

PERMANENT IMPROVEMENT FUND
S U M M A R Y S T A T E M E N T
BOARD OF EDUCATION OF THE COUNTY OF _____
AT JUNE 30, _____

Page 1 of 4

Item No.	Description	Actual	Actual
1	Beginning Balances at July 1 (0541, 0542 and 0543)		
2	Current Year's Revenue Receipts by Sheriff and/or Treasurer, Including Inter-fund Transfers and Clearing Accounts (Do Not Include Receipts Here for Return of Investment Principal to Appointed Treasurer.)		
3	Total Beginning Balances and Current Year's Revenue Receipts (Sum of Items 1 & 2. Must agree with grand total of Classified Revenue on Update for Final Statement, printout #EDC013A1)		
4	Total Orders Paid (Do not include paid orders for investments. See Para. 7 of instructions. Amount must agree with Item 18.)		
5	Gross Balance at June 30 (Item 3 minus 4.)		
RECONCILIATION OF GROSS BALANCE			
5a	Sheriff's Balance at June 30 (Settlement Line 57 or 58.)		
5b	Appointed Treasurer's Balance at June 30		
5c	State Municipal Bond Commission's Balance at June 30		
	Total of Items 5a, 5b, & 5c (Must agree with Item 5.)		
6	Less Orders Outstanding at June 30 (Current and Prior Years)		

PERMANENT IMPROVEMENT FUND
S U M M A R Y S T A T E M E N T
BOARD OF EDUCATION OF THE COUNTY OF _____
AT JUNE 30, _____

FUND CODE 4

Page 2 of 4

Item No.	Description	Actual	Actual
7	Plus Funds Receivable at June 30 (Must agree with attached "Schedule C.")		
8	Less Encumbrances		
	Salaries Payable		
	Other		
	Total Encumbrances (Must agree with attached "Schedule A; Parts I & II.")		
9	Less Earmarked Funds (Must agree with attached "Schedule B.")		
10	Less Payroll Deductions/Withholdings Payable at June 30 (Must agree with attached "Schedule D; Part II.")		
11	Net Balance at June 30 (Indicate a negative amount with (-) beside figure.)		

PERMANENT IMPROVEMENT FUND
RECAPITULATION/RECONCILIATION
BOARD OF EDUCATION OF THE COUNTY OF _____
AT JUNE 30, _____

Item No.	Description	Actual	Actual
12	Classified Expenditures (Summarize from Updated Final Statement Printout #EDC013A1)		
	998-99 Undistributed Programs		
	Restricted Projects		
	Total of Classified Expenditures (Item 12.)		

PERMANENT IMPROVEMENT FUND
 RECAPITULATION/RECONCILIATION
 BOARD OF EDUCATION OF THE COUNTY OF _____
 AT JUNE 30, _____

Item No.	Description	Actual
13	Deductions/Withholdings Adjustment at June 30 (Must agree with attached "Schedule D; Part III" amount. Indicate whether (+) or (-) beside figure.)	<input type="text"/>
14	Total Current Year's Orders Issued (Must agree with item 12 (+) or (-) Item 13.)	<input type="text"/>
15	Less Current Year's Orders Outstanding at June 30	<input type="text"/>
16	Current Year's Orders Paid by Sheriff and/or Appointed Treasurer (Must agree with item 14 (-) Item 15.)	<input type="text"/>
17	Plus Prior Year's Orders Paid During Current Year by Sheriff and/or Appointed Treasurer (Must agree with Expenditure Account 98111-981.)	<input type="text"/>
18	Total Orders Paid During Current Year by Sheriff and/or Appointed Treasurer (Do not include paid orders for investments. See Para. 7 of Instructions. Must agree with Item 4.)	<input type="text"/>

Fund: _____
Page: _____ of _____

SCHEDULE "A" (PART 1)
ENCUMBRANCES - SALARIES & WAGES PAYABLE
AT JUNE 30, _____
BOARD OF EDUCATION OF THE COUNTY OF _____

[illegible]

NOTE:

1. Prepare a separate schedule for each fund.
2. List by code sequence with a sub-total for each code, with a grand total at the end for all.
3. The grand total must equal Salaries and Wages Payable reported on the WVDE 11-10-10 summary form.

Page: _____ of _____

SCHEDULE "A" (PART II)
ENCUMBRANCES - OTHER THAN SALARIES & WAGES PAYABLE
AT JUNE 30, _____
BOARD OF EDUCATION OF THE COUNTY OF _____

Date of Incurred Obligation	Purchase Order Number	Vendor or Payee	Budget Account			Amount
			PROJ	PROG/FUNC	OBJ	

NOTE:

1. Prepare a separate schedule for each fund.
2. List by code sequence with a sub-total for each code, with a grand total at the end for all.
3. The grand total must equal Encumbrances Other Than Salaries & Wages Payable reported on the WVDE 11-10-10 summary form.

SCHEDULE "B"
EARMARKED FUNDS AT JUNE 30, _____
BOARD OF EDUCATION OF THE COUNTY OF _____

Project Code (If Any)	Description of Project or Program	Amount

NