to obtain the lowest reasonable price for goods and services obtained and to adhere to all FCPS purchasing and conflict of interest policies and regulations.

The following guidelines describe best practices for use of appropriated and nonappropriated funds for incidental purchases. These guidelines should be followed regardless of the procurement method (i.e., PCards, purchase orders, petty cash, or financial contracts).

Duties and Responsibilities

- Schools, centers, and departments are required to use the divisionwide approved financial and procurement systems for the receipt, disbursement, and management of appropriated funds.
- Compliance with this guidance will be monitored by the Department of Financial Services through periodic requests of schools and offices to provide documentation that demonstrates compliance. Alternatively or in addition, internal and external auditors may audit schools and departments to ensure compliance with this guidance.
- Program managers should discuss proper financial practices with staff members and take corrective action when noncompliance occurs.

Acceptable Uses

Staff Development

- Staff development activities include classes, conferences, speaker fees, in-service programs, or workshops for staff enrichment in support of the education of students. Incidental purchases may include:
- Books and/or other reference materials that improve employees’ job knowledge or skills.
- Beverages and snacks purchased for school and cross-departmental staff development programs lasting several hours or more.
- Full meals for staff development activity that require all day attendance or the timing of the event spans a normal mealtime and providing a meal is needed for continuity. Events should be scheduled to avoid a normal mealtime.
- The maximum dollar amounts for meal and refreshments are limited to no more than 75 percent of the current GSA per diem rate. The following table is based on the current [GSA per diem rates](#).

Meal Type	Maximum Dollar Amount per Person
Breakfast	\$ 9.00
Lunch	\$13.50
Dinner	\$27.00

Employee Awards and Recognition

Award or recognition for FCPS accomplishments may be given to an employee at the program manager’s discretion involving minor tangible items with a value that does not exceed \$25 per item (e.g., paperweights, desk clocks, pens, books, etc.). Appropriated funds may be used to support employee recognition to enable a department, region, or school to recognize a broad spectrum of employees, tailoring the criteria of the award or recognition to honor achievements that further the mission of each department, region, or school. The awards should not automatically involve the expenditure of funds.

- Incidental purchases may include:
 - Purchases of items, with a value not to exceed \$25 per item, for employees that can be worn in a work place to promote team building or unity within a department or school.

- One recognition or award activity per fiscal year in lieu of tangible awards. Subject to the financial limitations, outlined below:

Appropriated Annual Spending Limitations for Awards ¹		
\$1,500 ²	\$2,500 ²	\$4,500 ²
Alternative Schools Centers School Board Office Deputy Superintendent’s Office Superintendent’s Office	Elementary Schools Middle Schools High Schools Financial Services Human Resources	Region Offices Facilities & Transportation Information Technology Instructional Services Special Services

¹Does not apply to divisionwide employee recognition activities that are budgeted separately.

²Each school and department is responsible for identifying these funds. No additional funds will be allocated.

- Program managers must adhere to the financial limitations, outlined below, for employee award and recognition activities when spending appropriated funds.
- Appropriated funds may be used to purchase food for such event subject to the per person meal per-diem prescribed previously.

Planning Meetings and Special Functions

Planning meetings refer to events such as strategic or school improvement planning meetings that occur on an annual basis. For events that are conducted offsite, the approval of a department assistant superintendent or regional assistant superintendent for each respective department or school is required. Such activities must be conducted within the County of Fairfax, and where possible community centers, county and library facilities, or higher education campuses should be used. The restrictions on meals or awards mentioned in the preceding section apply to planning meetings.

Yearly Special Functions

Schools and departments may organize events involving parents, community leaders, and stakeholders. These events should be limited to one at the beginning of the school year and one at the end of the school year. The restrictions on meals apply to special functions.

Other

- Employees who are required to attend authorized meetings, work-related activities, or extracurricular activities after normal duty hours for which they do not receive a salary supplement may be reimbursed according to the current version of [Regulation 5310, Travel – Local and Nonlocal](#).
- The total spent on the recognition activities, tangible awards, travel, and food may not exceed the maximum limits listed in the tables above for food and annual spending.

Restricted Uses

- Appropriated funds are not permitted to be used to benefit individual school employee.
- Appropriated funds should not be used to purchase food for employees at school, department, or office meetings attended in the normal course of business, except for food purchases for staff development, awards activities, after-hours meetings, and travel as described above.
- Appropriated funds may not be used for retirement, condolence, thank you, wedding/baby, or gift cards and other personal gifts.
- Appropriated funds cannot be used to reimburse purchases made at commissary or military bases. See the Department of Defense [Regulation 1330.17-R, Armed Services Commissary Regulations](#); enclosure 3.2 Purchase Restrictions.
- Appropriated funds should not be used for any purposes other than those specifically prescribed in these guidelines or related regulations.

Policies and Regulations

- [Regulation 5310, Travel – Local and Nonlocal](#).
- [Regulation 5790, Field Trips – Planning, Conducting, Financing](#)
- [Regulation 5810, School Activity Funds Management](#)

Appropriated Procurement Cards (PCards)

The procurement card (PCard) program was instituted in an effort to make purchasing and payment of school supplies and textbooks using appropriated funds convenient. All purchases made with a school PCard are billed directly to the cost center and commitment item assigned to each PCard. The Office of the Comptroller is responsible for administering the PCard program. Please contact the Office of the Comptroller, accounting operations Section at (571) 423-3732 to establish new card accounts.

Responsibilities

All parties involved in the procurement of goods and services with the use of PCards must be familiar and comply with the provisions of [Regulation 5350, Procurement Card Management](#).

Program Manager

Principal is responsible for the following:

- The principal will assign a card custodian and a card reconciler; where possible, these functions should be performed by separate individuals.
- The principal will be responsible for preapproving PCard purchases.
- The principal must review and approve purchases ensuring that transactions are conducted in accordance with FCPS policies and regulations.
- The principal must review and approve the original PCard statement after reconciliation.
 - The principal must sign, not initial, the original PCard statement.

PCard Custodian

The card custodian is assigned by the principal to safeguard and release procurement cards for pre-authorized use. The PCard custodian has the following responsibilities:

- Secure PCards in the school vault or safe when not in use. The vault or safe should be in a locked location with limited access.
- Maintain a log to record card users and purchases:
 - User must sign the log in order to obtain the PCard
 - Phone orders are recorded on the log
 - PCard must be returned to the PCard custodian immediately after the purchase is complete

- Keep original receipts, charge slips, and invoices to assist when reconciling with the monthly statement.
- Be aware of the PCard limits
 - Verify balances in FOCUS
 - Keep a manual ledger to track expenditures
- Schools are the office of record for the original PCard statement and all original charge slips, receipts, packing slips and invoices, etc.
- File all statements and supporting documentation in a file titled “Appropriated Funds PCard Statements.”
- Approve PCard Statement
 - Verify all charges are appropriate
 - Resolve disputed items directly with the merchant
 - Contact the Office of the Comptroller accounting operations Section if a charge is denied
 - Attach original charge slips, receipts, packing slips, and invoices to the statement. A packing slip may be substituted for an invoice only if the vendor, upon request, will not supply an invoice. Provide a written explanation on the packing slip of the efforts to obtain an invoice.

PCard User

The PCard user is an employee authorized to use procurement cards to purchase goods and services.

- Obtain written pre-approval for purchases
 - Use a [Purchase Order Requisition and Receiving Report \(FS-125\)](#) signed by the principal, or designee.
 - List items to be purchased and the cost (estimate if actual cost is not known) on the purchase order.
- First time card users must sign an [Employee Acknowledgement Disclosure Form \(FS-181\)](#). File forms alphabetically and retain them at the school.
- Request an invoice from the vendor when placing an order.

Card Reconciler

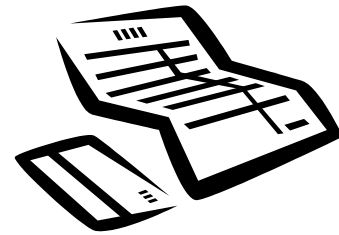
The principal assigns the card reconciler to verify and reconcile transactions against the financial institution's procurement card statement.

- Reconcile the FMR against charges on the monthly statement.

Guidelines

Use of PCards

- There is a transaction limit of \$5,000 for supplies. Purchases must not be split into separate orders to avoid the additional approval required for purchase exceeding the \$5,000 single transaction limit.
- The principal may establish the limit on textbook orders.
- Schools are responsible for setting individual monthly card limits based on budget.
- Purchases are exempt from Virginia state sales tax, except food. Refer to the [General – Taxes](#) and the [Nonappropriated Fund – Taxes](#) section for additional information.



Prohibited Use of PCards

- PCards may not be used for cash advances or entertainment.
- No personal purchases may be made with the card.
- PCards may not be used for purchases not previously authorized by the principal or designee.
- PCards may not be used by any FCPS employee who has not completed a [Procurement Card Employee Acknowledgment Disclosure \(FS-181\)](#). The form is not complete until the principal approves it.

Policies and Regulations

- [Regulation 5350, Procurement Card Management](#)
- [General – Taxes](#)
- [Nonappropriated Fund – Taxes](#)
- [Regulation 5320, Sales and Use Tax](#)

Receiving Items

Receiving is the process that ensures goods and services have been delivered and physically received by a school or office. The following are requirements for receiving in FOCUS:

- Receiving is not required for Marketplace Purchase Orders; however schools and offices must ensure that:
 - Goods are physically received
 - Delivered items are signed for and order is verified for completeness
 - Packing slips are retained
- Receiving is required for all Non – Marketplace Purchase Orders. Schools and offices must ensure that:
 - Goods are physically received
 - Delivered items are signed for and order is verified for completeness
 - Packing slips are retained
 - A Goods Receipt (GR) is entered into FOCUS

Fixed Asset Purchase Orders

A fixed asset is capitalized when a goods receipt is processed. The process for receiving a fixed asset requires that specific details are entered into FOCUS. If the receiving is done incorrectly, it cannot be reversed and the asset will not capitalize properly.

Contact the Financial Support Team, Office of the Comptroller or Procurement Services when a fixed asset requires receiving. Provide the following details when calling for assistance:

- Asset number
- Serial number found on asset, invoice or packing slip
- FOCUS 10-digit location code found in the [FOCUS Crosswalk](#)
- Room where asset will be stored
- Name of the manufacturer

Reference Materials

- [FOCUS Crosswalk](#)

Capital Asset Equipment Purchases

A capital asset is defined as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, capital leased assets, and other tangible or intangible assets with a value of \$5,000 or more. Software purchases of \$100,000, or more, are considered a capital asset. Capital assets commonly acquired by schools include riding tractors, copy machines, and storage sheds.

- FCPS has a fiduciary responsibility to accurately report, control, and safeguard capital assets.
- Schools may purchase goods and services that qualify as capital assets through FOCUS, using the shopping cart feature.
 - An asset number will be assigned to the line item when a shopping cart is created
 - The item is not capitalized until goods receipt is processed
 - The goods receipts process requires the following information:
 - Asset number
 - Serial number found on asset, invoice or packing slip
 - FOCUS 10-digit location code found in the [FOCUS Crosswalk](#)
 - Room where asset will be stored
 - Name of the manufacturer

Reference Materials

- [FOCUS Crosswalk](#)

Disbursements

Advanced Appropriated Funds

Advanced appropriated funds (AAF) are allocated for supplies and textbooks purchases only. Additional information can be found in the Nonappropriated Funds Overview section of this handbook.

- AAF may not be used for personnel services such as consultants and guest speakers per the current version of [Regulation 5013, Advanced Appropriated Funds Program](#).
- Schools may return any part of their AAF funds for credit during the fiscal year to one or more specific cost centers and commitment item accounts from which the funds were advanced.
- Schools must seek approval from the Office of the Comptroller for any purchases made with AAF, other than those specified in the current version of Regulation 5013, Advanced Appropriated Funds Program.
 - The approval from the Office of the Comptroller must be attached to the check stub and filed as backup documentation.

Payment Process for Accreditation

When schools are selected for accreditation, the Region Office transfers appropriated funds to the schools. The finance technician/administrative assistant (FT/AA) must review the schools' SACS CASI reports and determine deficits from the review to determine spending priorities. The following points highlight the specific guidelines that must be followed for expenditure of the funds:

- Funds may be used for substitutes, training and other activities related to accreditation.
- Funds left over from SACS/CASI expenditures may be used for school improvement efforts.
- Funds are not to be used for purchase of consumable materials.

Guidelines

After funding has been transferred to the school's accreditation cost center, the FT/AA should realign funds within the accreditation account (if needed) to process payments out of the correct commitment item.

- State employees traveling to high schools to carry out the accreditation process, are reimbursed for their travel expenditures. This may include mileage and hotel accommodations.
 - Reimbursements for consumables are not allowed
- Reimbursement to the state employee for accreditation expenses cannot be made from school activity funds. Payments should be made from appropriated funds and a [Payment Request Form \(FS-187\)](#) must be submitted to the Office of the Comptroller, accounting operations.

Traveler Reimbursement Request

Travelers seeking reimbursement should submit the following information to the FT/AA:

- Original receipts are required for any expenditure reimbursed or paid by FCPS.
- Mileage reimbursement is based on the prevailing IRS standard mileage rate.
 - The traveler must include miles traveled with a calculation of the total amount for reimbursement
 - FCPS driving directions as well as a copy of the web page that includes the current mileage reimbursement rates must be provided as back-up documentation

School Request for Payment

The FT/AA should submit the following information to the Office of the Comptroller, accounting operations to request a payment:

- A completed [Payment Request Form \(FS-187\)](#) that includes the name of the initiator and signature of the authorizer.
 - The vendor number box should list “ONE TIME”; in many cases, the vendor may not be listed in the accounting system
 - Do not select the “1099” option listed on the form. This payment request does not require a 1099 vendor form because the individual is being reimbursed

Student Activity Field Trips

Use of Appropriated Funds – VHSL

Culminating Activities (within 50 Miles of the Fairfax County Border)

- Appropriated funds will be used to fund transportation activities sanctioned by VHSL using the following guidelines:
 - Transportation of team members, coaches, and varsity cheerleaders will be provided to all scheduled VHSL interscholastic activities; including competitions, scrimmages, away games, tournaments, and culminating activities occurring within 50 miles of Fairfax County.
 - Transportation of team members and coaches will be provided for a specified number of practices for VHSL athletic activities, as approved yearly by the Director of Student Activities and athletic programs.
- Student activity directors will be responsible for arranging the most cost-effective method of transportation with the assistance of transportation supervisors.
- Subsidies for gas, tolls, and parking may be provided to FCPS employees who provide transportation in their own vehicles, in lieu of school buses. The FT/AA will provide information concerning the subsidies procedures as provided in the Student Activities and Athletic Programs Financial Procedures Manual.

Travel to VMEA All- State Culminating Activities:

- The Instructional Services Department allocates funds for the transportation, meals, and lodging of participants in All-Virginia Band, Orchestra, and Chorus. These funds are used solely in support of students participating in these activities and FCPS personnel accompanying student participants.
- Subject to funding availability, schools are subsidized by the Instructional Services Department in accordance with the following guidelines:
 - Expenditures are determined in advance, by the fine arts section of the Instructional Services Department, and dispersed to the school's appropriated fund account
 - The Instructional Services Department is responsible for arranging the most appropriate method of transportation and lodging. Band, choral, and orchestra directors are responsible for arranging meals.
 - Expenditures for meals and lodging will be subsidized by the fine arts section of the Instructional Services Department. A list of students and directors receiving per diem funds should be kept at each school. Rooms will be shared by a minimum of four students or two adults. Receipts will be required for lodging expenditures.

Direct Pay

The [Payment Request Form \(FS-187\)](#) is used to request a direct payment to a vendor. This form can be used for the following payment types:

- Capital construction
- Utility payment
- Check void/ reissue
- Employee reimbursement
- Petty cash replenishment
- Lease payments

Making multiple types of payments to the same vendor will require separate Payment Request Forms for each direct pay transaction.

Reference Materials

- [Payment Request Form and Instructions](#)

Marching Band Funds

Fund Allocations

The School Board has allocated funding for the Marching Band program. High schools receive an allocation in FOCUS under SSHXXX0143-515014. The funds can be used for equipment transportation, assessment registration, the marching band workbook, design, and instructional support.

Each high school also receives funding for student transportation to assessment trips. The amount allocated to each school is based on the number of buses required to transport students in the marching band program. The funds are loaded into FOCUS and can be found under SSHXXX0143-506120. Exact amounts distributed to each school can be found on the [Marching Band Appropriated Funds Distribution Worksheet](#) (updated yearly).

Use of Funds

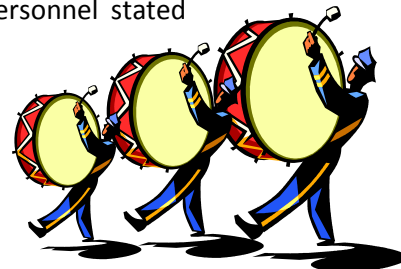
Expenditures will follow established FCPS procurement, vendor payment and Human Resource regulations and guidelines.

Payments for Personnel

Instructional support employees needed for the program must be hired according to FCPS regulations and paid through the FCPS payroll system. Hourly teacher code XXX143-2000 should be used to report time and attendance. Include the calculation of FICA (.0765 percent) when realigning funds from a non-salaried account to a salaried account. Monthly reconciliations must be done with the help of band directors in order to identify the cost of instructors.

Payments to Vendors

- Costs for equipment transportation, assessment registration, the marching band workbook and design, can be paid using appropriated funds.
- Costs for student transportation must be paid against fund code SSHXXX0143-506120. Procurement of these services must only be through the [FCPS Contracted Travel Agencies](#).
- As an exception, if payment is made to an individual, verify if he/she is a current FCPS employee. If so, follow direction for Payments to Personnel stated above.



Appropriated Funds

Financial support received to pay for program instructors must be forwarded to accounting operations using form [FS-133, Revenue Deposits and Expenditure Credits](#). Reference FOCUS code SSHXXX0143-506410 (hourly teacher) on the form. Ensure the calculation for FICA is included and referenced code SSG8740445-509110 on the form. Submit the form and check to:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Administration Center

Funds Management

Adjusting Budgets

Budget Transfer (BT)

Budget transfers are initiated when appropriated funds must be moved from one account or program to another to meet the needs of the school. Budget transfer requests should only be made when funds will be spent differently from the original amount allocated in the budget or when the original budget appropriation is insufficient.

Responsibilities

The FT/AA will be responsible for the following tasks related to budget transfers:

- Schools must submit a request to record a budget transfer in FOCUS to the principal for approval
- Schools must submit a Budget Transfer (FMBB) in FOCUS and attach the principal's approval
- Once the budget transfer is posted in FOCUS, the Financial Support Team will post the budget transfer
- When submitting a budget transfer to move funds from a non-compensation account to a compensation account (i.e. from a supplies account to an hourly account), FICA will need to be included. This applies to all budget transfers, regardless of the dollar amount.
 - The FICA rate is 7.65 percent
 - The FICA account is SSG8740445-509110
 - Schools will not receive credit for FICA when moving funds from a compensation to a non-compensation account.



Reference Materials

- [FOCUS Toolkit](#)

Journal Entry (JE)

Journal entries are initiated to move expenditures. If upon review of the monthly FMR, a need to move expenditures (an expenditure that already occurred) to a different cost center or commitment item is identified, the FT/AA must complete a JE in FOCUS with the principal's approval attached. Back-up documentation for the expenditure should be kept at the school.

Procurement Card Transactions in PaymentNet

PaymentNet is a web based program that allows the FT/AA to view the transactions that are recorded on the appropriated funds Procurement card (PCard). The appropriated funds PCard is connected to one specific funds center and commitment item for each school's budget. This program enables the FT/AA to make adjustments to PCard transactions by allocating charges to the appropriated cost center and commitment item prior to the charges being posted. Refer to the Appropriated Funds – Procurement Card section in this handbook or the current version of [Regulation 5350, Procurement Card Management](#).

Reference Materials

- [FOCUS Toolkit \(page 3.29\)](#)
- [Procurement Card Webpage](#)
- [Regulation 5350, Procurement Card Management](#).

Expenditures

Appropriated funds may only be used to support the instructional, operational, and administrative activities of the school. These activities include the funding of employee salaries and benefits, staff development, materials, supplies, building maintenance, and construction. Procurement cards (PCards) and [Payment Request Forms \(FS-187\)](#) can be used when making payments from appropriated funds. Schools may place orders via FOCUS, throughout the fiscal year, using appropriated funds.

Time and Attendance

Employee compensation is the largest expenditure in the FCPS budget which requires time and attendance (T&A) to be complete, accurate, and performed in a timely manner. T&A controls are essential to ensure employees are paid in compliance with applicable laws, regulations, and policies.

- Principals are responsible for ensuring T&A is correctly reported and the procedures are carried out by authorized employees.
- Employees responsible for reporting employee T&A must be trained to use Lawson for T&A data entry and to print reports.
- Overbase and overtime hours must be pre-approved by the principal with the exception of emergency circumstances.
- Oversight of the T&A reporting function protects the school's assets against fraud, waste, loss, unauthorized use, and misappropriation.

Reference Materials

- Register for Time and Attendance Reporting training through [My PLT](#)

Policies and Regulations

- [Regulation 5620, Time and Attendance Administration Procedures](#)

Reservation

A reservation is defined as funds that are set aside to pay for an item or service requested by the school and does not represent a legal obligation to pay. In this case, no vendor has been identified. Document types include inventory requests, passive orders, minor improvements, and travel.

Encumbrance

An encumbrance represents budgeted funds set aside for payment to a vendor for products or services to be performed. A purchase order is used to encumber funds. An encumbrance prevents over spending of a school's current budget. Once goods or services are received, funds are recorded as an actual expenditure. If a good or service, for which funds were encumbered, is not received, the funds may be released back into the current budget by closing out the open purchase order.

Travel

Official Travel

Travel carried out on behalf of FCPS that is considered to be essential to the effective operation of FCPS is official travel and classified as either local or nonlocal travel. Employees are required to use the [Online Travel](#) system to submit travel reimbursement expenditures regardless of the source of funding. School activity funds used to fund travel must be deposited in the appropriated fund account prior to the travel being approved.

Responsibilities

- The school finance technician/administrative assistant (FT/AA) is responsible for the following:
 - Ensuring compliance with FCPS travel regulations
 - Verifying the availability of funds and the completeness of data entries
 - Accuracy of receipts
 - Reconciliation
 - Retention of financial records
 - Response to audit requests
- All new users must set up a profile in the Online Travel application, prior to entering and submitting a reimbursement request for approval. All reimbursement requests are automatically routed to the employee's principal/program manager.

Local Travel

Local travel is classified as travel within or outside of Fairfax County, Virginia that does not require overnight stay. Travel reimbursement requests must be submitted through the Online Travel application within three months from the travel date.

Nonlocal Travel

Nonlocal travel is classified as travel that requires an overnight stay whereby the trip is not completed in one calendar day. Nonlocal travel requires preapproval, therefore estimated expenditures must be recorded and approved in the Online Travel application prior to departure. After returning from the trip, travel reimbursement requests must be submitted through the Online Travel application within 30 calendar days.

Local Travel

Approval for Reimbursement

The principal/program manager is responsible for reviewing and approving local travel reimbursements. It is the principal's responsibility to:

- Ensure a description that identifies the type of transportation fees (e.g., metro, parking, tolls, etc.) is provided for all trip activities.
- Ensure that descriptions are not too general. Evening activities should be more descriptive than just "evening activities." For example, the description should state what the evening activity is, such as "JV Volleyball Game."
- Review and ensure the amount claimed for mileage or meals is reasonable. A review for reasonableness includes considering if:
 - The mileage is excessive
 - The miles claimed can be travelled in the allotted time
 - The location is required to conduct FCPS business
- Ensure the traveler either submitted an evening meal reimbursement, not to exceed \$11.50, or a mileage reimbursement, but not both for the same event.
- Check the mileage deduction by reviewing the total miles driven for commuting round trip from home to base location.
 - If the mileage deduction is not included, ensure the travel was done off duty hours or off contract days.
 - Confirm that travel dates do not conflict with nonwork days to ensure proper calculation of mileage.
- Ensure that there are not duplicate submissions of travel expenses previously submitted. As a best practice, it is recommended that travel should be submitted within a set period (monthly, bi-monthly).
- Ensure the correct funding source is selected for Online Travel. The application will default to "General" for the funding source. However, where applicable, the traveler may need to check off under the "This trip is funded by" field the "Special Ed" or "Grant" box if needed.

Non-reimbursable Local Travel Expenditures

- If a stipend or salary supplement was provided for the event, reimbursement for local travel is not permitted.
- If a travel reimbursement request is sent to the principal for approval in error due to incorrect routing, the principal should reject the reimbursement request and note the reason. The traveler will need to update his/her profile (and the reimbursement document itself) to the appropriate Office/School.

Nonlocal Travel

Pre-Approval Request

Prior to approval the Principal/Program Manager, Finance Technician/Administrative Assistant, and Traveler must understand any current travel restrictions. Requests that do not meet current travel restrictions may not be approved.

The principal must review the following steps to ensure accuracy and reasonableness of the information presented in the request for travel:

- **Travel Justification:** Ensure the travel is for official FCPS business and that the justification is listed on the reimbursement request.
- **Business Purpose:** Ensure the business purpose of the reservation is allowed under current travel restrictions.
- **Dates:** Confirm travel dates are correct and that travel requires an overnight stay.
- **Estimated Costs:** Ensure all estimated travel costs are listed on the reservation document.
- **Reasonableness:** Check the reasonableness of expenditures claimed for reimbursement (i.e., check if the expenditures were necessary).
- **Comments:** Ensure justification for expenditures typically incurred as part of travel are included and check for expenditures which may not be listed (e.g., hotel and airfare costs paid for by FCPS PCard).
- **Accuracy of Reservation:** Compare the reservation submitted with actual expenditures incurred. Inquire as to deviations between the two.
- **Accuracy of Location:** Ensure city and state names have been entered correctly.

Reimbursement Approval

The FT/AA is required to collect all receipts related to the trip and reconcile the amounts to be reimbursed using the receipts and data provided by the traveler. Refer to the current version of [Regulation 5310, Travel – Local and Nonlocal](#) for additional information.

- All expenditures must be supported by original receipts with accurate reimbursement amounts entered (e.g., taxi/Metro fare, luggage fees, lodging, etc.).

Registration

- Registration fees to attend conferences, seminars, training, or similar programs are allowed.
- Fees must be paid with an FCPS PCard. If the vendor does not accept an FCPS PCard, a check can be issued to the vendor.
- An original itemized receipt or invoice is required.

Lodging

- Expenditures at the prevailing GSA rate plus applicable taxes are allowed. Travelers may exceed the prevailing GSA rate (excluding applicable taxes) by up to 50 percent. If this is the case, secondary approval from an assistant superintendent is required.
- An FCPS PCard must be used for lodging expenditures.
- An original itemized receipt is required.

Transportation

- Travelers are required to use the most economical mode(s) of transportation for nonlocal travel.
- Air or rail transportation purchased at the lowest available coach rate is allowed. Air or rail transportation designated as First Class is not allowed. An FCPS PCard must be used. An original itemized receipt is required.
- Car rental purchased at the lowest available rate is allowed. An FCPS PCard must be used. An original itemized receipt is required.
- Mileage reimbursement is allowed for employees using personal vehicles for official travel. Mileage will be reimbursed at the prevailing IRS standard mileage rate.
- Reimbursement for parking fees, taxi fares, shuttle service, tolls, and public transportation costs is allowed with original receipts. When an original receipt is not available, official proof of fee or fare (e.g., printed schedule from web site) will be accepted.

Meals and Incidentals

- Meals and incidental expenses are reimbursed at the prevailing GSA per diem rate; therefore, meal and incidental receipts are not required.
- If meals are paid for by the conference no reimbursements or per-diem should be claimed by the traveler. Only meals not included in the conference are reimbursable by the GSA per diem.
- FCPS PCard may not be used to purchase meals.

Documentation Required For Reconciliation

FCPS is required to retain all travel documentation for three years plus the current year. The following presents a list of required documentation to perform the travel reconciliation.

- A printed copy of the conference webpage must be provided, if available.
- A printed copy of conference details (e.g., agenda, schedule, registration fees, meals, and all related information).
 - Travelers should not wait until after the conference is over to print out the material since the conference website may be taken down
- Receipts related to all travel activity (e.g., lodging, registration, airline reservations, luggage fees) must be provided to the FT/AA.
- All “other” expenditures also require receipts (e.g., bus, taxi cab, metro fare, parking fees) to be provided to the FT/AA.
- Original receipts must be filed with PCard bank statements for reconciliation purposes, and copies filed with associated travel documents for expenditures incurred on an FCPS PCard.

Updating Approver Information for Online Travel

A new principal or designee assigned as the travel approver must complete an [Online Travel and Approval Change Request](#) form. Schools must notify the accounting operations section in the Office of the Comptroller of any personnel changes as soon as possible so that the local and nonlocal travel requests are routed correctly and processed promptly.

Policies and Regulations

- [Regulation 5310, Travel – Local and Nonlocal](#)

Reporting and Reconciliations

Reporting

The reconciliation and reporting process is a key aspect of monitoring financial activity on a monthly and annual basis. Activities funded by appropriated funds are reconciled on a monthly basis by using financial reports and transaction documentation. Financial Management Reports (FMR), open documents report, revenue deposit, and expenditure credits are tools through which the finance technician/administrative assistant (FT/AA) can generate reports and reconcile accounting activity, in order to ensure the accuracy, reliability, and transparency of financial data.



Transparency

As part of FCPS commitment to transparency, the use of appropriated funding, reconciling, and reporting data carried out at the school level by the FT/AA is recorded into the transparency application and accessed by the public. The web-based financial transparency application provides an interactive reporting tool that allows residents to view current budget and expenditure data, as well as specific vendor payments.

The financial data in the transparency tool is updated from FOCUS on a monthly basis at the end of the following month. Data will be presented monthly; thus, any budget transfers to cover deficits or journal entries to correct expenditures posted to an incorrect cost center and/or commitment item should be completed prior to each month's fiscal closing.

The financial data is first presented at the fund level. Users are then able to access more detailed data at the school and office level. Within each school and office, data is displayed at the expenditure category (e.g., regular salaries). Users are then able to access the next lower level of data (e.g., from regular salaries to management, specialist, teacher, etc.). The groupings are shown at a higher level of detail in comparison to what the principals see on the monthly FMR reports.

Reference Materials

- [Accessing Transparency](#)
- [Transparency Crosswalk](#)

Financial Management Reports (FMR)

FMR are a set of system-generated reports that summarize financial data for a specific time period. The FMR consists of two reports, Position and Non-Position. Schools are required to reconcile and confirm the reconciliation through the FMR Online Application on a monthly basis. Note that both reports must be submitted even if no discrepancies are identified. The FMR provides schools with data on their current budget, account balances, total expenditures, year-to-date expenditures and encumbrances.

- A Position Report summarizes all payroll data for contracted (salaried) employees; this report is available only through the Document Direct application. The code used for the Position Report by sub-object is also referred to as the Personnel Report (FAMRS656).
- A Non-Position Report summarizes the current budget, encumbrances and expenditures for the fiscal period being reconciled, as well as overtime and hourly payments made to contracted and non- contracted employees. These reports are available in FOCUS and consist of the following:
 - FMR 1110-FMR Summary Report
 - FMR 1121-Budget Detail Report
 - FMR 1131-Encumbrance Report
 - FMR 1141-Expenditure Detail Report

Responsibilities

Principal

The principal is responsible for the following:

- Designating an employee to reconcile and complete the online reconciliation for Position and Non-Position Reports.
- Reviewing and approving the Non-Position Report data corrections identified during the monthly FMR reconciliation process.
- Verifying and confirming online the completion of the reconciliation for position and non-position data to the Office of the Comptroller each month even when there are no discrepancies to report.
- Reporting any personnel discrepancy or omission to the Office of the Comptroller for action using the online FMR Reconciliation Report of Position Report (Personnel) application.
- Ensuring that all monthly FMR Position and Non-Position Reports are signed. Retaining reports, along with relevant supporting documentation, onsite for the required retention period.

Finance Technician/Administrative Assistant

The FT/AA is responsible for being familiar and complying with the provisions of [Notice 5111, Financial Management Report \(FMR\) Distribution and Reconciliation Schedule](#). The FT/AA must also:

- Provide the principal with financial management reports (FMR) for review.
- Make corrections when necessary, to include processing journal entries and budget transfers.
- Report the completion of the Position and Non-Position Reports to the Office of the Comptroller through the online [FMR Reconciliation and Reporting application](#).

FMR Reconciliation Process Overview

Schools are required to complete the following:

- Validate the accuracy and completion of monthly reconciliation reports for both position and non-position data.
- Submit reports for approval and signature to the principal.
- Use the online FMR Reconciliation Reporting application to record reconciliation activity for both reports.
- The completion of the reconciliation is automatically submitted to the Office of the Comptroller through the FMR Reconciliation Reporting application.
- Retain on site the monthly position and non-position data reports along with relevant supporting documentation for a period of three years (current year, as well as two preceding years). Activity that is grant related must be retained for 5 years after the end of the fiscal year.

Reference Materials

- [Financial Services FMR Reconciliation and Reporting application](#)

Reconciliation Process for Position Reports

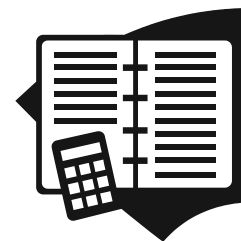
Position

- The designated employee should review the Position Report and verify that all employees listed actually worked at the school during the specific pay period and that the employee's position description and budget code are correct.
- A review of hourly salaried, substitute, or overtime expenditures should be completed to verify that charges were not inadvertently applied to another school or department. If this occurred, contact the Department of Financial Services support team for further instructions.
- The designated employee must electronically submit the completion of the FMR Reconciliation report of position data through the online application for the month reconciled and list any personnel discrepancy or omission when applicable.
- The principal or program manager should review and sign the FAMRS656 report.
 - On the FAMRS656 - Payroll Detail Report by Index Code, verify all monthly employees listed on the report worked at the location during that fiscal period.
- The principal will review, verify, and submit the FMR Reconciliation Report through the online application, which will automatically route to the Office of the Comptroller.
- The Office of the Comptroller will facilitate any necessary steps required to address all reported position discrepancies or omissions reported in the Position Report.



Non-position

- The designated employee should review all non-position transactions and verify the validity of the posting.
- If a non-position discrepancy is identified, the school or office should take necessary action to correct the error.
- The designated employee should complete the FMR Non-Position Report reconciliation through the online application for the month reconciled and electronically submit it to the principal or program manager for approval.
- The principal should review and sign the FMR1110 – Financial Management Report and approve the Non-Position Report through the online application.



- Verify all budget activity on the FMR 1121-Budget Detail Report by confirming that checks issued by the school to FCPS via Revenue and Deposit forms, were posted to the correct account.
- Review the FMR 1131-Encumbrance Report for any open documents that are still encumbered and make adjustments where necessary. Refer to the subheading on [Open Documents](#) for additional information.
- Verify all charges on the FMR 1141-Expenditure Detail report belong to the school. This report will capture all expenditures including those paid by the procurement card (PCard) that is tied to FOCUS purchases. It is required to reconcile the expenditures listed on the FMR 1141 report to the FOCUS PCard charges or list of items purchased.
- Review FMR 1141-Expenditure Detail Report for any transactions for which a Revenue Deposit and expenditure credit form must be submitted to pay a vendor or deposit funds held in the school's activity fund account into FOCUS. Refer to the [Appropriated Funds - Revenue Deposit and Expenditure Credits](#) section for additional information.

Reference Materials

- [FMR Reconciliation Report Position & Non-Position Data Online Application](#)

Policies and Regulations

- [Notice 5111, Financial Management Report \(FMR\) Distribution and Reconciliation Schedule](#)

FOCUS Open Document Report

Funds become encumbered when funding is reserved for purchase orders, contracts, or other expenditure commitments. The encumbrance process prevents over spending of budgeted funds and is a legal obligation to purchase the product or service. At year-end, encumbrances represent the estimated amount of obligations made in the current year that will be paid for the following year once goods are delivered and/or services are performed.

The Open Document report summarizes all documents for which funds were encumbered when items were procured through the FOCUS system. Documents may show as open if the items were not yet received, services not yet carried out, or invoice received. It may also be that items are on back order or have been cancelled.

Responsibilities

The FT/AA must run and review the [Open Document Report](#). Instructions to run an Open Document Report are available on the FOCUS webpage.

Guidelines

- Documents with amounts encumbered need to be closed if the goods or services for the purchase order, funds reservation, or travel reservation will not occur, in order to release the hold on these funds and have the funds re-applied to the budget.
- Funds reservations involving a DC-407 must be closed by contacting a financial analyst in the Department of Facilities and Transportation Services.

Reference Materials

- [Open Documents Report Instructions](#)

Year End

Accruals, Critical Needs and Accruals Carryover

Accrual Request

At year end, expenditures that have been incurred, but not yet paid (accrued expenditures), must be reported. These expenditures are recorded in the Critical Needs & Accrual Request for Year-End (CARY) application using the Accrual Request option and submitted for approval. All requests are automatically routed to the principal for review, approval, and submission. Accrued expenditures include hourly salaries and overtime.

Accruing Hourly Salaries

- Any monthly paid employee who worked hourly or supplemental time during the month of June of the current fiscal year will be paid in July of the next fiscal year. An estimated accrual will need to be calculated and reported.
- A time sheet is required to support the accrual request. The documentation must be kept on file at the school and is subject to audit.

Accrual Request Checklist

Ensure that the following information is recorded in the CARY application prior to submitting accrual requests:

- Cost center
- Commitment item
- Employee name
- Actual or estimated number of hours worked
- Amount of accrual

Carryover

Carryover refers to the process that occurs at the end of each fiscal year, which moves a financial document or budget appropriation from the closing fiscal year to the next fiscal year. The [CARY Guidelines](#) must be followed by schools for requests and justification for carryover funding.

The automatic carryover for schools will be the lesser of: 25 percent of the current budget or, the total available balance. The automatic carryover applies to School Operating Funds for hourly and logistic accounts. It is required however that schools document how the automatic carryover of funds will be used in the next fiscal year by completing the [Automatic Carryover form](#). Once completed, the form must be signed by the principal and retained at the school. All requests are automatically routed to the principal for review, approval, and submission to the region assistant superintendent for approval.

In the event that a school has a planned expenditure that cannot be covered with next fiscal year funding combined with the 25 percent that will be automatically carried over from current fiscal year, schools may submit a request for an exception. Requests for the Critical Needs Carryover must be submitted through the CARY application.



CARY Application

The CARY application is only used at year end for the purpose of requesting critical needs carryover or recording an accrual.

CARY only records critical needs request that are greater than or equal to 25 percent of the school's current budget and accruals. Funds that are less than or equal to 25 percent of the school's current budget are automatically carried forward to the next fiscal year, and are **not** recorded in the CARY application.

Critical Needs Request

Critical needs, that exceed 25 percent of the school's current budget is recorded in the CARY application. All submitted critical needs request are reviewed and posted by the Department of Financial Services.

Finance Technician/Administrative Assistant Responsibilities

- Ensure that all FMR reconciliations are completed and corrections have been processed.
- Meet with the Principal to determine whether the school has any critical needs that will have to be completed in the next fiscal year.
- Complete the online request in CARY.

Principal Responsibilities

- Meet with the Finance Technician to estimate the available funds at year end and determine critical needs that the school may have for the next fiscal year.
- Review and approve in the CARY application the critical needs request.

Region Assistant Superintendent Responsibilities

- Review and approve critical needs request submitted by the principals.

Critical Needs Carryover Process

- Schools must enter all accrual requests before entering a critical needs carryover request. Accrual requests do not require approval by the region assistant superintendent.
- Justification for critical needs request should be accurate and specific to ensure transparency and easy access to information that may be required based on the Freedom of Information Act (FOIA).
- Expenditures that have occurred but not yet posted in FOCUS should also be included when using the calculator in the CARY application in order to calculate an accurate amount available for critical needs.
- Include advanced appropriated funds that have not been returned on the calculator in the CARY application.
- Although you can request carryover funds for a trade in the current fiscal year, funds are not encumbered until trades are processed in the fall of the next fiscal year.
- If the principal has designated an approver on their behalf, an email request must be sent to the school's financial analyst.

Reference Materials

- [School Carryover Balance Report](#)
- [Automatic Carryover Form](#)
- [CARY Guidelines](#)

Nonappropriated Funds

(School Activity Funds)

Nonappropriated Funds Overview

Nonappropriated funds, also referred to as school activity funds, are all funds received from extracurricular school activities (e.g., entertainment, athletic contests, vending, club dues, etc.), and revenue generated from a portion of revenue generated from activities of the schools involving personnel, students, or property. School activity funds are managed in Great Plains, the approved automated accounting system. The following sections provide an overview for the overall management of school activity funds.

School Activity Funds

School activity funds are subject to the provisions presented in the current version of [Regulation 5810, School Activity Funds Management](#). The instructive how-to guidance to account for school activity funds is available in the [Great Plains User Guide](#).

Policies and Regulations

- [Regulation 5810, School Activity Funds Management](#).

Reference Materials

- [Great Plains User Guide](#)

Functional Responsibilities

Superintendent

As established by the Fairfax County School Board, the Superintendent has the responsibility and authority to implement all policies and rules pertaining to the supervision and administration of nonappropriated funds in schools and departments.

Department of Financial Services - Office of the Comptroller

In accordance with the state guidelines, School Board policy, and sound business practice, the Office of the Comptroller is responsible for establishing rules, regulations, and procedures for the efficient management and operations of nonappropriated funds.

- Prescribe accounting and operating procedures through manuals, regulations, and notices.
- Train and support school principals, finance technicians, and other personnel involved in the management of school activity funds.

- Maintain and manage the school activity funds accounting system and the banking services contract.
- Perform compliance reviews of school activity funds.
- Provide financial and procedural information as requested by internal and external auditors.
- Ensure school personnel satisfactorily respond and implement recommendations and concerns noted in annual audits.
- Obtain approval from the assistant superintendent, Financial Services, for the following activities submitted by schools:
 - Scholarships awarded directly to students rather than to institutions in the name of a student.
 - Presentation of gifts under exceptional circumstances.
 - Year-end indebtedness of a school.

Principals

The principal is responsible for the safeguarding, managing, and accounting of school activity funds. The principal may delegate these responsibilities, but remains ultimately responsible for these funds. The following management practices are recommended:

- Understand and enforce the provisions of the current version of [Regulation 5810, School Activity Funds Management](#) and additional guidelines provided by the Department of Financial Services.
- Review and approve all annual school activity budgets.
- Ensure that the finance technician/administrative assistant is properly instructed as to duties to be performed.
- Review and approve purchase orders, checks, and ensure proper supporting documentation for all expenditures.
- Ensure sufficient cash is available in the bank accounts to pay all outstanding obligations.
- Provide supervision and guidance to ensure adequate physical controls for safeguarding cash and other assets are present.
- Ensure monthly bank reconciliations are completed on a timely basis.

- Review and analyze the status and operations of the school activity funds on a monthly basis.
- Respond to audit comments and implement recommended procedures.

Finance Technicians and Administrative Assistants (FT/AA)

The FT/AA is responsible for keeping accurate records of all receipts and disbursements of school activity funds. The FT/AA must:

- Understand and comply with the provisions [Regulation 5810, School Activity Funds Management](#) and additional guidelines provided by the Department of Financial Services.
- Perform all accounting activities related to school activity funds.
- Deposit all funds promptly and maintain all required records accurately and in a timely manner.
- Disburse funds authorized by the principal and ensure proper supporting documentation is kept on file.
- Provide reports on the status and operations of the school activity funds on a monthly basis to the principal.
- Inform the principal of all financial activity and any potential risk.
- Notify the principal immediately of any financial activity that does not comply with FCPS policies, procedures, and internal controls.
- Complete all required and necessary training needed to perform financial processes successfully.

Directors of Student Activities, Fund Sponsors, and Other School Personnel

The directors of student activities, fund sponsors, and other school personnel are responsible for reviewing and monitoring financial activity for assigned funds and must:

- Understand and comply with the provisions of the current version of [Regulation 5810, School Activity Funds Management](#) and additional FCPS regulations.
- Track and review financial operations for assigned funds on a regular basis.
- Develop and submit an activity fund annual budget plan to the principal or budget planning group.

- Control and maintain proper accounting of salable merchandise inventory, tickets, and items with cash value.
- Provide the FT/AA data for accurate reporting of student fees, inventory, monies owed, and obligations for the preparation of required reports.
- Train students and parent volunteers who are responsible for handling funds on accounting and control requirements.

Budget Planning Group – Middle and High Schools Only

A budget planning group consists of school staff, students, and community members who may be appointed by the principal, to ensure the effective management and prudent use of school activity funds. The budget planning group will:

- Assist the principal in developing an annual school activity fund budget plan.
- Review annual budgets provided by each of the appropriate fund sponsors.
- Offer alternatives when activities are in conflict or deficits are anticipated.
- Review revenue-producing activities and make recommendations as needed.

Budget

Budgeting for School Activity Funds

Implementing a comprehensive budgetary process is essential for the proper financial management of school activity funds. Budgeting allows the principal to have short-term control of revenue and expenditures, while making long term plans to keep activities within the scope of anticipated revenue and expenditures.

Guidelines

- The annual budget will include information on all the corresponding accounts for the fiscal year beginning July 1. The overall annual budget must be finalized by September 30 and must include:
 - The actual July 1 beginning balance
 - Anticipated revenue by source
 - Anticipated disbursements by type
 - A balanced budget
- Budgets should be prepared with the understanding that amendments may be warranted to accommodate the best interest of the student body and the school. Thorough review and evaluation of budgets submitted by various activity sponsors is essential in implementing a budgetary process.
- Each activity sponsor (e.g., club, class, etc.) should have a formalized budget plan that encompasses all financial activity for the current school year. All activity accounts, except for the school store, must submit a budget for review. Special attention should be given to activity and athletic accounts.
 - Instructional and school business accounts should submit anticipated revenue and expenditures to determine the reasonableness and propriety of anticipated expenditures, the availability of funds, and the funding allocation necessary in each account.
- Review the current status of available funds, less any outstanding liabilities, for managing excess or idle funds.
- Anticipated revenue and expenditure data must be stated when a club account needs an allocation of funds from other sources.
- Final authority on all budgetary issues with respect to school activity funds rests with the principal.
- The principal will approve the final budget.
- The assistant superintendent of Financial Services or designee must approve an overall school budget deficit.



Budget Planning Group – Middle and High Schools

FCPS encourages the implementation of a budget planning group at each middle and high school to assist the principal with effectively budgeting and using school activity funds to support the needs of the student body. This will be accomplished through review and evaluation of budgets submitted for various activities.

Membership

The budget planning group should be organized by the principal to meet the needs and requirements of the school. The finance technician should participate as a technical assistant to the budget planning group. In forming the group, the principal should identify the following roles:

- Chairman (assistant principal or delegate of the principal)
- Community representative
- Director of student activities –high school only
- Performing arts chairperson
- Sponsors of all classes and SGA
- Finance technician
- Publication sponsors
- Business education chairperson

Responsibilities

The budget planning group will have the following responsibilities:

- Facilitate a resolution of anticipated deficits in fund accounts by proposing transfers of funds from other accounts.
- Propose alternatives to the principal and to the relevant fund sponsor concerned when activities are in conflict.
- Review the current status of available funds, less any outstanding liabilities, and recommend solutions to the principal for managing excess funds or idle funds.
- Review revenue-producing activities and make recommendations, as necessary.
- Maintain detailed records to support the decisions and recommendations of the budget planning group.

Best Practices

- Organizers of school sponsored fund-raising activities should submit a budget plan to the principal prior to conducting a fundraiser.

Designation of Accounts

Great Plains Account Structure

Great Plains is the approved financial accounting system for managing school activity funds. In the current setup, funds are collected and tracked in the various accounts based on the purpose for which they were collected. School activity funds are managed through Great Plains, which follows the accounting structure presented below. All fund accounts begin with numbers one through nine and are assigned a nine digit number, according to the following structure:

- The first five digits indicate the account category or description
- The middle two zeroes are placeholders
- The last two digits indicate the account type

X X X X X – 0 0 – X X

50100-00-00 Administrative-General Rev/Exp

Activating and Creating New Accounts

A master chart of accounts for Great Plains has been established and is maintained by the Office of the Comptroller. Various accounts for grade levels, classes, clubs, and other activities are available for activation by every school or center with Great Plains access. Refer to the [Great Plains User Guide](#) for more information on how to activate an account.

A system administrator is required to create new accounts that are currently not available on the master chart of accounts. Contact the Financial Support Team in the Office of the Comptroller to set up new accounts in Great Plains.

Reference Materials

- [Great Plains User Guide](#)
- Year-end workshops are available to all FT/AAs; sign up through [MyPLT](#). Although new FT/AAs are required to attend, everyone is encouraged to attend.

Account Categories

All fund accounts must be set up in accordance with the specific purpose for which the funds are collected. The following sections list and provide guidelines for the existing school activity fund account categories. Every account category may have multiple account types; these are explained at the end of the section.

Series	Category	Examples
10000	Clubs	Art Club, Chess Club, Spirit Club
20000	Instructional	Media Center, Math, Science
30000	Activity	Yearbook, Debate, SCA/SGA
40000	Athletics	Football, Baseball, Swimming
50000	School Business	Administrative, Interest, ECA
60000	Clearing	Dishonored Checks, Instrumental Rental Fees
70000	Funds Held for Others	Scholarships, VHSL
90000	Advanced Appropriated	Instructional Supplies, Textbooks

Club Accounts (10000 Series)

Funds in club accounts must be used to benefit a distinct group of students, as opposed to the interest and concern of the entire student body.

- Clubs must be of interest to a limited group of students and organized with elected student officers from within the group. They may not be involved, in a competitive sense, with other schools.
- Middle and high school club accounts must be approved by [Student Activities and Athletics Programs](#).
- These accounts cannot hold a deficit balance longer than 30 consecutive days during the academic year or end the academic year with a deficit.
- Funds not expended will carry forward.
- Clubs inactive for an entire school year (i.e., no financial or administrative activity) must transfer the account balance to a school business account designated by the principal.

Source of Funds

Funds may be generated from club dues, specific sales, fundraisers, and donations. General revenue cannot be directly received.

Use of Funds

Expenditure authority lies with student members through their elected officials, the fund sponsor, and the principal.



Designation of Accounts

- Funds raised for a specific club activity may be credited to specific students, based on the votes of student members and approval from the fund sponsor and principal. Supporting documentation of the vote and guidelines for proration must be kept for audit review.
- Funds raised for a specific activity may not be refunded to students if a student cannot attend the activity or if the activity is canceled. The fund sponsor, principal, and club members will determine an alternative use for the funds.

Examples

Series	Account Name	Account
11000-Classes	Class of 2014 General Rev/Exp	11114-00-00
12000-Honor Societies	Nat'l Business Honor Soc-General Rev/Exp	12520-00-00
13000-Sports Clubs	Hiking Club-General Rev/Exp	13460-00-00
14000-Professional/Technical	DECA-General Rev/Exp	14170-00-00
15000-Service Clubs/Organizations	American Red Cross-General Rev/Exp	15020-00-00
16000-19000-Special Interest Clubs	Math Club-General Rev/Exp	17930-00-00

Policies and Regulations

- [Regulation 3866, Extracurricular Activities and Co-curricular Programs—High School and Middle School Clubs and Non-VHSL Activities](#)
- [Regulation 3860, Extracurricular Activities-Virginia High School League \(VHSL\) Interscholastic](#)

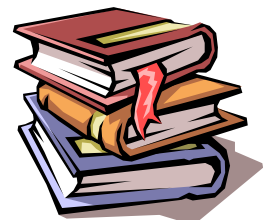
Instructional Accounts (20000 Series)

Funds in instructional accounts are to be used for the direct benefit of specific instructional programs.

- Individual accounts in this category may hold a deficit balance throughout the current school year, but may not end the academic year with a deficit balance. For extenuating circumstances, the principal may grant approval for a deficit in an instructional account to cross academic years.
- Upon termination of an account, the balance must be transferred to a school business account predetermined by the principal.

Source of Funds

- Funds may be generated from fees for a service (e.g., cosmetology), minor sales, student fees, donations, and transfers from other accounts.
- Major revenue-producing accounts are not included in this category unless the revenue is generated by an activity directly associated to the instructional program.



Use of Funds

- Funds may only be expended by authority of the chairperson of the instructional department and the principal.
- Fund expenditures should support the appropriate instructional program to the extent deemed necessary by the principal.
- Authorized fees must be used to cover the cost of materials consumed in the course of instruction. Any funds in excess of one dollar (\$1.00) per student at the end of the term must be refunded to the students.
- Funds other than authorized fees, in excess of instructional needs, may be reallocated by the principal to benefit the entire school, or carried forward to the next fiscal year with approval from the principal.

Example

Series	Account Name	Account
20200 – Art	Art – Fees/Dues	20200-00-35
22900 – Health & PE	Health and PE - General Rev/Exp	22900-00-00
23950 – Life Planning	Life Planning - General Rev/Exp	23950-00-00
27000 – Trade & Industrial	Trade and Industrial	27000-00-00

Policies and Regulations

- [Notice 5922, Revenue, Tuition, and Fees – Student Fees](#)

Activity Accounts (30000 Series)

Most financial transactions in Great Plains are attributed to tracking details of the 30000 series activity accounts. These funds are used for the benefit of the entire student body or institution.

- Students involved in these activities may serve as official representatives of the school in relationships or competitions with other schools.
- These activities include those with elected student officials, as well as those without student officers that are guided and supervised by appointed school staff members. Some activities include SGA/SCA, yearbook, and performing arts (e.g., band, drama, etc.).
- Individual accounts in this category may hold a deficit balance throughout the current school year. An effort should be made to clear all deficits before the end that academic year.
- Upon termination of an account, the balance must be transferred to a school business account.

Source of Funds

- Revenue may be general or specific in nature.
- Funds are generated from fees and event admissions.
- Revenue from fundraising drives.
- Funds should be tracked in different accounts and categorized by the intended purpose and use of funds collected.

Use of Funds

- Use of funds may occur with approval from the fund sponsor, principal, and student officers (when appropriate).
- Fund distribution can be for general (e.g., school garden) or specific (e.g., SGA field trip) purposes.

Examples

Series	Account Name	Account
35300 – Fund Raising General	Fund Raising General – Fund Raising/Resale	35300-00-45
38450 – Safety Patrol	Safety Patrol – General Rev/Exp	38450-00-00
38300 – Publications	Publications – Yearbook – General Rev/Exp	38300-00-00
38600 – SGA/SCA	SGA/SCA – General Rev/Exp	38600-00-00

Reference Materials

- [Nonappropriated Funds - Yearbook](#)

Policies and Regulations

- [Regulation 1370, Fundraising](#)

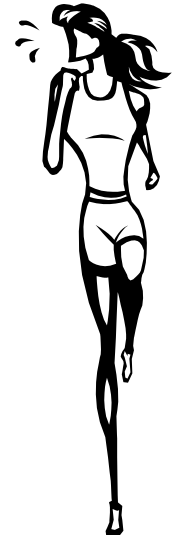
Best Practices

- All fund-raising activities must be approved by the principal before the activity begins.
- Fundraising revenue must be tracked in an account dedicated to the activity. Upon completion of the fundraiser, profits should be transferred to the corresponding activity account.

Athletic Accounts (40000 Series)

Funds in athletic accounts must be applied for the benefit of the athletic program.

- Individual accounts in this category may hold a deficit balance at times, but may not end the academic year with a deficit balance.
- Funds not expended must be carried forward to the next fiscal year.



Source of Funds

Revenue may be general or specific in nature and derived from gate receipts, fundraisers, donations, and transfers from other accounts.

Use of Funds

Expenditure authority lies with the corresponding coaches through the director of student activities and the principal. Allocations may be general or specific in nature.

Examples

Series	Account Name	Account Number
41000 – General	Athletics – General Rev/Exp	41000-00-00
42000 – Boy Sports	B Basketball – General Rev/Exp	42049-00-00
44000 – Girl Sports	G Tennis – General Rev/Exp	44750-00-00
46000 – Coed Sports	Baseball – General Rev/Exp	46049-00-00

Policies and Regulations

- [Regulation 3860, Extracurricular Activities-Virginia High School League \(VHSL\) Interscholastic](#)

School Business Accounts (50000 Series)

Commonly used school business accounts include the administrative account and the educational contingency account (ECA). Funds in school business accounts are available for the entire student body and school.

- Funds may only be expended by authority of the principal or designee.
- Revenue may be general or specific in nature.
- Administrative and fee accounts may hold deficit balances.
- Schools may not carry deficit balances in their ECA account.
- Upon termination of an account, balances must be transferred to other accounts as directed by the principal.

Administrative Account

The funds in the administrative account come from a variety of sources. These funds are designated to benefit the entire student body. Special care must be taken when making decisions to utilize these funds. All expenses should be appropriate for the students' age and grade level and purchases must comply with FCPS procurement guidelines and practices.

Sources of Funds

- Yearbook or picture commissions
- Reward programs from various vendors (Giant, Target, Safeway, E-scripts)
- Donations specifically for benefit of the student body
- Schools share of commissions from monopole towers and the one-time monopole setup fee.

Use of Funds

Every effort must be made to ensure the entire student population receives some benefit from funds in the Administrative Account. The list below, although not comprehensive, was created to provide a general idea of the appropriate use for funds in the administrative account. The Administrative Account may be used for the following:

Students

- Supplies: glue sticks, tissues, composition books, colored pencils, etc.
- Recorders
- Assignment books, textbooks, workbooks, disks, scholastic magazines, and software
- Computers and printers for classrooms and offices
- Supplement or pay for patrol and student leadership camps

Staff Development

- On-site training for staff members
- Conferences or registration fees; not to include travel, lodging, or meals
- Supplement appropriated funds for staff development substitutes (SSXXX0336-506570)

Other

- Supplement or pay for Colonial Day/Author Day instead of charging the students
- Supplement instructional field trips
- Refreshments for parent, PTA/PTO, or business partner functions
- Fund minor improvements, beautification, and landscaping projects
- Bank fees



Restrictions

- Personal or social faculty/staff activities, such as a retirement dinner or gift.
- Kitchen appliances and furniture for staff rooms and faculty lounges.

Best Practices

- Accounting operations will deduct FICA from deposits into a salaried account (e.g., sub training). It is important to calculate and include the amount for FICA when remitting school activity funds for deposit into appropriated accounts.

Educational Contingency Account (ECA)

The Educational Contingency Account (ECA) serves to fund activities that benefit the school. Activities funded by the ECA are in addition to planned activities, which have already been funded through the School Board, and may include unplanned contingencies during the school year. These funds are not permitted to be used to benefit individual school employees. ECA funds may be used to supplement or support staff development, planning meetings, and special functions. Restrictions are outlined in the [incidental purchases](#) section of this handbook.

Source of Funds

Funds received from the following sources are permitted to be recorded in the ECA fund.

- Retained fees not to exceed 15 percent from:
 - Out-of-county tuition
 - Student parking fees
 - Building use rental
 - Vandalism payments
- Vending machine profits not designated for a specific purpose and profits received from a faculty vending machine.
- Up to 10 percent of interest earned on nonstudent funds during the fiscal year.
 - Monopole proceeds are deposited in the administrative fund and proceeds from the replacement/repair of lost and damaged textbooks should be returned to appropriated or put in administrative funds and used to purchase replacement books.

Uses of ECA Funds

Disbursement of ECA funds must be approved by the school principal, except as stated otherwise. Purchases must comply with FCPS procurement guidelines and practices. Prudent judgment and due diligence must be exercised to ensure funds are used reasonably and to benefit the school as a whole and in alignment with the performance standard to foster the success of all students by supporting, managing, and overseeing the school's organization, operation, and use of resources. See the school ECA activity fund matrix.

ECA Funds May Be Used For:

- Supplementing the cost of overtime or hourly assistance required to process the collection and deposit of student fees. These fees must be remitted to appropriated fund accounts to cover the aforementioned payroll costs.
- Minor building improvements.
- Professional development activities conducted at the school, such as webinars and training seminars.
- Light refreshments for meetings involving parents, community members, staff, and faculty.
- Membership dues to wholesale clubs (e.g., Costco, BJ's, and Sam's Club).
- Items that can be worn or displayed in a work place to promote team building or unity within a department or school or are in recognition of business or community support. The cost of these items should not exceed \$25 per item. Examples include shirts (excluding uniforms or clothing required to identify staff members supervising students), lanyards, pens, mugs, etc.
- Staff and faculty team building and planning meetings conducted offsite. Such activities should be conducted within the County of Fairfax, and where possible, community centers, county and library facilities, or higher education campuses should be used. All offsite meetings will require the approval of the school's respective region assistant superintendent
- All local and nonlocal travel reimbursements must be processed through Online Travel. Funds for nonlocal travel must be remitted to appropriated funds to cover the aforementioned travel costs.
- The cost of food and refreshments should be within the 75 percent of per-diem rates per individual.

ECA Funds May Not Be Used For:

- Personal gifts and awards to individuals (i.e. gift cards, flowers, wedding/retirement gifts, tickets to entertainment/sporting events, and spa services).
- Loans or gifts to Sunshine clubs and employee groups.

Accounting Procedures

- Disbursements should be made directly from the ECA fund account.
- The ECA fund account may not be in a deficit at any point in time.

ECA Account

Series	Account Name	Account
52550 - Educational Contingency	Educational Contingency-General Rev/Exp	52550-00-00

Policies and Regulations

- [Regulation 5922, Student Fees](#)
- [Regulation 5810, School Activity Funds Management](#)
- [Regulation 5120, Employee Group Funds, Faculty Funds, and Sunshine Funds](#)

School ECA Activity Fund Matrix

Source of Revenue	School Activity Fund Account	Purpose	Guidelines
Building use and facility rental (Up to 15 percent retained)	ECA	<p>Allocations are designated for the benefit of the school and approved by the principal.</p> <p>These funds are not permitted to be used to benefit individual school employees.</p>	<p>Permitted Uses:</p> <ul style="list-style-type: none"> • Supplementing the cost of overtime or hourly assistance required to process the collection and deposit of student fees • Minor building improvements • Light refreshments for meetings involving parents, community members, staff, and faculty • Dues and Fees <ul style="list-style-type: none"> ○ Membership fees for wholesale clubs (e.g., Costco, BJ's, Sam's Club) • Staff functions <ul style="list-style-type: none"> ○ Staff and faculty team building activities that occur at the school ○ Staff and faculty planning meetings conducted offsite ○ Professional development activities that can be conducted at the school such as webinars and training seminars ○ Local and nonlocal travel must be processed through Online Travel • Meals for staff and faculty should not exceed 75 percent of the GSA per-diem allotments <p>Restrictions:</p> <ul style="list-style-type: none"> • Personal gifts and awards to employees • Loans or gifts to Sunshine clubs and employee groups.
Out-of-county tuition (Up to 15 percent retained)			
Student parking fees (Up to 15 percent retained)			
Vandalism payments (Up to 15 percent retained)			
Vending machine profits			
Not to exceed 10 percent of earned interest of nonstudent funds during the fiscal year			

Clearing Accounts (6000 Series)

Clearing accounts have a flow-through nature; funds move in and out in equal amounts. In general, funds are intended for specific purposes and not available for use in other activities.

- These accounts should hold:
 - Positive balances when funds are to be forwarded
 - Deficit balances when submitting a reimbursement request from FCPS
- These accounts normally have a year-end balance of zero.
- Positive and deficit balances may be carried forward and shown on the [School Activity Funds, Accounts Receivable Report \(FS-31-73\)](#).

Examples

Series	Account Name	Account
62400 – Dishonored Checks	Dishonored Checks-General Rev/Exp	62400-00-00
64500 – Field Trips/Off Site	Field Trips/Off Site-General Rev/Exp	64500-00-00
65200 – Instrumental Rental	Instrument Rental-Fees/Dues	65200-00-35
66600 – Parking Fees	Parking Fees-Fees/Dues	66600-00-35

Funds Held for Others (70000 Series)

Funds in these accounts are not designated for the entire student body and are thus restricted from use in other activities. Individual accounts will not hold a deficit balance. Expenditure authority lies with the designated official or officer.

- Fund sponsors should understand that all monies placed in a Funds Held for Others account are subject to FCPS guidelines and regulations.

Examples

Series	Account Name	Account
70500 – Charity Activities	Charity Activities-General Rev/Exp	70500-00-00
72000 – Scholarships	Scholarships-General Rev/Exp	72000-00-00
76000 – Staff/Faculty Social Org	Staff/Faculty Social Org-General Rev/Exp	76000-00-00
77000 - VHSL	VHSL – District-General Rev/Exp	77000-00-00

Policies and Regulations

- [Regulation 5815, Guidelines for Virginia High School League \(VHSL\) District, Regional, and State Tournaments](#)
- [Policy 1375, Charity Drives](#)
- [Policy 2510, Scholarships and Awards](#)

Advanced Appropriated Funds (AAF) (90000 Series)

Schools receive a percentage of their appropriated instructional materials and textbook funds for the purchase of instructional materials and office supplies. The funding allows schools to cut checks locally to vendors and reimburse staff for supply and textbook purchases.

Source of Funds

- The Department of Financial Services will disburse AAF funds at the beginning of the school year via ACH transfer to the Bank of America checking account.
- Elementary and middle schools receive 20 percent of such allocations and high schools receive 30 percent.

Use of Funds

- The nine series fund accounts are only to be used against the AAF checking account (cash account-09001-00-00).
- AAF may only be used to purchase instructional materials and textbooks.
- Any exceptions for check payments outside of these guidelines must be approved by the financial support team in the Office of the Comptroller.

Examples

Series	Account Name	Account
91400 – General Ed Supplies	General Ed Supplies-General Rev/Exp	91400-00-00
91600 – General Ed – Textbooks	General Ed-Textbooks-General Rev/Exp	91600-00-00
92200 – GT Center – Supplies	GT Center-Supplies-General Rev/Exp	92200-00-00
97400 – Special Ed Supplies	Special Ed Supplies-General Rev/Exp	97400-00-00

Policies and Regulations

- [Regulation 5013, Advanced Appropriated Funds Program](#)

Account Types

The following table displays general guidance rules to follow for the corresponding fund account types. It is important to keep in mind that some fund accounts will carry forward to the following fiscal year, while others may need to be cleared at year-end.

Account Type		General Guidelines
00	General Revenue/Expense	<ul style="list-style-type: none"> Deficit must be cleared at year-end Most balances may be carried forward (unless part of student fees) Balance for Kindergarten snacks cannot be carried forward ECA must never carry a deficit
10	Bank Fees	<ul style="list-style-type: none"> Deficits must be cleared at year-end
15	Commissions	<ul style="list-style-type: none"> Should not carry deficits Balance may be carried forward or transferred to the administrative account
20	Client Fees	<ul style="list-style-type: none"> Should not carry deficits Balances should be transferred to a general level account at year-end
25	Donations	<ul style="list-style-type: none"> Deficits must be cleared if the account is overspent Balances may be carried forward Funds must be used for purpose of donation
30	Equipment	<ul style="list-style-type: none"> Should not carry deficits Balance may be carried forward
35	Fees/Dues	<ul style="list-style-type: none"> Deficits may be carried during the fiscal year, but must be cleared at year-end Refund students if more than \$1 per student left in account Can transfer to general level account if less than \$1 per student
40	Field Trips	<ul style="list-style-type: none"> Charge exact cost of trip (or less) can pass charges for buses to students Deficits may be carried during the year, but must be cleared at year-end (unless an account receivable against that account exists) Balances may not be carried forward
45	Fundraising/Resale	<ul style="list-style-type: none"> Deficits may be carried Only for collection and expenses. Profit must be transferred to the appropriate account to use (reason for fundraiser)
50	Gate Receipts	<ul style="list-style-type: none"> Gate receipts - high schools Should not carry deficits
55	Sales (Yearbook Only)	<ul style="list-style-type: none"> Sales (used for yearbook only sales and yearbook invoice only) Profit should be transferred to general level account
60	Material and Supplies	<ul style="list-style-type: none"> Account may not carry a deficit Balance may be carried forward
65	Resale Operations	<ul style="list-style-type: none"> Account may carry a deficit, but must be offset by inventory Recorders - Can only charge exact cost or less. Deficits may be carried during the fiscal year, but must be cleared at year-end Balance may be carried forward
70	Service/Consultants	<ul style="list-style-type: none"> Account may not carry a deficit Funds should be used or moved to general level account at year-end (unless an account payable against the account exists at year-end)
75	Uniforms – School Property	<ul style="list-style-type: none"> Account may not carry a deficit Funds should be sent in with a FS-133 to post back to appropriated funds

Banking

Nonappropriated Funds Banking

School activity funds are considered public funds and are thus required to be deposited in a Virginia Qualified Public Depository in compliance with the Security for Public Deposits Act (SPDA). As custodians of public funds, principals have a fiduciary responsibility to ensure funds are properly managed, accounted for, and secured.

- All accounts will be established for school activity funds under a FCPS banking services contract with a Virginia Qualified Public Depository banking institution.
- Accurate records must be kept of all receipts and disbursements to provide a clear and concise statement on the condition of each fund at all times.
- All bank accounts must be titled Fairfax County Public Schools and subtitled with the name of the school.

Duties and Responsibilities

Principal

The principal is required to:

- Ensure funds are properly managed, accounted for, and secured.
- Review financial statements provided by the banking institution for accuracy.
- Ensure records are kept in accordance with FCPS guidelines, [Regulation 5810, School Activity Funds Management](#), and other pertaining regulations.

Finance Technician/Administrative Assistant

The finance technician/administrative assistant (FT/AA) is required to:

- Reconcile monthly bank statements.
- Ensure that all necessary bank signature forms are signed and completed before forwarding to the Office of the Comptroller.

Guidelines

Bank Accounts

Checking Accounts

- Checking accounts will be established for school activity funds under a FCPS banking services contract with a Virginia Qualified Public Depository banking institution.
- Principals must be the primary signatory for all bank accounts.
 - Checks drawn from the bank account require dual signatures
 - The principal must designate an alternate signatory and co-signer(s). The FT/AA should not be an alternate signatory but can be a designated cosigner
 - Signature stamps are not accepted
- Principals, alternate signatories, and co-signers are prohibited from signing checks payable to themselves.
- Online banking services for bank statements, stop payments, and remote deposits require prior approval from the Office of the Comptroller.
- Online bill pay functions are not permitted.
- The Office of the Comptroller must approve additional bank accounts created for specific purposes or changes to existing bank accounts.
- Keep bank signature card forms on file at the school and have them available for the annual audit.
- For the advanced appropriated funds (AAF) checking account, signatories must complete and sign the Bank of America signature card forms and return them to:

Accounting Operations
Office of the Comptroller
Gatehouse Suite 4300

Best Practices

- Ensure the bank account is titled Fairfax County Public Schools and subtitled with the name of the school.
- Forms should be accurate and kept up to date. Always ensure that the proper signatories are on file with the bank.

Reference Materials

- [Financial Support Team Forms](#)
- [Virginia Treasury Board](#)
- [Regulation 5810, School Activity Funds Management](#)

Savings Account

As a best practice, funds should be utilized during the same academic year the funds are collected. School administrators should pay close attention to the reason for establishing a savings account. Proper consideration must be given to the type, selection, and underlying obligations associated with the accounts. Savings accounts are justified for the following two main purposes:

- Cover planned or anticipated future capital outlay expenditures.
- Increase revenue by depositing temporarily idle funds into interest-bearing accounts.

Only the following approved account types are allowed:

- Certificates of deposit (CDs); term not to extend beyond 90 days.
- Money market accounts
- No stocks or mutual funds are allowed.

Guidelines

Take into consideration the following when opening a savings account:

- The interest rate should be competitive with current market rates.
- Funds must earn interest from the date of deposit to the date of withdrawal. There should be no penalty for withdrawal of funds regardless of when they were deposited or withdrawn.
- There must be no requirement of maintenance of a minimum balance to keep the account active. A reasonable minimum balance under which interest will not be earned is acceptable.
- Savings accounts may not have check writing ability.
- Principals must follow the same alternate signatory and dual signature requirements that govern checking accounts, as stated in [Regulation 5810, School Activity Funds Management](#).
- Withdrawals should normally be accomplished with the signature of the principal, or designee.
- Penalties for early withdrawals should be avoided.
 - Temporary idle funds that may be needed on short-term notice should be invested in accounts that pay interest from date of deposit to date of withdrawal, without incurring withdrawal penalties.

Reference Materials

- [Regulation 5810, School Activity Funds Management](#)

Bank Account Transfers

Funds in checking accounts should be held to the necessary minimum until checks are written at a preplanned time. At the appropriate time, a transfer from a savings account into a checking account can be used to cover planned expenses.

Guidelines

Account transfers must meet the following criteria:

- Transfers of funds must be made free of charge with no limit imposed on the number of transfers allowed.
- The bank should provide documentation of each individual transfer.
- Monthly or quarterly statements itemizing all transactions, including interest accrual and any other non-telephonic transactions should be provided by the bank.

Change Fund Accounts

Change funds are provided for change-making operations in connection with a sales activity (e.g., a librarian needing change for customers at a school book fair). Change funds are not to be used for disbursements or advances for expenditures.

Guidelines

General

- To establish a change fund, the FT/AA should issue a check in the name of the individual representing the organization requiring change funds.
- The individual who is issued the check is responsible for cashing the check and obtaining the change in the denominations of cash and/or coins needed.
- The individual who is issued the check is held financially liable for loss or failure to return the money.
- Limit the change fund amount to meet the need for change-making.
- A change fund should never be issued to the FT/AA.
- Change funds should be kept separate and not be counted as part of the receipts from the sales activity.
- The change fund is to be returned in full and deposited to the checking account at the conclusion of the activity.
- All change fund accounts must be closed at the end of the fiscal year; even change fund accounts needed throughout the school year.

Accounting

- When a change fund is issued, a cash disbursement is recorded in the accounting system using the school's main checking account and a change fund cash account.
 - Schools without a change fund account should contact the Financial Support Team to have one activated.
- As soon as the need for the change fund has expired, the change fund should be returned in full and deposited into the school's main checking account.



- The transaction in the accounting system recording the return of the change fund is a cash receipt using the same two cash accounts that were used for the disbursement.
- No fund account is used when recording change fund transactions. Complete instructions for issuing a change fund in the accounting system can be found in the Great Plains User Guide, [Cash Account Only Transactions](#).

Reference Materials

- [Great Plains User Guide](#)

Policies and Regulations

- [Regulation 5810, School Activity Funds Management](#)

Revenue

Sources of Revenue

School activities are self-supporting and thus many sources of revenue are acceptable to establish and maintain these activities. Principals should review and monitor revenue-producing activities for appropriateness. At no point should a school activity exist for the sole purpose of producing revenue. The following section contains guidelines and best practices for handling the major sources of revenue for schools.

Salable Inventory

Salable inventory refers to inventoried merchandise held at a school with the intent to sell and produce general revenue. Examples of salable inventory include items such as athletic clothing, school store items, etc. These items must be accounted for in appropriately titled accounts as a means of determining profit and loss.

Accounting for Sales of Inventory

Inventory must be safeguarded and managed properly. Activity sponsors should evaluate the sales operations to realize the potential profit rate established by the cost-to-sales price relationship.

- Only revenue and expenses attributed to the sales activity should be included in inventory accounts.
- Profits remaining in those accounts should be transferred to the appropriate revenue account.
- Activity sponsors must keep a detailed log that includes quantity sold, selling price, date of purchase, and purchaser information (name, contact number, etc.).

Inventory Valuation

An inventory of salable merchandise followed by a profit-loss calculation should be frequently performed during the school year to help control and safeguard inventory.

- Refer to the vendor's most recent invoice to help calculate profit based on actual prices versus selling price.
- Inventory that remains on hand at the end of the school year must be valued at the vendor's invoice price (including delivery charges and sales tax, if applicable).
- Vendors may change prices for the same item from year to year. Prior year inventory must be discounted or sold at the vendor's invoiced price from the prior year.
- When it becomes apparent that inventory items cannot be sold for an amount at least equal to the invoice value, the item should be sold at a lower price and a notation to that effect should be added to the year-end inventory.

Best Practices

- Evaluate the needs of the current school year and order enough inventory to meet, not exceed those needs.

Sales Price of Inventoried Items

- Sales prices must be established at a level that will avoid losses or an excessive profit rate of more than 25 percent per the current version of [Policy 5830, School Stores](#).
- Recorder inventory must be sold for the exact purchase price or less.
- Pricing should consider the need to make change (e.g., rounding prices), as well as prices charged by local vendors or stores.
- Fixed sales prices will establish a cost-to-sales price relationship from which the potential profit rate can be calculated.

$$\text{Profit Percentage} = \frac{\text{Sales Price} - \text{Cost}}{\text{Cost}}$$

Nonsalable or Obsolete Items

- Inventory items that are deemed not salable at the normal price due to age, damage, shopworn condition, suitability, etc., should be disposed of by:
 - Returning inventory items to the vendor for credit
 - Reducing sales prices
 - Giving the items away to students
- Proper and detailed records of items donated or sold at reduced prices, must be kept on file. The annual inventory report should also reflect items donated or sold at reduced prices.

Inventory Security

Substantial financial losses can occur when salable inventory is not safeguarded properly. The following should be followed to minimize such losses:

- Inventory security is best when inventory is kept to a minimum (particularly when schools are closed) and when rapid turnover of merchandise occurs.

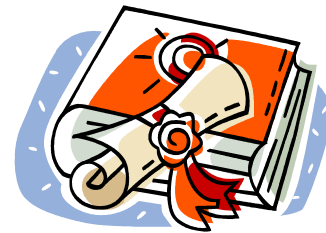
- A list of available and sold inventory should be kept up to date and maintained by a designated individual overseeing the distribution of merchandise.
- Access to stored inventory should be limited to personnel charged with the responsibility for the merchandise. Merchandise should be secured with locks that are not on the master key system.
- End-of-year inventories should be verified at the beginning of the new school year to determine whether there was loss over the summer, and to establish responsibility.

Sale of Yearbooks

Funds collected through approved yearbook activities, other than direct sale, should be tracked separately and not deposited with yearbook sales in order to comply with regulations designated for account integrity. This process will aid in completing a more accurate Yearbook Sales Summary Report and help maintain account integrity.

Guidelines

- All FCPS purchase order, procurement, and contract guidelines must be followed when soliciting vendors for yearbook services.
- Publications-Yearbook-Sales (38300-00-55) is the only account to be used for recording yearbook sales.
- Principals may approve fundraising activities to reduce the cost of yearbooks. Funds raised through such activities should be accounted for separately in Publications-Yearbook Fundraising/Resale account (38300-00-45).
- Contractual deposits to vendors for yearbook services are permissible and should be paid from Publications-Yearbook-Sales (38300-00-55).
- Cash receipts for specific yearbook activities should be posted to the following accounts:



Yearbook Activity	Account Name	Account Number
Sales	Publications – Yearbook Sales	38300-00-55
Fundraising	Publications – Yearbook Fundraising/Resale	38300-00-45
Donations	Publications – Yearbook Donations	38300-00-25
Field Trips	Publications – Yearbook – Field Trips	38300-00-40

- Money collected from field trips to enhance the learning process associated with yearbook production should be posted to Publications –Yearbook-Field Trips (38300-00-40).
- All other costs associated with yearbook production (i.e., postage, film, processing) should be paid from Publications-Yearbook-General Rev/Exp (38300-00-00).

Year End Procedures

Account Ending Balances

- Publications-Yearbook-Sales (38300-00-55)
 - Profit should be moved to Publications-Yearbook-General Rev/Exp (38300-00-00)
 - Yearbook fund accounts may not end the year with a deficit balance
 - Prior to year-end, transfer funds from yearbook fundraising, donations, and/or administrative fund accounts to clear any deficits
- Publications-Yearbook-Fundraising/Resale (38300-00-45)
 - Balance may remain in account to be used the following year
 - Balance may be moved to Publications-Yearbook-General Rev/Exp (38300-00-00) for general purchases
- Publications-Yearbook-Donations (38300-00-25)
 - Balance may remain in account to be used the following year
 - Balance may be moved to Publications-Yearbook-General Rev/Exp (38300-00-00) for general purchases

Reporting

The Yearbook Sales Summary Report is a required component of the year-end audit process. All financial activity related to yearbook sales (vendor sales, school sales, combined, PTA) must be documented. The Publications-Yearbook-Sales fund account will be reviewed during the annual audit. Samples and detailed instructions can be found in the [Year End Reports and Materials](#) webpage.

Reference Materials

- [Year End Reports and Materials](#)

School Store

Although not required, school stores may be operated. The school store provides students and school staff convenient methods of purchasing items associated with the school's instructional program and items that contribute to the development of school spirit.

Operations

- Merchandise offered should be limited in selection.
- Direct competition with the local business community should not be the intent of product offerings.
- Merchandise should be purchased with the expectation to sell all items during the course of the school year.
- Establishing accounts or minimum purchase limits that would suggest the payment of a fee for supplies is not permissible. All items should be sold directly to the purchaser.
- School store customers should not be charged state sales tax.
- Hours of operation will be suitable to student needs as determined by the principal.
- Unless otherwise established by the School Board, the school store profit margin (overall sales, not each individual item sold) will not exceed 25 percent of the cost of goods sold.



Inventory

- Perform a physical inventory of school store items for sale at least twice a year to determine any profit/loss trend and to provide a learning opportunity for students operating the store.
- At the end of the school year, school store operators should perform a final inventory and submit a copy to the FT/AA for year-end reporting. The report must be retained on file with the FT/AA.
- Follow the guidelines presented on the [Salable Inventory – Inventory](#) section above. Take additional steps to secure inventory if any losses due to pilferage are identified.
- Revenues, excluding the change fund, must be given to the FT/AA for deposit daily.
- Cash from sales should not be used in lieu of a change fund or to make cash payments.

Policies and Regulations

- [Policy 5830, School Stores.](#)

Revenue Derived from Cooperative Activities

All funds derived from cooperative school activities (athletic events, sales drives, etc.) involving school personnel, students and school property are defined by the Virginia Board of Education as school activity funds. Except as outlined below, such activities must be accounted for in the school activity fund records. Refer to the current version of [Regulation 1370, Fundraising](#) for specific fundraising requirements.

Fee-Admission Events

As a best practice, serially numbered tickets should be used for all activities involving students, faculty, and/or school facilities for which an admission fee is charged.

Control and Management of Serially Numbered Tickets

Schools must designate a person(s) to be responsible for the control and management of all serially-numbered tickets. The designated ticket manager will be responsible for accounting and disposing of inventory as set forth in the current version of [Regulation 5812, Ticket Management](#).

Exception to Use of Serially Numbered Tickets

School activity events conducted so that the admission charge is an item of value, other than cash (e.g., food for the homeless, clothes, and other material donations), are exempt from using serially-numbered tickets.

School-Related Organizations

Parent Teacher Associations (PTA/PTO), Booster Clubs, and Virginia High School League (VHSL) organizations are required to maintain individual financial records for the events they sponsor. Events exclusively sponsored by school-related organizations are not accounted for in the school activity fund account structure. Schools and school-related organizations should work cooperatively to ensure accurate financial records exist for all events.



VHSL Activities

Funds generated by VHSL-sponsored athletic activities should only be accounted for in VHSL financial records. As an exception, VHSL funds collected at the local school level (e.g., ticket sales) may be deposited initially in the school's bank account, but only as a channel to safely transfer the funds to VHSL accounts.

- Schools may set up clearing accounts for VHSL-sponsored athletic activities in which expenses exceed gate receipts. Reimbursements to VHSL must be made within 30 days.
- Funds generated through VHSL-sponsored athletic activities must be managed according to VHSL guidelines and best practices as presented in the VHSL Handbook. Refer to the [VHSL Handbook](#) for more information.

Reference Materials

- [VHSL Handbook](#)

Policies and Regulations

- [Regulation 5812, Ticket Management.](#)
- [Regulation 1370, Fundraising](#)
- [Regulation 5815, Guidelines for Virginia High School League \(VHSL\) District, Regional, and State Tournaments](#)

PTA and Booster Club Activities

- Funds raised by school activities supported, but not sponsored by PTA/PTO and booster groups are defined as school activity funds and must be receipted into the school activity fund records.
 - To support an activity is to provide assistance to a school or activity within the school (e.g., athletic program) without, in any way, controlling or directing any aspect of the activity being supported.
 - To sponsor an activity is to accept full responsibility for controlling and managing the activity, including: purchasing, selling, accounting, paying all obligations and complying with all federal, state, and local laws and ordinances.
- Any fundraising activity sponsored by a school-related or outside organization that involves student participation must be approved by the principal. The principal will determine whether funds raised must be receipted into the school activity fund records.

Fund-raising Sponsored by School-Related Organizations

- Fundraising requests must be authorized by the principal, or designee.
- All approved requests must ensure equitable opportunities for all school groups.
- The intended purpose of fundraiser proceeds must be clearly stated before the onset of fundraising activities.

Monopole Revenue

Revenue received from monopole operations is deposited directly to the bank account via ACH transfer. Monopole revenue is retained at the school and should be recorded using the revenue guidelines identified in this document.

Collection of Revenue

All general and specific revenue classified as school activity funds must be receipted into school activity funds records promptly and intact. Disbursements of revenue received should not occur until such revenue is recorded and deposited in the checking account.

General revenue is derived from continuing, recurring, or service activities. General revenue should support and benefit the student body or the group or activity generating the revenue. Specific revenue is derived for a specific purpose or one-time approved activities. Specific revenue should be used for the purpose for which it was collected or the benefit of the student body.

Forms of Receipts

Documentation of cash receipts is an essential component of the recording of revenue. There are various forms of receipts that may be used as documentation (activity receipts, list of receipts, etc.); the form used will depend on the circumstance. In all cases, one of the approved forms of documentation must be provided to the finance technician/administrative assistant (FT/AA) by the individual collecting the funds.

Retention of receipt documentation is the responsibility of the FT/AA. In all cases, there should be a match of amounts on the form of receipt used, the School Finance Deposit Slip (FS-131 or FS-131A), and the Great Plains receipt number. FS-131A and FS-131 can be found on the [Financial Support Teams Forms](#) webpage.

Fund sponsors or teachers who submit receipt documentation to the finance office are responsible for reviewing the accuracy of the receipts. The FT/AA is then responsible for verifying the receipt information. All records are subject to audit review.

Activity Receipts

An activity receipt may be used to collect funds within individual activities. Generally, activity receipts are used by a fund sponsor or teacher to record various types of collections before the money is submitted to the FT/AA for deposit. The fund sponsor or teacher must:

- Prepare a receipt. The original is given to the person from whom funds are being collected and a copy is kept for the school's records.
- Submit a duplicate copy of the receipt, money collected, and a completed School Finance Deposit Slip (FS-131) to the FT/AA.

The FT/AA must match the activity receipts with the deposit slip, prior to making a bank deposit and filing these documents together once processed.



List of Receipts

Issuing individual activity receipts to a large group of individuals paying money can become overly burdensome and time consuming (e.g., collecting small fees from students of an organization with a large membership). If individuals do not demand a receipt, the collector may submit any of the following forms along with the money collected to the finance office:

- School Finance Office Deposit Slip-Detailed (FS-131A)
- School Finance Deposit Slip (FS-131)
- A list showing the payers' names (e.g., class list), the date the funds were collected and the amounts collected.

Other FCPS Forms

Other FCPS forms may be used as supporting documentation for the collection of funds (e.g., vocational customer service contracts or building use applications).

- These forms must be turned in to the FT/AA, along with money collected and a completed school finance slip (FS-131).
- The FT/AA will match these forms with the deposit slip and note the automated accounting system receipt number on the documents.
- The FCPS forms should be filed in the appropriate account file, and the School Finance Deposit Slip (FS-131) must be filed with the appropriate deposit documentation.

School Finance Deposit Slip

The School Finance Deposit Slip (FS-131) or the School Finance Deposit Slip–Detailed (FS-131A) must be filled out by the teacher or sponsor depositing funds to the finance office. The person receiving the funds must sign or initial the appropriate line and give the white copy to the teacher or sponsor for his or her records. After the amount of the deposit is verified by the FT/AA, a receipt must be posted in Great Plains. These deposit slips should be attached to any related receipts as backup for deposit transactions.

Date		Teacher Signature	Date
9/10/13		<i>Diana Prince</i>	9/10/13
List name of student payers and amounts paid			
		55350-00-00	Fund Account to be Credited
1	Bruce Kent	Lost Math Textbook	
2	Clark Wayne	Activity	
3	Mary White		
4			
5			
6	Currency	\$ 30.00	
7			
8	Coin	\$ 0.00	
9			
10	Checks	\$15.00	
11			
12	Total	\$45.00	
13			
14		The above listed funds have been accepted for the finance office. A receipt will be furnished upon verification	
15			
16			
17	9/10/13	<i>I.M. Finance</i>	Date Received By
18			
19	9/10/13	<i>I.M. Finance</i>	Date Verified By
20			

FS-131A (7/96) WHITE-DEPOSITOR, CANARY-FINANCE OFFICE

Recording of Daily Receipts

All money turned in to the FT/AA and all money deposited to the school activity fund checking account must be receipted by the FT/AA in Great Plains on the day it is received.

Depositing of Daily Receipts

Funds received by the finance office must be safeguarded in a secured location (i.e., safe, vault, etc.), but the best safeguard method is to deposit the funds in the checking account. It is recognized that the funds collected during one or two days in elementary schools may be small and not worth a trip to the bank. However, significant amounts of cash should not be allowed to accumulate and should not be retained on hand overnight.

- Amounts totaling \$25 or less must be deposited within ten business days.
- Amounts exceeding \$25 must be deposited within five business days.

Funds received should be deposited intact, and a relationship should be established between funds deposited and the receipt forms used in the collection. Receipts of one month are not to be commingled with receipts of another month in a single deposit.

Documenting Deposits

The following procedures and considerations apply to documentation of deposits to accounts:

- Each deposit made to the bank account must be evidenced by a copy of a bank deposit slip in the FT/AA's file. If deposits are made by individuals other than the FT/AA (e.g., ticket manager), the deposit slips must be turned over to the FT/AA.
- The deposit slips retained by the FT/AA should be filed chronologically within the month in which they were prepared and attached to that day's deposits edit list from the automated accounting system.
- Any debit or credit memorandums returned with the monthly bank statement should be kept with the bank statement with which they were returned.

Returned Checks

Checks received and deposited by schools may be subsequently returned by the bank as a result of nonsufficient funds. The bank will deduct, from the schools bank account, the amount of the returned check and any associated fees. The school will be notified by the bank through a debit memo to include an image of the returned check. The debit memo and collection of funds will be recorded in Great Plains as follows:

Recording a Debit Memo for a Returned Check and Related Fees

Schools will process and track returned checks in Great Plains. The school is responsible for pursuing the collection of the funds. To account for the returned check, the school will use the dishonored check fund account (62400-00-00) to record the return check, associated fees and subsequent collection. The fund account used to record the original transaction will not be affected until all efforts to collect have been exhausted.

- The bank will debit the school's checking account for the amount of the check and any associated fees. A notification of the charges will be sent via a debit memo to the school.

The school may record the debit memo in Great Plains during the monthly bank statement reconciliation (see [Great Plains User Guide, Bank Reconciliation](#) Chapter V-4). Review fund account balances in Great Plains to determine if the returned check will have a negative impact on the fund account balance. If a negative impact is determined, the recording of the debit memo in Great Plains should be performed immediately.

- Process the debit memo in Great Plains by choosing the option "other expense" to decrease the dishonored check fund account 62400-00-00 by the amount of the returned check and associated fees.
- Record the returned check amount and associated fees on separate lines in the dishonored check fund account. This adjustment will decrease the main checking account and the dishonored checks fund account. By separating the check amount and fee into separate lines, the detailed trial balance report will properly reflect both the fee amount and check amount.

Collection of Funds for a Returned Check

- The FT/AA contacts the maker of the check to request replacement funds for the check and bank fee, if applicable.
- School administration, at its discretion, will decide whether to redeposit the original check, request a new check/certified check/money order, or require cash from the maker.
- A pattern of returned checks from the same maker is sufficient justification to require other forms of payments.
- When funds are recovered, process a cash receipt to increase the dishonored checks fund account (62400-00-00) by the amount of the payment collected (see [Great Plains User Guide, Cash Receipts](#) Chapter II-1).

Failure to Collect Funds

When a school is unable to collect replacement funds to cover the returned check and associated fee, a deficit will remain in the dishonored checks fund account (61400-00-00).

- A transfer must be entered and posted in Great Plains to cover the deficit in the dishonored checks fund account (61400-00-00). Refer to [Great Plains User Guide, Transfers](#) Chapter 4-1.
- Decrease the fund account that was originally credited and increase the Dishonored Checks fund account (61400-00-00). The principal has the discretion to cover the deficit using administrative funds.

Procurement

Authority and Responsibility

Authority to Contract

The Superintendent and the Fairfax County purchasing agent and delegate are authorized to award contracts on behalf of FCPS. Refer to the current version of [Notice 5011, Authority to Contract, Annual List of Designees](#).

- All contracts below \$50,000 utilizing school activity funds must include the Addendum to Contractor's Form (FS170).
- All contracts above \$50,000 must be reviewed by the Office of Procurement Services.
- All contracts using school activity funds involving insurance clauses, indemnity provisions, or for activities involving risk of harm to students, employees or others regardless of amount must be reviewed by the risk management section in the Office of the Comptroller.
- All contracts utilizing school activity funds must be signed by the principal. The principal will not delegate such authority to staff members.

Policies and Regulations

- [Notice 5011, Authority to Contract, Annual List of Designees](#)

Purchasing Process

Purchasing goods and services with school activity funds should follow the current version of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#). Purchases to Vendors must be without conflict of interest. Purchase orders must be preapproved by the principal or designee, before obligating school activity funds.

General Purchasing

General FCPS purchasing guidelines must be followed when purchasing items with local school activity funds. These guidelines are detailed in the current version Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds and outline the competitive bidding process and state when competitive bids are required.

- Competition is not required, but is encouraged for orders with an estimated value under \$5,000.
- Three vendors are required to bid competitively by phone for orders with an estimated value greater than or equal to \$5,000 and less than \$10,000. Bid quotes must be documented on a [Telephone Bid Log \(SS/S DIV-17\)](#) and attached to the PO or placed in a bid file.
- At least four vendors are required to bid competitively, in writing, for orders with an estimated value greater than or equal to \$10,000 and less than \$50,000. Bids must be reviewed by the Office of Procurement Services.
- Bids for orders with an estimated value greater than or equal to \$50,000 must be solicited through the Office of Procurement Services.

Policies and Regulations

- [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#)

Ordering Items

Purchase Orders (PO)

To effectively manage school activity funds and to comply with school board policy, a purchase order (PO) system is used. All purchases of goods or services made from school activity accounts including advanced appropriated funds shall be supported by the prior submission and approval of a school purchase order. The use of a purchase order ensures that:

- the purchase is necessary
- the purchase is proper
- funds are available
- the purchase is approved

The principal has the authority to refuse to pay for a purchase not previously approved by the use of a school PO.

Use of Purchase Orders

The use of a school PO applies to all funding methods for procuring goods and services (e.g., checks issued from school activity funds, advanced appropriated funds, and procurement card [PCard] purchases).

Schools will use a PO to place orders for items purchased with school activity funds. The PO may be used to buy items not on contract from a contracted vendor if the cost is less than \$5,000.

The PO must not be used to establish a line of credit with a vendor. A PO should not be used merely to encumber funds.

- Schools must use a preprinted [Purchase Requisition, Order, and Receiving Report \(FS-125\)](#). Schools may also use their own preprinted purchase order as long as the form contains all pertinent information found on form FS-125.
- It is highly recommended that a log number be assigned to the purchase order when the requester is initially given a PO from the finance office. The log number is documented on a Log Number Register. The use of a log number allows the finance office to track the blank purchase order prior to it being approved and given a purchase order number.
- Prices entered on the form should be exact if known, or the closest estimate possible. If an estimate is used, it should be noted as such.
- The PO must be signed by the appropriate fund sponsor and the principal (or designee). The FT/AA cannot be the principal's designee for approving purchase orders.



- POs are to be sequentially numbered.
- POs are to be documented on a Purchase Order Log.
- The original signed and numbered PO is sent to the vendor and a duplicate is kept in the finance office. A copy of the PO may also be given to the requester.
- After receiving written evidence for the receipt of the goods or services, the PO, the invoice, and other supporting documents are to be attached to the check stub for filing.
- Written evidence may be a packing slip detailing what and how many items were shipped. If no packing slip is included with the shipment, the receiver should note on the PO what and how many items were received.
- When the invoice is received and if the estimate is lower than the actual cost, the actual cost should be written on the PO along with the principal's signature and date stating "O.K. to pay."

Using an Open PO

An open PO may be used as a convenient method when an order is established against an individual fund account for frequently recurring expenditures to one vendor for a specified period of time. Funds must be available in the fund account at the time of approval. The guidelines below must be followed when using an open PO:

- Specify the name of the vendor.
- Specify the timeline and amount of the PO (e.g., total purchases not to exceed \$1,000 for first semester). It is required to list all payments against the open PO for each successive use in order to assure that the approved amount has not been exceeded. Once the approved amount is reached, a new PO order can be issued.
- Obtain written evidence for the receipt of each purchase, to include the PO, the invoice and other supporting documentation.
- Attach a copy of the PO, proof of receipt of goods or services, the invoice, and other supporting documents to the check stub for filing.

Using a Various Vendor PO

A various vendor PO may be used to expedite approved purchases when the vendor is not known. For example, a teacher would like to purchase cooking items for a classroom activity, it may be necessary for the teacher to shop at more than one grocery store to purchase the individual items. It would be too cumbersome to request a PO for each grocery store where the teacher may shop; in this case a pre-approved PO using "Various Vendors" would be acceptable.

- All guidelines under the section “Using an Open PO” must be met when using a various vendor PO, except for specifying the name of the vendor.
- Upon completion of shopping, the individual vendor name(s) and amount paid to each vendor must be listed on the PO.

Exceptions to Using a PO

A PO is not required when forwarding of funds to the Office of the Comptroller with a copy of the appropriate form (e.g., Remittance Advice Report [FS 129] or Revenue Deposits and Expenditure Credits [FS 133] attached as back up documentation for the payment).

Funds	Remittance Advice Report	Revenue Deposits and Expenditures Credits
Tuition	✓	
Musical Instrument Fees	✓	
Cultural Performances Fees		✓
Field Trip Fees		✓

Fundraising and Non-Fundraising Purchases

The following paragraphs discuss the guidelines associated with school agreements made with independent vendors whose goods and services will ultimately be purchased by students.

Fundraising Purchases

Purchasing agreements in which fundraising is the objective are permissible, only if the school makes a full and complete written disclosure of that fact to the parents or adult students. This disclosure will be the responsibility of the school and must not be placed on the supplier. As a minimum, the disclosure must include the following information:

- The school intends to raise funds in connection with the activity.
- A reasonable estimate of the amount of revenue expected.
- A list of free services that the supplier will provide throughout the year.
- Assurance that students are not required to purchase goods or services through the school-selected supplier.
- Instructions on the use of an alternate supplier.

School authorities are obligated to serve the interests of students rather than seeking a revenue maximizing contract. The appearance of questionable conduct should be avoided. Complete records detailing the award of the contract and processing of funds are necessary. The selected supplier should not be designated the "official supplier."

Fundraising for Charity

Charity drives for the purpose of raising money are not permitted in FCPS. Fundraising for charity may be permitted under the following exceptions:

- Principals have the authority to permit students to collect and/or donate material goods for the needy (e.g., food, clothing, etc.).
- Principals have the discretion to permit charity fundraisers on an exceptions-only basis if the fundraiser:
 - Will not disrupt the instructional program
 - Either benefits a charity relating to the community, benefits students or supports student-initiated student achievement activities. The charity may be local, national, or international.
 - Has been approved by Risk Management and the appropriate region assistant superintendent
 - Will be sponsored by the school
 - Is subject to FCPS finance and accounting regulations
- The Superintendent has the authority to permit:
 - Charity fundraising drives among employees on an annual or as-needed basis
 - School divisionwide charity fundraising drives deemed necessary to support business partners or meet a unique need relating to children. The charity may be local, national, or international.
 - Any divisionwide fundraising drive approved by the Superintendent will be subject to FCPS finance and accounting regulations
 - Funds for charity should be run through the Charity Activities-General Rev/Exp account (70500-00-00)
- Schools should verify that funds are received by the charity. Documentation of receipt should be attached to the check documentation as backup.



Non-Fundraising Purchases

When a school, acting on behalf of students, enters into an agreement with a vendor where goods or services are offered without intent to make a profit (non-fundraising), no benefit should be requested or received from the supplier in consideration for selecting that supplier. Examples of non-fundraising purchases include photography services, class rings, caps and gowns, and graduation announcements.

- Only the following criteria should be used when selecting a supplier for non-fundraising purchases:
 - Lowest price for goods and services
 - Highest quality of goods and services
 - Best delivery or service terms
- The amount of money or other considerations a supplier is willing to provide schools, should not be a criteria when awarding a contract.
- Schools may not accept free goods or services from the supplier in exchange for awarding the contract (e.g. use of cameras, free film and processing, purchase of advertising in yearbooks).
- Schools may deduct expenses for time and personnel used to perform services for the supplier.
- Schools may receive a percentage of the amount due to the supplier, only if the percentage reflects a good-faith attempt of determining actual school and personnel costs.
- Schools may also receive an itemized non-percentage charge from the supplier for the school and personnel services rendered.
- Any percentage charge may be deemed questionable. The Office of the Attorney General advises in favor of the non-percentage charge since it more accurately reflects a good-faith negotiation as to the value of schools and personnel services.
- If facility use or overtime charges are involved, refer to the current version of [Regulation 8420, Community Use of School Facilities](#).

Taxes

Sales Tax

Purchase of Food

The following are allowed when purchasing food items for school activities:

Food Purchases	Taxable	Non-Taxable
Food purchases for students using student funds, to include Kindergarten or Preschool snacks	✓	
Food purchased for meetings with business partners, parents, or for business functions such as PTA/PTO meetings, parent coffees, etc.	✓	
Food purchases with student funds for faculty or staff for a social function such as a teacher appreciation breakfast	✓	
Food purchases with local school funding for home economics, or gourmet class supplies		✓
Food purchases with student funds for the purpose of fundraising		✓
Food purchases from appropriated funds for educational purposes		✓

State Sales Tax

- Most purchases from school activity funds are exempt from the Virginia state sales tax. FCPS also has regulations prohibiting the payment of sales tax on school purchases. Schools are encouraged to make every effort to avoid paying sales tax.
- Reimbursement for tax exempt purchases made with personal funds will not include the sales tax paid.
- Sales tax exemption is only for tangible property being purchased for use by FCPS. The following are not tax exempt:
 - Gifts to individuals
 - Items purchased in the District of Columbia or Maryland will be subject to the sales tax of those jurisdictions

- To make tax exempt purchases in Virginia:
 - Take a [Sales/Use Tax Certificate of Exemption \(ST-12\)](#) along when making purchases
 - Have the purchase noted as tax exempt with the tax-exempt number written on the PO
 - Tax exemption on food purchases may be found on the section above, [Purchase of Food](#)
- If a vendor does not accept a [Sales/Use Tax Certificate of Exemption \(ST-12\)](#), find a new vendor and/or contact the Office of the Comptroller, accounting operations.

Policies and Regulations

- [Regulation 5810, School Activity Funds Management.](#)
- [Regulation 5320, Sales Tax and Use](#)

School Activity Funds Procurement Cards (PCards)

The procurement card (PCard) for school activity funds is issued by JP Morgan Chase. The PCard program was instituted in an effort to make purchasing and payment more convenient. All purchases made with a local school PCard are billed directly to the school and must be paid promptly with school activity funds.

Administrative Oversight

The Department of Financial Services is responsible for administering the PCard program. The PCard administrator in the accounting operations section of the Office of the Comptroller is responsible for providing support to schools and departments regarding PCards:

- The PCard Administrator in accounting operations must be contacted to establish new card accounts, change card limits, resolve payment issues, or if a charge is denied.
- PCards will not be used for cash advances for entertainment, personal purchases, or purchasing materials stocked in the FCPS warehouse.
- Purchases must not exceed \$5,000 for a single transaction, splitting purchases to meet this criterion is prohibited.
- JPMorgan Chase must receive payments by the 29th of each month and outstanding balances should never be carried forward.

School Responsibilities

Schools are responsible for ensuring PCards are used only by FCPS employees for authorized business expenses in direct support of the education mission of FCPS. Detailed responsibilities for the involved parties are presented below:

Program Manager

- Ensure adequate internal controls are in place and followed to protect against fraud and misuse.
- Ensure goods and services are purchased in accordance with established procurement policies and regulations.
- Ensure transactions are posted to the appropriate expenditure accounts.
- Monitor and ensure the availability of funds by verifying balances in Great Plains.

- Report unauthorized or inappropriate use of PCards.
- Resolve disputed items directly with the merchant.

PCard Custodian and Log Reconciler

- When possible, the PCard custodian and the reconciler functions should be performed by separate individuals.
- PCard custodians must have all first time card users sign an [Employee Acknowledgement Disclosure Form, \(FS-181\)](#) and retain a copy of the form for all card users for the annual audit review.
- PCard custodians will maintain a PCard log for each card to record card users and purchases.
 - The PCard log should be used for the signature of users who obtain the PCard and signing in/out the PCard
 - Pre-approved purchases or payments must be recorded on the PCard log, even when the PCard is not released to the requester. Record all transactions including phone orders, credits, in-store purchases, and online purchases.
- PCard custodians must keep original receipts, charge slips, packing slips, and invoices to reconcile with the monthly statement.
- PCard log reconcilers must verify each transaction on the mailed monthly statement, or PaymentNet statement to the original detailed receipts.
 - Attach original charge slips, receipts, packing slips, and invoices with purchase orders to the statement
- Secure PCards in the school vault or safe when not in use. The vault or safe should be in a locked location with limited access.

PCard Users

- PCard users must obtain written pre-approval from the principal or designee. Purchases will require a properly completed Purchase Order (PO) form (FS-125). The PO must include a list of items to be purchased and their cost; estimates may be used if actual costs are unknown.



- PCard users must request an invoice from the vendor when placing an order. A packing slip may substitute as an invoice only if the vendor will not supply an invoice. In such a case, a written explanation on the packing slip of efforts to obtain an invoice must be provided.
- The PCard must be returned to the PCard custodian immediately after the purchase.

Policies and Regulations

- [Regulation 5810, School Activity Funds Management.](#)
- [Regulation 5350, Procurement Card Management](#)

Best Practices – Procurement Cards

- File Employee Acknowledgement Disclosure Forms (FS-181) alphabetically.
- Never disclose the full sixteen digit card number in any email or fax.
- Approve each school activity fund PCard memo statement.
 - Note the fund account number on the PCard Memo Statement for each charge
- Using the combined PCard statement and Commercial Account Summary pay the entire local PCard amount due from Clearing-LSAF Credit Card-Gen Rev/Exp (61750-00-00) in Great Plains.
 - Promptly mail the check for the total balance due, regardless of disputes or anticipated credits, to avoid incurring finance charges
- The sixteen digit corporate account number on the “Commercial Account Summary” must be on the check stub.
- The vendor account number may be added to the Great Plains Vendor Maintenance screen (see Great Plains Training Guide I-19, #16). Once added, the account number will print on check stub.
 - File the check stub with the original PCard statements, PO, and appropriate back-up documentation in the Great Plains fund account file 61750-00-00
- Prepare a [Transfer Voucher \(FS-109\)](#) moving expenditures to the appropriate fund accounts for each LSAF PCard Memo Statement (e.g. SA1, SA2, etc.).
 - Attach a copy of the PCard Memo Statement as back-up documentation
 - Enter the total of each PCard Memo Statement as the transfer amount
 - Under “From,” enter “see attached”; under “To,” enter fund account number 61750-00-00
 - After the appropriate approval, the transfer may be entered into Great Plains as one transaction (see [Great Plains User Guide, Transfers](#) Chapter IV-1)
 - Enter the date and journal entry number on the Transfer Voucher
 - Print the General Posting Journal and file the report in the “Transfer” file along with the Transfer Voucher Request Form and backup documentation
 - The Clearing-LSAF Credit Card-Gen Rev/Exp (61750-00-00) fund account should be zeroed out after paying the monthly bill

Receiving Items

All items must be confirmed as received before making payment using school activity funds. Information regarding all steps for purchasing can be found in the purchase order section above.

- After receiving written evidence for the receipt of the goods or services, the purchase order, the invoice, and other supporting documents are to be attached to the check stub for filing once payment has been made.
- Written evidence of receipt of items may be a packing slip detailing what and how many items were shipped. If no packing slip is included with the shipment, the receiver should note on the purchase order what and how many items were received.

Equipment Purchases

All equipment purchased with school activity funds becomes the property of the Fairfax County School Board and will be subject to the provisions of the current version of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#).

Policies and Regulations

- [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#).

Disbursements

Cash Advances

A cash advance may be issued to pay for necessary expenditures in order to avoid a staff member using their personal funds. Cash advances for an anticipated expenditure will only be issued with the prior approval from the principal. In general, a check is issued to the employee from the fund account that would normally be charged for the expense. Although cash advances may be funded from school activity funds or advanced appropriated funds, cash advances from school activity funds are not authorized for travel and should only be used on an exception basis.

Guidelines

- The top portion of a [Cash Advance Record \(FS-132\)](#) must be completed by the finance technician/administrative assistant (FT/AA) and signed by the employee receiving the cash advance.
 - By signing the form, the recipient assumes responsibility for the use of funds and agrees to return any excess cash and expenditure documentation to the finance office within 30 days
- The FT/AA must follow-up with the cash advance recipient to ensure that advances are settled as soon as possible.
- The FT/AA must complete and sign the Cash Advance Record (FS-132) to show the advance has been settled.
- Returned cash is to be entered as a cash receipt into Great Plains.
- Completed cash advance records must be filed with expenditure records in the corresponding fund account file.

Payment for Services

Athletic Officials (High and Secondary Schools)

Athletic officials are often hired to officiate major athletic events. Payment from school activity funds directly to these individuals is prohibited. Payment is made by the office of the Comptroller, accounting operations to the athletic organizations employing the athletic officials.

Police Officers

Schools often need police services for large events such as VHSL activities (e.g., football and basketball games), Back-to-School night, dances, and PTA/PTO community events. FCPS and Fairfax County Police Department (FCPD) have implemented a standard process for requesting, billing, and remitting payment for police services. Information regarding police services and the billing process can be found under [Police Services General Information](#).

- The Police Department furnishes officers for athletic events and other school activities, and bills FCPS.
- Payment directly to Police officers directly from school activity funds is prohibited. Payment to the police department is made by the Office of the Comptroller through a billing/payment process between FCPS and the FCPD.
- Expenditures for police services will post to the school's appropriated funds in the following commitment items:
 - 555310-VHSL Regular Season (App)
 - 555320-School Event (LSAF)
 - 555330-VHSL Post Season (App)
 - 555340-School Event (PTA)
- Schools must reimburse FCPS from their school activity funds or from funding provided to the school by school-related organizations (e.g., PTA/PTO's, boosters). All checks must be payable to Fairfax County Public Schools. Funds must be accompanied by a [Revenue Deposits and Expenditure Credits Form \(FS-133\)](#) and sent to:



Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

Reference Materials

- [Police Services General Information](#)
- [Police Services Request Form](#)
- [FCPD FCPS Related Overtime Sign In Log](#)

School Board Employees

FCPS employees must be paid through the regular School Board payroll process in accordance with the current version of [Regulation 5640, Payment for Summer School, Curriculum Development, and Other Temporary Assignments](#). Payment directly to employees from school activity funds is prohibited.

School activity funds can be sent along with a [Revenue Deposits and Expenditures Credits \(FS-133\)](#) to the accounting operations section in the Office of the Comptroller to pay for substitutes or FCPS employees who work beyond their contract performing other duties (i.e., substitutes for teachers on field trips with students, teachers working for afterschool activities).

Others

Employment of people other than those discussed above must comply with the current versions of [Policy 5015, Procurement of Professional and Consultant Services](#) and [Regulation 5330, Payments for Services to Businesses and Individuals Other Than Fairfax County Public Schools \(FCPS\) Employees](#)

Policies and Regulations

- [Regulation 5640, Payment for Summer School, Curriculum Development, and Other Temporary Assignments](#)
- [Policy 5015, Procurement of Professional and Consultant Services](#)
- [Regulation 5330, Payments for Services to Businesses and Individuals Other Than Fairfax County Public Schools \(FCPS\) Employees](#)

Reimbursement for Expenditure of Personal Funds

Any reimbursement for expenditure of personal funds must be preapproved by the principal and supported by a purchase order, receipted billings, cash register tapes, etc.

- Canceled checks are not an acceptable form of documentation in support of reimbursements.
- Except in emergency situations, purchases with personal funds with the expectation of reimbursement without prior principal approval are prohibited.

Policies and Regulations

- [Regulation 5310, Travel-Local and Nonlocal](#)
- [Policy 5010, Procurement of Goods and Services Except Construction](#)
- [Policy 5017, School Procurement System](#)

Payments to Non-FCPS Employees

Guidelines and best practices for reporting payments to non-FCPS employees can be found in the [Nonappropriated Funds - Reconciliation and Reporting](#) section of this handbook.

Funds Management

Field Trips Financing

The School Board appropriates funds each year to support instructional program and student activity field trips. The use of such appropriated funds is contingent on the funding levels authorized in the budget. The Code of Virginia ([Section 22.1-176](#)) allows the use of nonappropriated funds to fund field trips.

Provisions and Requirements for Funding

Schools may use appropriated and nonappropriated funds to help defray the costs of field trips for students eligible for free or reduced-price meals. School activity funds can only be used to finance field trips if it can be demonstrated that the field trip will benefit the student body. The principal will be responsible for making the decision to use school activity funds for a field trip. Extreme caution and good judgment is advised when making such decision. General guidelines pertaining to the financing of field trips follow.

Substitutes

- Substitute teachers will not be provided for field trips using appropriated funds. All substitute teachers, except for the ones presented below, hired specifically for field trip purposes, will be compensated using non-appropriated funds.
 - Elementary music teachers and substitutes for Virginia Music Educators Association (VMEA) All-State events
 - Elementary physical education teachers and substitutes for Virginia High School League (VHSL) tournaments that take place during school time
- Funds may be collected from students to pay for substitutes for field trips
 - Funds should be sent to the accounting operations section of the Office of the Comptroller, accompanied by a [Revenue Deposit/Expenditure Credit Form \(FS-133\)](#) to post the funds to the hourly substitute account the employee will be paid from
 - Calculate FICA

School Buses

Standard rates for the use of school buses are established and published annually in [Notice 8620, Charge for Use of School Buses](#).

- Cancellation of a field trip without 24-hour notice will result in a minimum charge of a two-hour field trip (if scheduled during the week) and a four-hour field trip (if scheduled on the weekend).
- The driver will indicate on a paper copy generated by the transportation system that the trip was canceled.

Instructional Program Field Trips

Use of Appropriated Funds (Music and Art)

Funds appropriated for required field trips are allocated to the Department of Instructional Services. For additional information, refer to the appropriate and current version of the following notices:

- [Notice 3855 ACCF, School Participation in Musical Activities-Sixth Grade All-County Choral Festival.](#)
- [Notice 3855 AMT, School Participation in Sixth Grade Art Instructional Field Trip-Art Museum Tour.](#)
- [Notice 3855 NSO, School Participation in Musical Activities-National Symphony Concerts.](#)
- [Notice 3855 KCT, School Participation in Theater Activities-Kennedy Center.](#)

Use of Nonappropriated Funds

School activity funds, student fees, or contributions may be used to defray the cost of student activity field trips, in addition to those for which appropriated funds are provided. Fund contributions from school-related organizations or other local organizations may also be provided for field trip transportation and fees with approval of the principal or designee. The use of school activity funds is authorized in accordance with the current version of [Regulation 5810, School Activity Funds Management](#).

- Schools may request buses to transport pep squads of spectators to athletic contests. Fees will be collected from these spectators to cover the cost of the trips; with the exception of students eligible for free-or-reduced-price meals who may not be charged. Charges for buses will be published annually in [Notice 8620, Charge for Use of School Buses](#).
- When transportation is provided on school buses, the school must forward checks to the accounting operations section in the Office of the Comptroller for field trip costs covered by nonappropriated funds. Checks must be sent with a [Revenue Deposits and Expenditure Credits \(FS-133\)](#) form, accessible only from computers within the FCPS network.

Fees

Any charge associated with a field trip may be passed on to students if the field trip is not a required activity and if it is approved by the principal. Charges may not exceed the cost of the field trip.

- Expenses related to post-season state-level culminating activities (more than 50 miles beyond the Fairfax County border):
 - Funds for transportation, meals, and lodging for athletic and academic teams or performing groups participating in VHSL state-level culminating activities will be used solely in support of students participating in these activities and FCPS personnel accompanying student participants.
 - Subject to funding availability, schools will be subsidized by [Student Activities and Athletic Programs](#) in accordance with the following guidelines:
 - All expenditures will initially be made from school activity accounts. Such expenditures may be subsidized upon receipt of a completed VHSL Culminating Activity Report and necessary receipts. The subsidy request must be submitted within two weeks of the event to [Student Activities and Athletic Programs](#).
 - Student activity directors will be responsible for arranging the most cost-effective method of transportation, with the assistance of the student activities and athletic specialist. Student activity directors will be responsible for arranging appropriate meals and lodging.
 - Transportation costs will be subsidized for actual expenses. If FCPS personnel provide transportation in their own vehicles, subsidies will be made for gas, tolls, and parking. Receipts will be required for all transportation expenditures.
 - Expenditures for meals and lodging will be subsidized by [Student Activities and Athletic Programs](#). As appropriate, rooms will be shared by no fewer than four students or two adults. Receipts will be required for lodging expenses. For subsidies rates, refer to the current fiscal year Student Activities and Athletic Programs financial procedures.

Funds for Unusual Field Trips

Financing for unusual field trips will be approved on an individual basis by the principal. A description of costs and revenue sources is provided on the Request for Approval of Unusual Field Trip form (FS-141), accessible only from computers within the FCPS network.

Policies and Regulations

- [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#)
- [Notice 8620, Charge for Use of School Buses](#)
- [Regulation 5810, School Activity Funds Management](#)
- [Regulation 5790, Field Trips - Planning and Conducting](#)

Best Practices

- A [Field Trip Driver's License and Vehicle insurance Information \(FS-142\)](#) must be properly filled and approved for students and anyone transporting students to a field trip.

Booster Donations-Marching Band

Booster support of the marching band program is vital to the success of the program. Booster donations are appreciated and can be managed in a variety of ways depending on the purpose of the financial assistance.

School Activity Funds

Fee Collection

The School Board has authorized the collection of a Marching Band fee to cover the cost of consumables. The fee is included in [Notice 5922, Revenue, Tuition, and Fees – Student Fees](#), and cannot exceed \$300.00. The list of potential consumables follows:

- Marching Band Tee Shirt
- Show/Drill Book
- Uniform & Uniform Items (gloves, shoes, socks, tights, raincoats, etc.)
- Uniform Maintenance (cleaning, repair, protection)
- Instrumental Services (emergency repairs, accompanist)
- Instrument Accessories (sticks, mallets, heads, mouthpieces, reeds, grease, etc.)
- Paint/Chalk, Ear Plugs, Music/Copyright

Collection of Student Fees - Charms

All student fees charged by FCPS for FCPS-sponsored activities, whether required or optional, constitute FCPS funds. The principal is responsible for the collection, management, and disbursement of such FCPS funds within his or her school and must ensure that an accurate record is kept of all receipts and disbursements. The principal is also responsible for complying with the audit and financial reporting requirements for such funds.

The principal may opt to designate a school staff member (Finance Officer or Central Treasurer) for such FCPS funds. The principal may also oversee the performance of boosters and school staff members who complete ministerial tasks associated with the collection, management, and disbursement of FCPS funds generated from student fees and FCPS-sponsored events.

Principals opting to enlist the aid of boosters may do so only in accordance with these guidelines and must also formalize the relationship between FCPS and the Booster with the Memorandum of Agreement (MOA).

If the school collects and manages student fees, the Charms financial management system must be used to post fees and pay for consumables.

Booster Collection of Fees

The MOA provides specific accountability standards the booster organization must follow while in possession and managing School Board funds. The MOA includes the following accountability standards booster organization will be required to follow:

- No comingling of collected student fees with booster funds.
- Maintain a separate bank account for collected student fees.
- Accountability for collected student fees.
- Adhere to FCPS procurement guidelines when procuring goods and services on behalf of FCPS.
- Accountability for disbursement for consumables.
- Accountability for returned student fees.

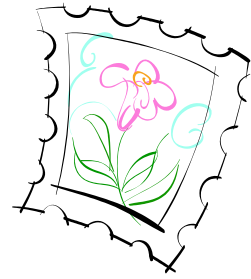
The booster organization and band directors will work on funding options, through the booster organization, for students eligible for free and reduced-price meals. If funding from the booster organization is not available, current guidelines for students eligible for free and reduced-price meals must be followed.

Best Practices

- Do not share eligibility information of free and reduced-price meals.

Payment for Postage

FCPS maintains a daily courier service (Pony) that picks up and delivers internal mail and related information to all schools, centers, and administrative offices. Outgoing U.S. mail is handled by Immediate Mailing Services (IMS), the contracted, centralized mail handler. Refer to the Office of Procurement Services website for additional information on the centralized [mailing service](#).



- Strict security of stamps must be maintained. Stamps may not be sold to students or employees for personal use.
- Bulk or presorted mailing permits may be purchased using postage allocations when cost-effective.
- School activity funds may not be used to incur any expense for mailing PTA materials. The PTA/PTO must reimburse the school for mailing services.

Reference Materials

- [Mail Frequently Asked Questions](#)

Loans

Schools are expected to manage their funds in such a way to preclude the need to borrow money. Nonetheless, in rare cases (e.g., opening of a new school) a loan may be justified. If a loan is justified:

- Funds can only be borrowed from other schools. School Board employees are not permitted to sign a note that guarantees payment of a commercial loan made on behalf of a student activity fund.
- Funds must not be loaned or borrowed without prior approval from the Superintendent. No obligation may be incurred in anticipation of such approval.
- Schools must not make loans to individuals, PTA/PTOs, booster clubs, or any similar groups.

Guidelines

Request for a Loan

A request for approval, including the elements below, must be directed to the Superintendent through the assistant superintendent of Financial Services.

- A description of the circumstances that led to the school's need for a loan.
- Amount of funds needed and the period of time for which they will be needed.
- Expected consequences if the loan is not approved.
- Proposed source(s) for the requested loan.
- Proposed repayment schedule and interest rate to be applied.
 - The interest rate should equal the rate the lending school could earn on the requested loan amount for the involved time period

Approval

Upon arrival for a loan request, the assistant superintendent of Financial Services will verify the availability of funds from the proposed source and will indicate approval, disapproval, or comments on the loan request. The final decision on the request will be made by the Superintendent.

Accounting

Upon receipt of written approval from the Superintendent, a loan agreement must be completed and signed by the borrowing and lending school principals. Loans must be accounted for in school activity fund records. The loan agreement must clearly set forth the amount of the loan, the interest rate, and the schedule of payments (including the principal and the interest).

Reporting

Special attention should be taken when preparing the [Net Worth Report \(FS 30-73\)](#) of school activity funds at year-end, if an outstanding loan exists at the lending or the borrowing school.

- The lending school must include the amount of the existing loan balance on the net worth statement under accounts receivable as an outstanding loan.
- The borrowing school must include the amount of the existing loan balance on the net worth statement under liabilities as an outstanding loan.

Policies and Regulations

- [Regulation 5810, School Activity Funds Management](#)

Gifts and Awards Received from External Sources

The presentation of gifts to individual students, faculty, or staff is prohibited. Only under exceptional circumstances may a gift be presented. Refer to the current versions of [Policy 1801, Conflict of Interest and Statement of Economic Interest - School Board Members and Superintendent of Schools](#), [Policy 4430, Conflict of Interest - Employees](#), and [Regulation 5810, School Activity Funds Management](#).

Exceptional circumstances may include:

- Donations of equipment
- Gifts for specific purposes
- Memorial gifts

Accepted gifts must benefit the school or student body, unless an alternate purpose was specified by the donor upon acceptance of the gift. Gifts should not be accepted or solicited without the approval of the principal. The principal is not obligated to accept any offered gift.

Equipment

Donors should be informed that all donated equipment located in a school facility is the property of the School Board and will be subject to transfer or redistribution if needed. Schools must include donated equipment and materials as part of their school inventories.

Cash Gifts or Donations

Donors (e.g., PTA/PTO, booster organization, etc.) are encouraged to specify the purpose of cash gifts in writing. Nonetheless, if cash gifts are to be used for a purpose for which school activity funds are not authorized, the donor's intention must be specified in writing and be available for audit review. Consequently, specifications for donated funds to be used for "any purpose" are not acceptable and further specifications will be needed. Funds donated under such circumstances will be considered subject to all requirements set forth for expenditure of other school activity funds.

- Gifts of cash that are accepted for a specific purpose must be accounted for in the account concerned, or in an account established for that purpose.
- Unspecified gifts may be receipted into the administrative account or other school business accounts as determined by the principal to benefit the student body.

Memorial Gifts or Bequests

Memorial gifts will be accepted with a written record specifying the intended use of the funds, and accounted accordingly. If such a record is not received or if the donor declines to provide one, the funds will be used as determined by the principal to benefit the student body.

Policies and Regulations

- [Regulation 5961, Donations to Schools](#)
- [Policy 1801, Conflict of Interest and Statement of Economic Interest - School Board Members and Superintendent of Schools](#)
- [Policy 4430, Conflict of Interest - Employees](#)
- [Regulation 5810, School Activity Funds Management](#)

Gifts and Awards from Employee Group Funds, Faculty Funds, or Sunshine Funds

Funds Collected for Student or Faculty

- Employee groups that maintain funds to provide expressions of thoughtfulness and condolence may present gifts to students, faculty, or staff. Funds collected by the students or faculty for a gift to honor a special achievement, to mark a special event, or to help someone who has experienced a serious loss or misfortune (e.g., a house fire) are allowed based on the following guidelines:
- A checking account has to be established in the name of the fund group (e.g., Sunshine Fund, Department of Financial Services).
- Employee group funds, faculty funds, and Sunshine funds should not be comingled with school activity funds. Refer to the current version of [Regulation 5120, Employee Group Funds, Faculty Funds, and Sunshine Funds](#).
- Staff/faculty social organization funds must be used in accordance with the organization's charter/bylaws.
- This type of gift is not to be made on a routine basis (i.e., annual, for ongoing events or achievements).

Policies and Regulations

- [Regulation 5120, Employee Group Funds, Faculty Funds, and Sunshine Funds](#)

Gifts and Awards from School Activity Accounts

Gifts

The presentation of gifts to individual students, faculty, or staff is prohibited. Only under exceptional circumstances may a gift be presented. Refer to the current versions of [Policy 1801, Conflict of Interest and Statement of Economic Interest - School Board Members and Superintendent of Schools](#), [Policy 4430, Conflict of Interest - Employees](#), and [Regulation 5810, School Activity Funds Management](#). Exceptional circumstances may include:

- Honor special achievements
- Awards for contest
- Thank you to volunteers

The value of the gift may not exceed a \$100 limit. However, gifts of this type require advance approval from the assistant superintendent of Financial Services. Requests must be submitted in writing.

Awards

Students or volunteers may be recognized for outstanding academic performance, achievement, or other performance-related activities. Awards are considered cash, donations, or other tangible property given to FCPS in honor of a special achievement not specifically related to academic or job performance.

Awards to Students

Expenditures related to awards and recognition provided to students must be tracked in Great Plains, the approved financial accounting system.

- The value of an award to students cannot exceed \$100 per student.
- Awards for students may be funded from the following school activity fund accounts:
 - Administrative-General Rev/Exp (50100-00-00)
 - Media Center/Library-General Rev/Exp (55700-00-00)
 - Club/Class accounts (10000 series)
 - Activity category of accounts (30000 series)
 - Athletic category of accounts (40000 series)

Gift Cards

Ensure that the following guidelines are adhered to when a student activity involves awards (e.g., prize for first place in a contest) in the form of a gift card.

- The gift card recipients, the gift card value, and purpose for giving the gift cards must be listed on the purchase order.
- Gift card recipients must sign off on a list to verify receipt of the gift card.
- A detailed receipt showing the number and amount of each gift card must be provided. If one is not available, a copy of the front and back of each gift card is required.

Awards and Recognition for Employees

- Schools may present awards (not to exceed \$100) to honor occasions, such as retirement, transfer, extended illness, etc. for faculty or staff. Such gifts may be purchased only from faculty or staff accounts. Gift cards are not to be purchased for FCPS faculty or staff in lieu of an actual gift. Awards and recognition presented to employees must be funded through one of the following options:
- Accounted for in school activity funds in a special function account established for a specific purpose (funds held for others). Follow school activity funds policies and guidelines.
- Not accounted for in school activity funds. Funds can be accounted for separately by the principal's designee. Although school activity funds policies and guidelines would not apply, collected funds should not be commingled with school activity funds.

Gifts to Volunteers

The presentation of gifts to volunteers is allowable when exceptional support is provided. The value of the gift cannot exceed \$100. Gifts may be funded from the following school activity fund accounts:

- Administrative-General Rev/Exp (50100-00-00)
- Media Center/Library-General Rev/Exp (55700-00-00)
- Club/Class accounts (10000 series)

Advanced Appropriated Funds (AAF)

- AAF may not be used to purchase gifts, gift cards, gift certificates, or savings bonds.
- For appropriated funds, refer to the [incidental purchase](#) section in this handbook.

Sales Tax

Sales tax exemption applies only to tangible property for FCPS use. Gifts to individuals are not tax exempt regardless of the fund account used.

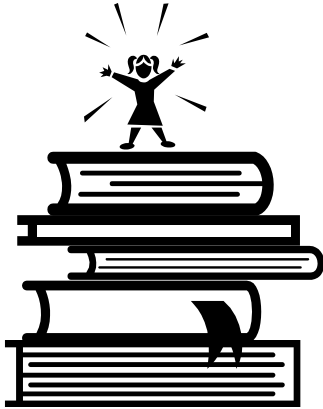
Donations

Donations or contributions from school activity funds to any organization are prohibited. School activity funds may not be given to PTA/PTOs, or other organizations for any purpose including one that may ultimately benefit the school.

Policies and Regulations

- [Policy 1801, Conflict of Interest and Statement of Economic Interest – School Board Members and Superintendent of Schools](#)
- [Policy 4430, Conflict of Interest - Employees](#)

Scholarships



Regulations of the Virginia Board of Education specify that school activity funds must be applied to the benefit of students who contributed to the accumulation of such funds. Strict adherence to such policy requires all funds obtained in a current year be expended in that year. Such practice may prevent an ability to develop significant scholarship awards.

It is permissible to accumulate funds, if it is in connection with a well-defined plan. Such a plan should consist of a reasonable goal, be formally approved by the student government and have objectives that can be reached in a four-year period. Also, if possible, it should include awards during the accumulation period.

Scholarship Fund Awards

- Funds received by the school in recognition of scholarship achievement by student groups (e.g. "It's Academic") as a gift or bequest for general scholarship purposes must be applied to scholarship awards.
- All scholarship awards must be made to an institution on behalf of a student rather than directly to the student.
 - Exceptions may be granted with written approval from the assistant superintendent of Financial Services

Scholarship Funds of Outside Organizations

- Contributions from school activity funds to scholarship funds established by outside organizations and beyond the purview of the principal are prohibited.
- Scholarship funds should remain within the school activity funds for application under the established guidance of the principal and school staff members.

New and Closing Schools

The guidelines provided below should be followed when opening or closing schools.

New Schools

When students move to a newly established FCPS school, the exiting school must provide the new school with a percentage of activity funds, for every exiting student. To determine a student's net worth and appropriate amount to be forwarded to the new school, the exiting schools will use the following resources:

- Three previous annual audit reports.
- Latest student projections in the most recent Annual Facilities Student Accommodation Plan developed by the Department of Facilities and Transportation and approved by the School Board.
- Forward 25 percent of designated elementary school's student net worth to the new school.
- Forward 40 percent of a designated middle and high school's student net worth to the new school.
- Unusual or unique circumstances may lead to different approved percentages.
- A check for these funds must be forwarded to the principal of the new school between April 1 and June 30 of the fiscal year preceding the opening of the new school.
- Schools sending five students or less to the new school are not required to send funds.



Closing of a School

A school may be closed either permanently or temporarily (e.g., during renovation). The principal of the closing school will present a written proposal to the assistant superintendent of Financial Services, outlining the suggested disposition of funds. Approval by the assistant superintendent of Financial Services will authorize continuation with the disposition of school activity fund assets.

Planning

School closings are generally known well in advance. Advance planning should:

- Encourage sponsors of club activities to use existing fund balances and plan for disposition of expected residual funds.
- Restrict fund raising activities to short range needs.
- Curtail purchases and concentrate on depleting inventories.
- Determine who will be responsible for maintaining records after the school is closed and who will be the authorized signatory for bank accounts during the closing process.

Closing

- As a general rule, residual funds from closed schools will be distributed on the basis of the number of students going to each receiving school.
- Inventories of items held for resale should, to the extent feasible, be sold to other schools or returned to the vendor for credit. Items remaining may be given to other schools, or disposed of, in accordance with instructions of the assistant superintendent of Financial Services.
- After liquidation of inventories, collecting all accounts receivable and all paying obligations, all savings accounts will be closed and balances will be deposited in the checking account. The checking account will then be closed by drawing checks to dispose of residual funds. When liquidation is complete, a final audit will be requested.



Reporting and Reconciliations

Reporting

The principal is responsible for safeguarding, managing, and accounting of school activity funds. This includes ensuring monthly bank reconciliations are completed and reviewed on a timely basis. Reports on the status and operations of school activity funds should also be reviewed on a monthly basis.

Musical Instrument Reporting

The guidance below outlines the responsibilities and procedures for recording and reporting funds derived from musical instrument rental fees collected.

Responsibilities

Instrumental Music Instructors

- Ensure School Board-owned musical instruments, used by students are accounted for with a [Music Instrument Contracts \(IS/MUSIC-1\)](#).
- Ensure all contracts are completed and copies are distributed correctly.
- Collect and submit fees promptly to the FT/AA.

Administrative Assistant/Finance Technician

- All instrument rental fees collected from students should be deposited into the Great Plains fund account Instrument Rental-Fees/Dues (65200-00-35).

Reconciliations

- Collect all music instrument contracts submitted by instrumental music instructors.
- Use a detailed trial balance of the Instrument Rental fund account (65200-00-35) to reconcile the total amount deposited during the collection period and the submitted contracts.

Reports

Musical Instrument Rental Summary Report

The following may be completed by the instrumental instructor or by the FT/AA:

- Tally rental contracts by category, regular or shared, and time period, to complete the [Musical Instrument Rental Summary Report \(FS-40\)](#). The form will automatically calculate rental amounts and percentages.
- The summary report must be submitted to the FT/AA if completed by an instrumental instructor.
- The completed report must be signed by the principal before being distributed to the offices listed on the form.

Remittance Advice Report

The summary report must be used to prepare the [Remittance Advice Report \(FS-129\)](#). Amounts on the summary report must be placed on the appropriate spaces on the Remittance Advice Report. The completed report must be signed by the principal before submission to accounting operations, Office of the Comptroller.

Remittance and Report Distribution

- A check for the amount of remittance must be written to FCPS from the Instrument Rental fund account (65200-00-35).
- A copy of the Musical Instrument Rental Summary Report and the Remittance Advice Report must be attached to the check stub and filed in the Instrument Rental (65200-00-35) file.
- The original Musical Instrument Rental Summary Report, Remittance Advice Report, and the pink copy of each Music Instrument Contract must be filed in the school finance office and is subject to audit.
- A check and a copy of the Remittance Advice Report will be mailed to the following office:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

Reporting and Reconciliations

- Musical instrument rental fees and reports must be remitted to the Department of Financial Services in accordance with the schedule below:

Collection periods:	Report due:
July – October	November 15
November – February	March 15
March – June	June 15

Retained Fees

Schools must use a [Transfer Voucher Request \(FS-130\)](#) to move retained fees from the Instrument Rental fund account (65200-00-35) to the Retained Fees–Music Program Support fund account (57800-00-00).

- The funds can be used to support instrumental music programs with additional music, supplies, or equipment.
- Retained funds may be divided into the following:
 - RF-MPS/Band (57802-00-00)
 - RF-MSP/Orchestra (57803-00-00) or RF-MPS/Strings (57804-00-00)
 - After processing the transfer in Great Plains, the transfer voucher, transfer posting journal, and a copy of the rental summary report must be filed together in the Great Plains Transfer file.

Out-of-County Tuition Reporting

The guidance below outlines the responsibilities and procedures for recording and reporting funds derived from out of county tuition fees collected.

Responsibilities

Payments by Parents and Guardians

- Rates are to be charged to parents or legal guardians of nonresident students authorized to attend FCPS during the current school year. Refer to the current version of [Notice 2206, Tuition Rates](#) to obtain tuition rates.
- Payments may be made by month or by the year. At the time of enrollment, tuition for the month of enrollment should be collected.
- Checks or money orders may be paid to the student’s school.

Administrative Assistant/Finance Technician

All out of county tuition fees collected from students should be deposited into the Great Plains fund account Tuition-Out of County-General Rev/Exp (68800-00-00).

Reconciliations

Use a detailed trial balance of the Tuition-Out of County-General Rev/Exp (68800-00-00) account to reconcile the total amount deposited during the collection period.

Reports

Out of County Tuition Summary

The following may be completed by the FT/AA:

- Complete the [Out of County Tuition Payment](#) form.
- The completed report must be signed by the principal before being distributed to the offices listed on the form.

Remittance Advice Report

The summary report must be used to prepare the [Remittance Advice Report \(FS-129\)](#). Amounts on the summary report must be placed on the appropriate spaces on the Remittance Advice Report. The completed report must be signed by the principal before submission to accounting operations, Office of the Comptroller.

Remittance and Report Distribution

- A check for the amount of remittance must be written to FCPS from the Tuition-Out of County-General Rev/Exp (68800-00-00) account.
- A copy of the Out of County Tuition Payment Report and the Remittance Advice Report must be attached to the check stub and filed in the Instrument Rental (65200-00-35) file.
- The original Out of County Tuition Payment Report and the Remittance Advice Report must be filed in the school finance office and subject to audit.
- A check and a copy of the Remittance Advice Report will be mailed to the following office:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

Reporting and Reconciliations

- A copy of the Out of County Tuition Payment Report must also be mailed to the following office:

Department of Specials Services
Financial Management Section
Gatehouse Administration Center, Suite 4700

- Out of County Tuition Fees and reports must be remitted to the Department of Financial Services in accordance with the schedule below;

Collection periods:	Report due:
July – October	November 15
November – February	March 15
March – June	June 15

Retained Fees

Schools must use a [Transfer Voucher Request \(FS-130\)](#) to move the retained fees (15 percent of the total collected) from the Tuition-Out of County-General Rev/Exp (68800-00-00) account to the Educational Contingency Account (52550-00-00).

- After processing the transfer in Great Plains, the transfer voucher, transfer posting journal and a copy of the Out of Count Tuition Payment report must be filed together in the Great Plains Transfer file.

Policies and Regulations

- [Regulations 2204, Admission Requirements-Determination of Eligibility for Admission](#)
- [Regulation 2206, Payments of Tuition and Refunds](#)
- [Notice 2206, Tuition Rates](#)

Student Parking Fee Reporting- High Schools Only

The guidance below outlines the responsibilities and procedures for recording and reporting funds derived from parking fees. Students will be charged an annual fee for parking at the base school. Procedures for the collection of parking fees will be established by individual schools to accommodate differences in school size, available parking spaces, and to give principals flexibility in dealing with unique situations.

Responsibilities

Designated FCPS Employees

Schools have designated employees (e.g., security) who administer and hand out parking passes for the current school year. Designated FCPS employees must follow the guidelines below:

- Complete FS-135 [Parking Permit Fees Summary Report Form](#) available only through computers within the FCPS network.
- Ensure parking passes, used by students are accounted for with an FS-134 [Parking Permit Sales Log](#). Ensure all parking passes are distributed and recorded on the log correctly.
- Collect and submit fees promptly to the FT/AA
- Confirm checks or money orders are paid to the student's school

Administrative Assistant/Finance Technician

All parking fees collected from students should be deposited into the Great Plains fund account Parking Fees/Dues (66600-00-35).

Reconciliations

Use a detailed trial balance of the Parking Fees/Dues (66600-00-35) account to reconcile the total amount deposited during the collection period.

Reports

Parking Fees Summary

The following may be completed by the FT/AA or designated FCPS staff:

- Complete FS-135 [Parking Permit Fees Summary Report Form](#) available only through computers within the FCPS network.
- The completed report must be signed by the principal before being distributed to the offices listed on the form.

Remittance Advice Report

The summary report must be used to prepare the [Remittance Advice Report \(FS-129\)](#). Amounts on the summary report must be placed on the appropriate spaces on the Remittance Advice Report. The completed report must be signed by the principal before submission to accounting operations, Office of the Comptroller.

Remittance and Report Distribution

- A check for the amount of remittance must be written to FCPS from the Parking Fees/Dues (66600-00-35) account.
- A copy of the Parking Permit Fees Summary Report and the Remittance Advice Report must be attached to the check stub and filed in the Parking Fees/Dues (66600-00-35) account.
- The original Parking Permit Sales Log, Parking Permit Fees Summary Report, and the Remittance Advice Report must be filed in the school finance office and subject to audit.
- A check and a copy of the Remittance Advice Report will be mailed to the following office:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

- Parking Fees and reports must be remitted to the Department of Financial Services in accordance with the schedule below:

Collection periods:	Report due:
July – October	November 15
November – February	March 15
March – June	June 15

Retained Fees

Schools must use a [Transfer Voucher Request \(FS-130\)](#) to move the retained fees (15 percent of the total collected) from the Parking Fees/Dues (66600-00-35) account to the Educational Contingency Account (52550-00-00). Schools may choose to transfer the retained fees to other accounts to cover the cost related to administering parking passes, etc.

- After processing the transfer in Great Plains, the transfer voucher, transfer posting journal and a copy of Parking Permit Fees Summary Report must be filed together in the Great Plains Transfer file.

Policies and Regulations

- [Regulations 5922, Student Fees](#)
- [Regulation 5810, Local School Activity Funds Management](#)

Vandalism

The following guidelines are meant to establish responsibilities and procedures for recording and reporting funds derived from vandalism.

Responsibilities

Students

- Students are financially liable for loss of or damage to School Board property, even when malicious intent is not involved. If malicious intent is involved, the case is considered to be vandalism. The responsible student shall be charged a reasonable fee for the lost or damaged item.
- Checks or money orders may be paid to the student's school.

Administrative Assistant/Finance Technician

All vandalism fees collected from students should be deposited into the Great Plains fund account Vandalism-General Rev/Exp account (68850-00-00).

Reconciliations

Use a detailed trial balance of the Vandalism-General Rev/Exp account (68850-00-00) to reconcile the total amount deposited for the incident.

Reports

Vandalism Summary

The following may be completed by the FT/AA or principal designee:

- Complete and forward a [Vandalism, Theft, Break-In Report \(SD-15\)](#) to the corresponding office according to the distribution on the bottom of the form. The form is only available through computers within the FCPS network.
- The completed report must be signed by the principal before being distributed to the offices listed on the form.

Remittance Advice Report

The summary report must be used to prepare the [Remittance Advice Report \(FS-129\)](#). Amounts on the summary report must be placed on the appropriate spaces on the Remittance Advice Report. The completed report must be signed by the principal before submission to accounting operations, Office of the Comptroller.

Remittance and Report Distribution

- A check for the amount of remittance must be written to FCPS from the Vandalism-General Rev/Exp account (68850-00-00).
- A copy of the Vandalism, Theft, Break-In Report and the Remittance Advice Report must be attached to the check stub and filed in the Vandalism-General Rev/Exp account (68850-00-00).
- The original Vandalism, Theft, Break-In Report and the Remittance Advice Report must be filed in the school finance office and subject to audit.
- A check and a copy of the Remittance Advice Report will be mailed to the following office:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

- Vandalism Fees and reports must be remitted to the Department of Financial Services in accordance with the schedule below:

Collection periods:	Report due:
July – October	November 15
November – February	March 15
March – June	June 15

Retained Fees

Schools must use a [Transfer Voucher Request \(FS-130\)](#) to move the retained fees (15 percent of the total collected) from the account to the Educational Contingency Account (52550-00-00).

- After processing the transfer in Great Plains, the transfer voucher, transfer posting journal and a copy of the Vandalism, Theft, Break-In Report must be filed together in the Great Plains Transfer file.

Policies and Regulations

- [Regulations 2204, Admission Requirements-Determination of Eligibility for Admission](#)
- [Regulation 2206, Payments of Tuition and Refunds](#)
- [Notice 2206, Tuition Rates](#)

Payments to Non-FCPS Employees

The following general guidelines should be followed when making payments for services to unincorporated businesses and individuals, who are not FCPS employees. Specific guidelines can be found in the current version of [Regulation 5330, Payments for Services to Businesses and Individuals Other Than Fairfax County Public Schools \(FCPS\)](#).

Responsibilities

- Obtain a completed Request for Taxpayer Identification Number and Certification) [Form W-9](#). The form must include the provider's legal name, address, and tax identification number.
- Determine whether the service provider is incorporated or an FCPS employee.
 - If the provider is incorporated, payments will be made directly to the corporation.
 - If the provider is an FCPS employee, payments will be made through the Office of Payroll Management.
 - If the provider is a non-FCPS employee, individuals/sole proprietor, partnership, or LLC:
 - Payments will be made directly to the provider.
 - Data must be included on the monthly [Local School Payments to Non Employees report \(FS-155\)](#).
 - No payments will be made to individuals and unincorporated businesses between December 16 and December 31 to ensure accurate Form 1099-MISC are submitted by FCPS to the IRS for the calendar year.

Reports

- The Local School Payments to Non Employees report must be submitted to accounting operations by the fifteenth business day of the following month. A report must be submitted every month, including “negative” reports if no payments were made.
- Due to compliance with tax requirements, the December monthly report must be submitted by December 15.

Equal Opportunity Funds

Equal Opportunity Funds (EOF) are available to reimburse schools for expenditures essential to the instructional program for students who qualify for the free and reduced-priced meals. Refer to the current version of [Regulation 5922, Student Fees](#) and [Notice 5922, Student Fees](#), for the authorized items.

Responsibilities

- Schools may only request reimbursement for approved fees on behalf of students whose parents completed the consent form for waivers.
- The submission dates for request are as follows:
 - 1st semester and full year classes no later than November 15
 - 2nd semester classes no later than March 15

Reports

- Principals may request custom Free/Reduced students' reports from the Department of Information Technology. The report may be used as a basis for requesting EOF.
- When requesting reimbursement for authorized fees in the current version of [Notice 5922, Student Fees](#) use the [Students Fees Memo](#) and forward the completed form to:

Financial Support Team
Office of the Comptroller, Suite 4300
Gatehouse Admin Center

Athletic Fees

Responsibilities

Schools with outstanding obligations for athletic fees still owed should follow the process below to remit funds to FCPS:

Retained Fees

The following steps should be taken once athletic fee obligations are collected:

- Schools should deposit funds into their main checking account and track athletic fee obligations through the appropriate fund account (e.g., clearing account, athletics general).
- Schools will retain 15 percent of the fees collected.

Remittance and Report Distribution

- School checks should be made payable to Fairfax County Public Schools, accompanied by the [Athletic Fee Remittance Form](#). The completed report must be signed by the principal before submission to accounting operations, Office of the Comptroller.
- Reports must be remitted to the Department of Financial Services in accordance with the schedule below:

Collection periods:	Report due:
July – October	November 15
November – February	March 15
March – June	June 15

- Check and Athletic Fee Remittance Form should be mailed to:

Accounting Operations
Office of the Comptroller, Suite 4300
Gatehouse Admin Center
Attn: Athletic Fees

This check should be sent in separately and for this purpose only, do not include any additional checks/deposits.

Reference Materials

- [Q&As for Athletic Student Obligations](#)

Bank Reconciliations

As part of the review of operations and status of school activity funds, the principal or FT/AA will evaluate the reasonableness of the reported cash position and perform bank reconciliations in a timely manner.

Upon receipt of the bank statements, the bank reconciliations must be performed and the following reports printed from Great Plains (see [Great Plains User Guide - Chapter V](#)).

- Outstanding Transactions Report
- Reconciliation Posting Journal
- Bank Adjustments Posting Journal
- Cleared Transaction Journal
- Transfer Posting Journal

In addition to the reconciliation, the bank account balances must be verified along with other month-end procedures. See [Great Plains User Guide - Chapter VIII](#) for complete instructions.

Best Practices

- The bank reconciliation must be completed prior to printing the monthly reports.
- Be sure to enter the last day of the month being reconciled in both the Bank Statement Ending date field and the cutoff date field. The reports are printed after clicking the “Reconciliation” button.
- If there are no items to reconcile, follow instructions in Great Plains Supplements, [Printing Reports for an Unreconciled Bank Account](#)

Bank Reconciliation Review

- The adjusted checkbook balance, as of the cutoff date listed on the Reconciliation Posting Journal Report for the month of review, should agree with the amount shown on the Great Plains summary trial balance report for the month being reconciled.
- The total shown on savings account statements should agree with the ending balance on the Great Plains summary trial balance.
- The outstanding check total should be reasonable, and most checks appearing on the previous month's reconciliation should not appear on the reconciliation for the month of review. Checks for large amounts or that are outstanding 180 days should be investigated and voided. If the obligation is still valid, a new payment should be issued. If the payment is no longer valid, void the check and the invoice and provide a written explanation of the reason for the void.
- Amounts listed as deposits in transit (receipts posted in the accounting records but not deposited at the bank) at the end of a month should appear on the bank statement on the first business day of the following month. If not, a written explanation must be provided.
- Receipts from different months are not to be commingled in a single deposit. The result will be that the Adjusted Book Balance on the Bank Reconciliation and the Summary Trial Balance will not match.
- Any reconciling adjustments should be entered and posted in the Great Plains accounting records. Provide a description to explain the adjustment. The bank date for the reconciliation adjustment should be the last day of the month (default date) being reconciled.
- When completing the bank reconciliations adjustments in Great Plain, always choose a fund account (Accounts beginning with 1-9), not a cash account (accounts starting with 0).

Monthly Reports in Great Plains

The following reports are to be printed **after** completing the bank reconciliations for the month just ended (see [Great Plains User Guide - Chapter X](#) for instructions):

- Detailed Trial Balance
- Trial Balance Summary
- Cash Receipts Register
- Cash Disbursements Register (must be signed by the principal)

Year End

Year End Review and Reporting

Schools are required to review school local school activity funds accounts in preparation for year-end closing and audit.

- The [Schools and Centers Year End Review Local School Activity Funds](#) booklet provides instructions and guidance on year end closing.
- Local School Activity Funds Year-End Workshops are offered in May and June.
- New finance technicians or administrative assistants (FT/AA) (less than one year) are required to attend the workshops.
- [Year End Reports and Materials](#) are available at the Department of Financial Services Support Group website.

Year End Reports

The following reports must be completed for year end. This information will be reported using the Financial Services Year End Reports Application.

- Local School Activity Funds (LSAF)
 - LSAF School Information
 - LSAF Accounts Payable
 - LSAF Accounts Receivable
 - LSAF Summary Salable Inventory
 - LSAF Funds Held for Others
- Advanced Appropriated Funds (AAF)
 - AAF School Information
 - AAF Accounts Payable
 - AAF Accounts Receivable
- Salable Inventory Report
- School Background Information
- Bank Account Information
- Certificate of Deposit/ Savings Account Information (if applicable)

- Yearbook Sales Summary Report

Complete one of the following Yearbook Sales Summary Reports that is applicable to the school:

- Yearbook Sales Statement
- Yearbook Sales Summary - Vendor Direct Sales Only Profit Statement
- Yearbook Sales Summary - School Sales Only Profit Statement
- Yearbook Sales Summary - Vendor/School Combined Sales Profit Statement

Year End Audit

The primary objective of the year-end audit is to help schools administer and manage their school activity funds in accordance with sound business practices and FCPS policies and regulations. The scope of the audit will include a review of the following areas:

Checking and Savings Accounts

The Great Plains accounting system records will be reconciled with the bank statements to ensure both are in balance.

- Checking account bank reconciliations will be verified.
- Voided and skipped checks will be examined.
- Checks will be reviewed for two authorized signatures.
- Savings and Certificate of Deposit (CD) accounts will be reviewed to verify that all interest payments have been posted to the accounting records.

Revenue Documentation

Deposit documentation will be reviewed to determine that appropriate forms are being used and all funds are receipted and posted in the Great Plains accounting system and deposited in the bank in a timely manner. The auditor will:

- Review deposits and any supporting documentation. School finance office deposit slips (FS-131 or FS-131a) will be reviewed for completion and accuracy. Deposit slips prepared by a teacher or sponsor will be reviewed to ensure funds were deposited with the school finance office on the same day they were collected.
- Review School Finance Deposit Slips (FS-131) for supporting documentation, include individual receipts to students or class lists showing the names of students and amounts paid.
- Review if cash receipts were entered into the Great Plains accounting system within two business days of being received at the school finance office.
- Review documentation to determine if deposits were made intact; look for evidence of personal check cashing or use of deposits for change.
- Review documentation to determine if deposits are safeguarded and taken to the bank in a timely manner; within ten business days for deposits totaling \$25 or less, and five business days for amounts exceeding \$25.
- Review relevant documentation to determine if receipts from different months are commingled in a single deposit.

Revenue Operations

All activities for which money is collected by the school, for remittance at a later date to the Department of Financial Services, will be reviewed to determine whether correct amounts of funds were collected and forwarded to the Department of Financial Services on time. The auditor will:

- Verify musical instrument rental contracts for completeness and collection accuracy.
- Verify other funds collected for accuracy (e.g., vandalism, out-of-county tuition, and student parking fees).
- Review remittance advice sheets for timeliness and accuracy.

Sales Operations

Resale and fundraising operations such as soft drink sales, yearbooks, school pictures, or book fairs will be reviewed to determine if profits are in line with expected profits based on a cost, as opposed to sales analysis. The auditor will:

- Verify the commitment letter and commission statement for school pictures.
- Determine the necessity for a telephone bid or written bid for yearbooks.
- Review vending commissions.

Expenditure Transactions

Expenditures will be reviewed for appropriateness as well as for complete documentation. The auditor will determine if:

- Pre-approved purchase orders are used as required.
- Checks payable to FCPS include a copy of [Revenue Deposits and Expenditure Credits \(FS-133\)](#).
- Appropriate documentation is retained.
- Purchases were made from the appropriate accounts.
- Sales tax is paid, when appropriate.
- Late payment penalties were paid.
- Discounts offered were taken when possible.

- Bidding was required, proper procedures were followed, and documentation was saved.
- Payments for services rendered to non-FCPS employees (individuals/sole proprietors), partnerships, or LLCs were reported to the accounting operations section in the Office of the Comptroller.
- Advanced appropriated funds expenditures met regulatory guidelines.

Transfer Vouchers

The auditor will review all [Transfer Voucher \(FS-109\)](#) for completeness. The auditor will also review if:

- Reasons for the transfer are included in the transfer voucher form.
- The transfer voucher was approved by the account sponsor (if applicable) and the principal or designee, prior to being entered into Great Plains.
- The principal or designee entered the date of approval on the transfer voucher.
- The journal entry number and date entered into Great Plains was written on the transfer voucher.

Records and Files

During the course of the audit, records and files will be reviewed for appropriateness and completeness based on the guidance provided on the year end audit records checklist. The auditor will review if:

- Fund account files are established for all active accounts.
- Deposit/cash receipt documentation is filed appropriately; if back up documentation for receipts is attached to FS-131/FS-131A.
- Canceled checks are filed with bank statements (applies to school activity bank account only).
- Bank reconciliations are filed separately.
- Files are established for all required monthly reports.
- All required monthly and annual reports are prepared accurately.

Procurement Card (PCard)

An analysis will be made to determine if PCards are stored securely and signed out properly. Please refer to the [Nonappropriated Funds - Procurement Cards](#) section in this handbook for more information.

Exit Conference and Audit Report

Upon completion of the audit work, schools with material weakness findings will receive a draft audit report. A written response to the audit findings is required from the principal within five business days. The principal's response will be included in the auditor's report to the School Board.

A conference with the region assistant superintendent, principal and school finance staff may be requested depending on the level of the audit findings. Schools with no material weakness findings will receive a final report. There is no requirement for schools to respond to this report.

School-Related Organizations

PTA/PTO/Booster Checklist

The following checklist serves as a guide to help ensure that a PTA/PTO complies in their interaction with FCPS.

General

1. Provide the principal with a list of the PTA/PTO officers at the beginning of each school year and update as officers change. The list should include:
 - Name
 - Office Held
 - Home Phone Number
 - Work/Cell Phone Number
 - E-mail address and Mailing address
2. Provide the principal with the PTA/PTO charter, articles of incorporation, EIN number, bylaws, and operating procedures when they are originated. In addition, provide updated copies as changes are made.
3. Provide the principal with the PTA /PTO official mailing address:

Official Name
PO Box / Street
City, State and Zip Code
4. Determine whether the PTA/PTO has received tax-exempt status as a public Section 501(c)(3) organization from the IRS. If the IRS has approved the organization's tax exempt status, a Determination Letter would have been received from the IRS. Obtain a copy of the determination letter.
5. General actions
 - Accounting properly for fundraiser income and expenses.
 - Analyzing the outcome of each fundraiser to determine its financial success/failure, establishing and maintaining money handling procedures.
 - Becoming knowledgeable of FCPS policies concerning using District buildings and distribution of flyers.
 - Preparing and filing IRS 990 required forms.

Fundraisers Sponsored and Run by PTA/PTO Boosters

Fundraising is an opportunity to generate revenue for the PTA/PTO as a group, not individuals. Therefore, revenues should be recorded in a group account where all members or students have the same opportunity to **benefit equally** from the revenues. One member or student should not receive a larger benefit from fundraising than another. In addition, if a member or student chooses not to participate in the fundraiser, that person must still **receive an equal benefit** from the revenues generated.

1. Provide the principal with a list of fundraisers planned for the current school year no later than the date established by the principal or October 1 for fall fundraiser and March 1 for spring fundraisers. This information will include the budget for the activity and the financial results when the activity is completed.
2. Provide the principal with detailed fundraising information at least 30 days prior to the fundraising event. The detailed fundraising information should include:
 - Purpose of the fundraiser
 - Type of fundraising activity (i.e., candy sale, carnival)
 - Date(s), time(s), and place(s) of the activity
 - Name of the sponsoring organization
 - Name and phone number of organization's representative
 - Name and phone number of person(s) in charge of the fundraiser
 - Name and phone number of the person(s) who will be handling the money for the fundraiser
3. The PTA/PTO cannot require members or students to fund-raise or raise a certain amount. For example, a student's ability to attend a trip cannot be based on raising a certain amount of money. If your PTA/PTO is currently requiring fundraising, discontinue this requirement.
4. The PTA/PTO cannot use individual accounts to credit an individual for funds raised. If your PTA/PTO is using individual accounts currently, this practice should be discontinued.

Financial Matters

1. Validate the PTA/PTO bank name and account number.
2. Determine the Employer Identification Number (EIN) used for the bank accounts. The PTA/PTO EIN should be used. Do not use an individual's social security number and **do not use the FCPS EIN.**
3. Provide the principal with the current authorized signers include the following PTA/PTO officers:

Name of Person, Officer Position

4. FCPS has no obligation to honor any contracts signed by the PTA/PTO.
5. The PTA/PTO Treasurer should prepare a Financial Report on a monthly basis and present to the PTA/PTO membership, Board and principal. An Annual Financial Report should be presented to the PTA/PTO membership, Board, and principal.

Best Practices

- FCPS employees cannot be authorized signers on the PTA/PTO bank accounts OR be Treasurers.

Marching Band Booster Organizations

The purpose of the following paragraphs is to clarify and provide guidelines based on the Memorandum of Agreement (MOA).

Student Fees

FCPS will not charge students a fee for any mandatory aspect of the marching band program except for musical instrument and consumable fees permitted by Virginia Department of Education (VDOE) regulations. No individual school or booster organization may require a student to pay fees for musical instruments and consumables in excess of the amount approved by the School Board in the current version of [Notice 5922, Revenue, Tuition, and Fees – Student Fees](#).

In addition to musical instrument and consumable fees, FCPS may charge students fees for field trips and activities as described below that are sponsored by FCPS and are not required activities. All charges associated with optional FCPS-sponsored field trips and activities must be approved by the school principal. Any charge associated with a field trip may be passed on to the students, but may not exceed the cost of the field trip.

Nothing in these guidelines or in the MOA shall be interpreted to affect or restrict any booster organization's status as a tax-exempt, charitable organization within the meaning of the U.S. Internal Revenue Code and the implementing Internal Revenue Service regulations, including the ability to assess and collect optional membership assessments/dues and to solicit and receive tax-deductible charitable donations. Any such optional membership assessments/dues and tax-deductible charitable donations received by a booster organization are not considered student fees or FCPS funds as defined in these Guidelines and attached MOA.

Musical Instrument Fees and Consumables

FCPS may charge student fees for musical instruments and related consumables that are required as part of the approved curriculum in accordance with the current version of [Notice 5922, Revenue, Tuition, and Fees – Student Fees](#), and Virginia Department of Education (VDOE) regulations. The following is a non-exhaustive list of potential consumable items for the marching band program:

- Marching Band Tee Shirt
- Show/Drill Book
- Uniform & Uniform Items (e.g., gloves, shoes, socks, tights, raincoats, etc.)
- Uniform maintenance (e.g., cleaning, repair, protection)
- Instrumental Services (e.g., emergency repairs, accompanist)
- Instrument Accessories (e.g., sticks, mallets, heads, mouthpieces, reeds, cork, grease, oil, etc.)
- Paint/chalk, ear Plugs, music/Copyright, food for Instructional Trips

Optional FCPS-Sponsored Activities including Field Trips and Camps

FCPS may charge student fees for FCPS-sponsored activities that are optional. FCPS-sponsored optional activities consist of any activities and events as determined by the local principal that: (a) occur during the school day and involve FCPS students, property, or personnel; (b) are recommended for an FCPS class or otherwise relate to the curriculum; (c) use FCPS resources, including property and personnel, or (d) are supervised by FCPS staff. For example, the spring and summer marching band program is not required as part of the marching band program but it is still an FCPS-sponsored program. The following criteria should be considered by the local principal to determine whether an activity is an FCPS sponsored activity:

- Does the student activity occur during the school day?
- Is the student activity required or recommended for an FCPS class or otherwise relates to curriculum?
- Are FCPS resources and communications being used?
- Is FCPS staff supervising the activity in the course of their FCPS job duties?
- Is the activity being announced or advertised as an FCPS or school activity?

Booster-Sponsored Activities

Booster-sponsored activities are activities, as determined by the local principal, for which the Booster Organization has accepted full responsibility for controlling and managing the activity. This includes all purchasing, planning, selling, accounting, financial obligations, and complying with all federal, state and local laws and ordinances for that activity. In connection with any booster-sponsored activity, the Booster Organization must notify parents that the activity is not sponsored by FCPS. Additionally, such booster-sponsored activities may not occur during FCPS instructional time, be advertised as FCPS sponsored, or use FCPS field trip forms or permission slips and be supervised by FCPS staff. Fees charged by the Booster Organization for such booster-sponsored activities shall not be considered FCPS funds.

Boosters to Collect, Manage, and Disburse Student Fees for FCPS-Sponsored Activities

All student fees charged by FCPS for FCPS-sponsored activities, whether required or optional, constitute FCPS funds. The principal of each school is responsible for the collection, management, and disbursement of such FCPS funds within his or her individual school, and must ensure that an accurate record is kept of all receipts and disbursements. Each principal is also responsible for complying with the audit and financial reporting requirements for such funds, as discussed further below.

A principal may opt to designate a school staff member to act, under the principal's supervision, as the school finance officer or central treasurer for such FCPS funds. Principals also may oversee school staff members and Boosters, in the performance of ministerial tasks associated with the collection, management, and disbursement of FCPS funds generated from student fees and FCPS-sponsored activities and events. Principals opting to enlist the aid of Boosters may do

so only in accordance with these Guidelines and must also formalize the relationship between FCPS and the Booster with the MOA.

Ministerial acts appropriate for assignment to Booster volunteers shall include only those actions that are performed at the direction of the school principal or the principal's designee, do not require independent decision making, and are in accordance with procedures set forth in FCPS directives or these guidelines. Booster volunteers acting at the direction of the school principal or the principal's designee and in accordance with these guidelines shall be covered by the FCPS liability plan.

Budget and Approval of Student Fees

In those schools that have entered into a MOA with a booster organization, the band director, in consultation with the Booster Organization, shall develop an annual budget that includes: (1) estimated student fee collections, itemizing each activity or event for which students will be charged a fee, and the amount of the fee to be charged; (2) all estimated disbursements, including each activity or event for which each disbursement is anticipated. The budget must be submitted to the principal by no later than September 1 of each school year. The principal shall review such budget to ensure that all proposed fees charged are permitted by the current versions of [Regulation 5922, Student Fees](#), and [Notice 5922, Revenue, Tuition, and Fees – Student Fees](#).

No fees may be collected from students or FCPS funds disbursed without the written approval of an annual budget by the principal. No student fees may be charged and no FCPS funds from such fees may be disbursed unless such charge or disbursement has been accounted for in the approved budget. Any material deviations from the approved budget, including any new or changed per student fees or any new or materially modified disbursements, shall require separate, written approval of the principal. Material deviations are defined as the lesser of 5 percent or \$40.00 per transaction, whichever is less.

Communications Regarding Collection of Student Fees and FCPS-Sponsored Trips

Any communications to parents and students regarding the collection of student fees or FCPS-sponsored trips must be sent on FCPS letterhead and through FCPS official communication systems in the same way as any other school-parent communication. All such communications must be approved by the school principal or his/her designee.

Communications, where applicable, must include the information required to be shared with parents in paragraphs C through F below as well as, in the case of trips, information and forms required by the current version of [Regulation 5790, Field Trips – Planning, Conducting, and Financing](#).

Deposits of Funds from Student Fees

All student fees collected by FCPS, whether directly or by a Booster on behalf of FCPS, constitute FCPS funds. In those schools that have entered into a MOA with a booster organization, the principal shall cause the school to establish an account with a [Qualified Public Depository](#) in the Commonwealth of Virginia under the school's name and with FCPS' tax identification number (the "FCPS School Account").

All student fees, whether collected by school staff or by the Booster on behalf of FCPS, must be deposited into the FCPS school account. Deposits must be made on a weekly basis, at a minimum. Funds being temporarily held for deposit must be secured at the school site.

It shall be the duty of each principal and the Booster Organization to ensure that students and parents are informed of the FCPS student fees charged separate from any optional booster dues/assessments. When feasible, students and parents should be requested to make payment of FCPS student fees by separate checks, made payable to the local school.

FCPS funds must be accounted for in separate ledgers in a FCPS system based on the type of activity that show the amount billed and collected by student. Those records must be maintained according to the recordkeeping practices set forth in these guidelines.

Refund Policy

Prior to collecting any fee, clear instructions must be provided in writing on any contractual or other limitation that would prevent or limit a family's ability to receive a refund in the case of cancellation of a trip or activity, or the students' withdrawal from the program or from school. The refund policy must identify a cut-off date for request for refunds, fixed costs that may not be refunded, and costs that may be refunded. For example, if airline tickets are nonrefundable if canceled less than two weeks prior to the trip, the refund policy for that trip must include that information.

Returned Checks

The Commonwealth of Virginia allows a returned check fee of up to \$50. Parents paying by check must be notified before the check is accepted of the returned check fee and collection method. With principal approval, an FCPS-approved returned check collection service may be used to assist in collecting these fees.

Uncollected FCPS Funds and Student Obligations

To preserve confidentiality of student and families' financial information, any communication regarding the collection of unpaid fees must be sent directly to the family involved. Communications must not be sent in such a way as to inform other families of a particular family's payment status. For example, it is not permissible to send an email to all trip participants listing the names of students who have paid and those who have not.

Any student fees payable to FCPS that remain unpaid at the end of a program school year should be reported by the Booster to the school's finance office for appropriate actions, which actions may only be taken by the school. Rules governing student obligations vary from school to school but may include not allowing the student to obtain parking passes, attend prom night, etc.

No FCPS employee or property may be used to assist a Booster in collecting any monies owed by families to the Booster for its own assessments or membership dues, or other fundraising obligations.

Requests for Financial Assistance

Any communication to parents or students requesting payment of student fees must include information regarding requests for financial assistance, including fee waivers. If such communication is sent by a Booster, it must direct students and parents requesting fee waivers or other financial assistance to contact the band director for assistance with such requests. The band director at each school shall be responsible for determining whether the student qualifies for a fee waiver or making arrangements to collect the fee. Once a waiver has been given or payment otherwise arranged, the band director shall then direct the Booster to mark the student as paid. The Booster may not keep any record or denotation of a student as requesting or receiving such financial assistance.

Because financial assistance by FCPS is limited and not all students may qualify, a Booster may help support the program by donating its own funds to the school which may be applied by the band director to defray costs of students in need or to keep fees and costs down generally. Boosters also may use their own funds and set up their own criteria for providing financial assistance to students, independent of whether those students would be eligible for such assistance from FCPS. Boosters may not, however, earmark any funds donated to FCPS toward any individual student, and the school may not accept any such earmarked donations from a Booster.

Disbursement of Funds

Through the MOA, the principal of each school may elect to accept volunteer assistance from the Booster Organization to manage disbursements of FCPS funds. Each disbursement of FCPS funds must be made in accordance with the approved budget or with written authorization from the principal allowing expenditure not included in or in excess of the original budget.

All requests for disbursements from the FCPS school account must be: (1) supported by proof of purchase, such as an original invoice, sales ticket, sales receipt, or cash register tape; and (2) approved by signature of the principal or the school finance officer. No Booster may be given authority to debit funds from, or issue checks against, the FCPS school account without the principal or school finance officer's signature.

Surplus Funds

Surplus funds are those funds or fees that are collected for an activity over the actual cost of the activity. A certain portion of FCPS fees charged for consumables may be allocated for uniform replacement, and are not considered surplus. FCPS funds accumulated for uniform replacement must be returned to the FCPS applicable high school activity account prior to the end of the school year. FCPS shall account for these monies in a designated uniform replacement fund.

With the exception of FCPS funds allocated toward uniform replacement and donated funds, any surplus FCPS funds collected for any FCPS-sponsored events and activities must be returned to the students and parents from whom payment was collected. All surplus FCPS funds shall be returned no later than the end of the school year in which such funds was collected.

Procurement of Goods and Services

FCPS procurement guidelines in the current version of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#), require that purchases using FCPS funds are with parties without a conflict of interest. Principals must approve and sign any contracts for which FCPS funds will be used.

- For goods and services less than \$5,000 competition or comparative pricing is encouraged to ensure fair and reasonable prices are obtained. The FCPS procurement card program may be used for purchase of goods and services less than \$5,000.
- Procurement of goods and services that exceed \$5,000 must be competitively bid or utilize an existing contract as stated in the current version of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#), [Existing contracts](#) can be searched and viewed at the contract registry.
- In addition, for purchases over \$5,000 a purchase order or other equivalent document must be utilized and shall be signed by the principal or his or her designee. Signature by the principal or his or her designee shall be considered as a certification that the expenditure is within the fund's budgetary limitations.

Record-Keeping, Reconciliation, and Auditing of FCPS Funds

Financial Record-Keeping and Reporting Requirements

The principal of each school must ensure that his or her school keeps accurate records of all receipts and disbursements of FCPS Funds so that a clear and concise statement of all such funds can be determined at all times. Principals also may oversee school staff members and Boosters in the performance of ministerial tasks associated with such record-keeping. Principals opting to enlist the aid of Boosters may do so only in accordance with these Guidelines and must also formalize the relationship between FCPS and the Booster Organization with the attached MOA.

Each principal must ensure that monthly and yearly reports of FCPS Funds from student fees and FCPS-sponsored activities are prepared and filed in the principal's office. In those schools that have entered into a Booster Agreement, monthly and annual financial reports must include:

- Balance Sheet
- Profit and Loss Statement
- General Ledger Activity report
- Bank Statements
- Completed Bank Reconciliation
- Student Payment Spreadsheets (i.e. class fees and spring trip)
- Receipts

FCPS funds from student fees and FCPS-sponsored activities are also subject to an annual audit by a duly qualified accountant or accounting firm approved by the School Board.

Student Records under FERPA

Under the MOA, members of the Booster Organization providing services under the Agreement are deemed school volunteers, meaning that they are volunteering their services without compensation to assist and to perform functions under the general supervision of school staff that would normally be performed by school staff in the normal course of FCPS business. As school volunteers, such individuals are considered to be "school officials" as that term is defined by the Family Educational Rights and Privacy Act (FERPA). As "school officials" for FERPA purposes, FCPS may allow such individuals to access personally-identifiable student information and records without written parental consent to the extent these individuals need access to such information and records to perform the tasks outlined in the attached Booster Agreement. The school principal shall have discretion to determine the extent of personally-identifiable student information and records required to perform these tasks, except that access to student identification numbers is prohibited.

Booster members who receive personally-identifiable student information and records in connection with performing tasks described in the attached Booster Agreement are required to safeguard this information and these records from any further re-disclosure except to: (1) other Booster members specifically assigned to perform tasks in connection with the Booster Agreement and who also require the information to perform such tasks and (2) employees of FCPS.

Storage, Retention of Records and Access to Records

All records pertaining to the collection, management, or disbursement of FCPS Funds from student fees or FCPS-sponsored events and activities, whether such records are created by FCPS or by a Booster under the Booster Agreement, and whether such records are kept in paper or electronic form, are and shall remain FCPS' records.

The Booster shall store all paper records created in the course of performing duties under the Booster Agreement at the school site. At a minimum, paper records that do not exist in electronic form on the FCPS system/network shall be secured at the school site within one month of their creation. Any electronic FCPS records created or maintained by the Booster under the Booster Agreement should be stored on the FCPS system/network.

Boosters shall not store any FCPS electronic records on non-FCPS computers or other devices (for example, personally owned computers and devices or such equipment at the Booster members' place of employment). Boosters may store records pertaining to non-FCPS activities (on the FCPS system/network) with prior approval from FCPS.

Boosters shall keep their passwords confidential and no Booster member shall disclose or share his or her password with any other person, even another Booster member. Boosters and their members shall promptly report any password loss, any possible breach of records security or unauthorized disclosure of FCPS records to the school principal for corrective action.

Under the MOA, the Booster must make any FCPS record in its possession or control available to FCPS upon request, so that FCPS may carry out its business operations, including but not limited to, responding to disclosure requests under the Virginia Freedom of Information Act (VFOIA), the Family Educational Rights and Privacy Act (FERPA), legal actions including court orders and subpoenas, investigations and audits. For any requested records not already stored on the FCPS system/network or at the school site, the Booster Organization must provide such records to FCPS within five business days of the request unless a different timeline is set by FCPS staff. When practicable, FCPS will extend such deadlines if doing so does not impair FCPS' ability to carry out its business operations.

Changes to Guidelines

FCPS reserves the right to update these guidelines to conform to changes in state law, federal law, School Board directives, or FCPS business operations. State law, federal law or School Board directives shall control in the event of a conflict with these guidelines.

Staff Instructions

School Finance for Teachers

Staff financial instructions serve as a basic guide to explain the standard procedures for teachers to follow when collecting and spending school activity funds. The instructions are based on specific guidelines contained in the school finance handbook and other regulations.



Fundraising

Before making any arrangements for a fundraiser, determine if a fundraiser is necessary or if the activity can be funded another way. No fundraiser for charity is allowed, except as provided in the current version of [Policy 1375, Charity Drives](#). If a fundraiser is necessary, the special requirements stated in [Regulation 1370, Fundraising](#) must be met.

- Fundraisers must not conflict with instructional programs and must be for the educational benefit of students and the school.
- Funds raised and collected in the name of the school and accounted for in school activity fund records become property of the school.
- Funds raised and not used for their intended purpose will be given an alternative use by the principal. No refunds will be issued to students.
- If a fundraiser is necessary, follow the guidelines below.
 - Present a projected budget in writing to the principal, or designee, for approval. The budget should estimate how much money will be raised and how it will be spent.
 - Upon completion of the fundraiser, calculate the profit/loss and turn in funds to the principal, or designee.

Field Trips

Budget and Planning

Additional information on field trips can be found in the [Nonappropriated Funds – Field Trips](#) section of this handbook.

- Present a written field trip proposal to the principal, or designee, for approval. The proposal should include an estimated budget, a detailed itinerary, and contingency plans. The budget will be used to determine charges to students. The itinerary must identify all locations, time frames, and activities of the trip.
- Determine if the field trip is considered usual or unusual, as defined in the current version of [Regulation 5790, Field Trips – Planning, Conducting and Financing](#).

- Approval for usual field trips must be submitted using a [Request for Approval of Routine Field Trip \(FS-140\)](#).
- Approval for unusual field trips must be submitted using a [Request for Approval of Unusual Field Trip \(FS-141\)](#).
- All unusual field trips, except for VHSL-sponsored activities, must be reviewed by Risk Management at least four weeks prior to the departure date.
- All unusual field trips require parents to complete a [Parental Authorization and Acknowledgement of Risk for Field Trip \(FS-152\)](#) form and emergency care cards.
- Parents must receive a copy of the detailed itinerary.

Collecting Funds from Students

Receipts Process

When collecting funds, at least one of the following three types of documentation must be prepared:

- Activity Receipt: a copy is given to each student.
- Class list of your own: keep a copy for your records.
- School Finance Office Deposit Slip (FS-131, FS-131A): prepare for all funds collected.

The supporting documentation must list each student’s name and the amount collected.

- Count funds and prepare a deposit slip (FS-131, FS-131A). Make sure the following information is legible and has been entered correctly:
 - Sponsor’s name is printed on the top line.
 - Date the funds were collected.
 - Name and account number where funds are to be deposited.
 - Purpose or activity for which the funds were collected.
 - Exact amount of money collected in currency, coin and checks, and the total amount being deposited.

SCHOOL FINANCE OFFICE DEPOSIT SLIP - DETAILED		
Date	9/10/13	9/10/13
	<i>Diana Prince</i>	Teacher Signature
		Date
List name of student payers and amounts paid	55350-00-00	Fund Account to be Credited
1 Bruce Kent		Activity
2 Clark Wayne		Lost Math Textbook
3 Mary White		
4		
5		
6	Currency	\$ 30.00
7		
8	Coin	\$ 0.00
9		
10	Checks	\$15.00
11		
12	Total	\$45.00
13		
14	The above listed funds have been accepted for the finance office. A receipt will be furnished upon verification	
15		
16		
17	9/10/13	I.M. Finance
18	Date	Received By
19	9/10/13	I.M. Finance
20	Date	Verified By

- Verify the total amount collected and the total amount stated in the supporting documentation is equal.
- Submit funds, a completed deposit slip, and supporting documentation to the finance technician/administrative assistant (FT/AA) on the same day funds are collected.

Best Practices

- Do not keep money in the classroom overnight or left unattended.
- For school records, periodically ask for a detailed trial balance of the fund account where funds were deposited.

Activity Receipts

Fill out all information in the receipt and give the original receipt to the student. Give the copy to the FT/AA as supporting documentation. Ensure the information listed below is legible and has been entered correctly:

- Date funds were collected
- Name of student
- Total amount collected
- Purpose for which funds are collected
- Name of sponsor

Spending School Activity Funds

Pre-Approval Process

The principal is responsible for reviewing and approving all school activity funds purchases in advance. The principal will determine if the purchases are necessary and appropriate. Purchase orders must be used to authorize all obligations against school activity funds, advanced appropriated funds, or PCards. All school activity fund purchase requests must comply with the current version of [Regulation 5810, School Activity Funds Management](#). While specific procedures may vary from school to school, in general, you should:

- Fill out a [School Purchase Requisition, Order, and Receiving Report \(FS-125\)](#) (PO). Ensure that the information below is legible and has been entered correctly:
 - Vendor name
 - Billing and delivery address
 - PO number
 - Date
 - Item number, description, quantity, unit price, amount and total
 - Taxable or non-taxable purchase

- Submit a properly completed PO to the principal or FT/AA for approval.
- When purchasing items directly from a vendor or a store, bring appropriate documentation back to the FT/AA to pay the vendor and for school financial records.
 - Appropriate documentation includes an original detailed sales receipt, cash register ticket, invoice, charge slip, or any other vendor documentation that describes each item purchased and its cost.

General Purchasing

General FCPS purchasing guidelines must be followed when purchasing items with school funds. Purchasing guidelines are detailed in the current version of [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#). The guidelines outline the competitive bidding process and explain when competitive bids are required.

- Competition is not required, but is encouraged for orders with an estimated value under \$5,000.
- Three vendors are required to bid competitively by phone for orders with an estimated value greater than or equal to \$5,000 and less than \$10,000. Bid quotes must be documented on a [Telephone Bid Log \(SS/S DIV-17\)](#) and attached to the PO, or placed in a bid file.
- At least four vendors are required to bid competitively, in writing, for orders with an estimated value greater than or equal to \$10,000 and less than \$50,000. The Office of Procurement Services must review bids.
- Bids for orders with an estimated value greater than or equal to \$50,000 must be solicited through the Office of Procurement Services.

State Sales Tax

Most purchases from school activity funds are exempt from the Virginia state sales tax. FCPS has regulations prohibiting the payment of sales tax on school purchases. It is encouraged that every effort be made to avoid paying sales taxes. Refer to the [Nonappropriated Funds – Taxes](#) section for additional information.

- Reimbursement for tax exempt purchases made with personal funds will not include the sales tax paid. For example, an individual will not be reimbursed for \$0.30 tax on a \$5.00 purchase.

- To make tax exempt purchases in Virginia:
 - Bring a [Sales/Use Tax Certificate of Exemption \(ST-12\)](#) when making purchases and have the purchase noted as tax exempt with the tax exempt number written on the PO.
 - Tax exemption on food purchases may be found on the Guidelines for Payment or Non-Payment of Sales Tax on the Purchase of Food available at the school finance office or Financial Support Team website.
- Sales tax exemption is only for tangible property being purchased for use by FCPS. Therefore the following are not tax exempt:
 - Gifts to individuals, regardless of the fund account used for purchases.
 - Items purchased or picked up in the District of Columbia or Maryland, will be subject to the sales tax of those jurisdictions.

Using a Procurement Card

Procurement cards (PCards) provide an alternative method for schools to purchase goods and services in an efficient and effective manner. PCard users must adhere to the latest version of [Regulation 5350, Procurement Card Management](#). Additional information can be found in the school activity funds Procurement Card section of this Handbook. When using a PCard:

- Obtain written pre-approval from the principal or designee for the purchase using a properly completed PO.
- Sign a [Fairfax County Public Schools Procurement Card Employee Acknowledgement Disclosure \(FS-181\)](#) if using the PCard for the first time. All PCard users must have an acknowledgement disclosure form on file.
- Sign the PCard log every time the procurement card is used.
- The PCard must be returned immediately after the purchase.
- Request an invoice from the vendor when placing an order. If the vendor will not supply an invoice, a packing slip with a written explanation of efforts to obtain an invoice, may be used a substitute.
- Submit all original detailed receipts and charge slips, packing slips, and invoices to the school finance office.

Contracts

- Only the principal or designee has the authority to sign contracts in the name of the school.
- All contracts must be reviewed by the Office of Risk Management before they are signed. See [Contracts and Agreements](#) at the [Risk Management](#) website for more information.
- Please see the FT/AA for further information.
- Changes to contracts must be in writing and need to be approved by the principal and vendor representative.
- A contract does not replace a PO. A contract is an agreement for a service; a PO provides pre-approval for a service.
- Any contract for purchases entered into by an FCPS employee outside the provisions of this policy will be null and void.

Reference Materials

- [Contracts and Agreements Fact Sheet \(RM-6\)](#)

Policies and Regulations

Fundraising

- [Policy 1370, Fundraising](#)
- [Regulation 1370, Fundraising](#)
- [Policy 1375, Charity Drives](#)

Field Trips

- [Regulation 5790, Field Trips – Planning, Conducting and Financing.](#)
- [Regulation 5810, School Activity Funds Management.](#)

Procurement

- [Regulation 5012, Purchasing Goods and Services Using Appropriated and Non-Appropriated Funds](#)
- [Regulation 5350, Procurement Card Management](#)

Career and Technical Education (CTE)

CTE departments and classes offer services to the public as part of their program. The CTE departments must assume responsibility for conducting such activities in accordance with sound business practices and maintaining adequate and accurate records.

Budget and Planning

Specific financial procedures pertaining to the collection and use of funds are contained in this section. To the extent feasible, students should be involved in the management aspects of the activity as part of the instructional program.

Services must not be performed without proper authorization. Instructors are responsible for using the online CTE work orders database to create all service agreements. All scheduled work must be evidenced by a pre-numbered service agreement. The database will issue service agreements in a division-wide numerical sequence.

At service completion, the service agreement must be marked “paid” as evidence of work done and payment received. If voided, the service agreement should be marked “void” and retained for audit review.

Collecting Funds

CTE instructors are responsible for safeguarding funds received until such funds are submitted to the finance technician (FT).

Sources of Funds

All funds accounted through school activity accounts must be categorized and tracked through the appropriate fund accounts. CTE accounts are categorized as “Instructional” accounts. CTE funds are primarily collected from clients and should be deposited into a “client fee” account. The funds collected are subject to the provisions presented in the current version of [Regulation 5810, School Activity Funds Management](#).

Receipt Process

All funds received by CTE teachers need to be documented and supported with a completed service agreement. Teachers collecting funds for deposit into school activity funds are responsible for performing the following duties regarding the receipt of funds:

- Complete a CTE Service Agreement (IS-600, 602, 604) for each client requesting service. All service agreements should be done through the online system.



- Complete a School Finance Deposit Slip (FS-131 or FS-131A) when funds are collected. Deposit slips can be found at the school finance office. Information on the deposit slips must include:
 - Printed name of the teacher collecting the funds
 - Date the funds are collected
 - Name and fund account number to which the funds are to be deposited
 - Purpose for which funds are collected
 - Amount of funds collected in currency, coins and checks
- Void the corresponding deposit slip if a service agreement has been voided.
- Verify that the total amount of funds collected match the service agreement copy and deposit slip.
- Remit funds received from clients, with a completed customer service agreement copy and a school finance office deposit slip, to the FT on a daily basis.

Best Practices

- Do not keep funds in the classroom overnight, or when CTE teachers are not present in the classroom.
- The FT must count and verify all teacher deposits. If collected funds match the provided documentation, a receipt must be entered and posted in the accounting system and funds deposited at the bank.
- The FT should periodically print a detailed trial balance of the client fee fund account for financial oversight of deposited funds by CTE teacher.

Purchasing From Client Fee Accounts

In general, school activity funds must be spent for the benefit of the students. The following are guidelines to follow when spending from the client fee fund account in school activity funds.

Pre-Approval for Purchases

The principal should review and approve all school activity fund purchases in advance. The principal and/or FT should monitor the use of school funds prior to the expenditure being made. The principal will determine if purchases are necessary and appropriate. Although specific procedures may differ from school to school, the next steps must be followed for the approval of purchases.

- Purchases from school activity funds must be authorized by a properly completed school [Purchase Requisition, Order, and Receiving Report \(FS-125\)](#). The Purchase Order (PO) must be prepared in accordance with instructions supplied by the FT and the current version of [Regulation 5810, School Activity Funds Management](#).
- Only items specific to the service agreement should be purchased out of the client fee account. The invoice covering a purchase specific to a customer's service agreement must be referenced on the customer's service agreement by recording the invoice number.
- Upon receipt of a vendor's invoice, the CTE instructor will be responsible for approving the invoice for payment in accordance with instructions provided by the FT and contained in the current version of [Regulation 5810, School Activity Funds Management](#). It is recommended the service agreement number be included on the invoice.
 - If the invoice is to cover purchases used to maintain standard stocked items, the invoice should be annotated with the words "Standard Stock Item."
 - If an open PO is used, it must be approved in advance by the principal and renewed at the beginning of each fiscal year. Each associated purchase must refer to the open PO number, and vendors should be required to include the open PO number on the invoice.
 - If a PO is taken to a vendor to purchase items, the original receipt must be provided to the FT for school records.

Documenting Expenditures

When purchasing items directly from a vendor or store, original and detailed documentation is required. Such documentation may include a sales receipt, invoice, cash register ticket, charge slip, or other original documentation from the vendor detailing every item purchased and the cost.

- Detailed documentation is required in order for the FT to pay vendors and document expenditures in the school financial records.
- The detailed documentation requirement also applies to reimbursable purchases made with personal funds.
- Original receipts are required.

Using a Procurement Card

Procurement cards provide an alternative method for schools to purchase goods and services in an efficient and effective manner. PCard use is subject to the provisions presented in the current version of [Regulation 5350, Procurement Card Management](#). Prior to using a procurement card, a CTE teacher must complete the following:

- Obtain written pre-approval from the principal for the purchase by submitting a completed PO.
- Complete and sign an Employee Acknowledgement Disclosure Form (FS-181).
- Sign and complete the Procurement Card Log (FS-185).
- After completing a purchase using a PCard, teachers must:
 - Request an invoice from vendors when placing the order.
 - Submit all original detailed receipts, detailed charge slips, packing slips and invoices, to the school finance office.
 - Return the PCard to the PCard custodian right after the purchase.

General Purchasing Guidelines

General FCPS purchasing guidelines must be followed when purchasing items with school funds. These guidelines are detailed in the current version [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#) and outline the competitive bidding process and state when competitive bids are required.

- Competition is encouraged, but not required for orders with an estimated value under \$5,000.
- Three vendors are required to bid competitively by phone for orders with an estimated value greater than or equal to \$5,000 and less than \$10,000. Bid quotes must be documented on a Telephone Bid Log (SS/S DIV-17) and attached to the PO or placed in a bid file.
- At least four vendors are required to bid competitively, in writing, for orders with an estimated value greater than or equal to \$10,000 and less than \$50,000. Bids must be reviewed by the Office of Procurement Services.
- Bids for orders with an estimated value greater than or equal to \$50,000 must be solicited through the Office of Procurement Services.

Inventory Control

General Guidelines

- All parts, materials, and supplies should be afforded adequate storage security to minimize the possibility of theft or loss.
- Access to parts, materials, and supplies will be restricted to authorized personnel only and they are responsible for ensuring items are used for authorized purposes.

- Purchases must be restricted to items and quantities that are for specific jobs or that will be used during the school year. The amount of inventory carried over from one school year to the next should be minimal. Particular attention must be given to items with a limited shelf life.
- Efforts will be made to avoid accumulation of unstable or slow-moving items.
- At the end of the school year, all items for which costs are expected to be recovered through sales to customers must be inventoried, and a report of salable inventory must be prepared and submitted to the finance office. Care should be taken to ensure accurate inventories.

Standard Stock Items

A standard stock inventory that consists of materials and supplies purchased in bulk for re-distribution to multiple customers may exist in addition to the regular saleable inventory available for resale to customers. The standard stock inventory must follow the guidelines below:

- When applicable, instructors should develop a list of items to be considered standard stocked items. The list should include the description of item, vendor name and cost of the item to be purchased.
- The program manager must approve the list of standard stock items prior to the beginning of the school year/semester class. Items may be added to the list during the school year with the approval of the principal.
- The list must be updated as prices and/or vendors change. Items with frequently fluctuating prices (e.g., food), must be footnoted to state that the most recent vendor-quoted price will be used.
- The CTE instructor should furnish copies of the standard stock list to the CTE office and school finance office.
- The list must be available for audit review.



Policies and Regulations

- [Regulation 5350, Procurement Card Management](#)
- [Regulation 5810, School Activity Funds Management.](#)
- [Regulation 5012, Purchasing Goods and Services Using Appropriated and Nonappropriated Funds](#)



Financial Services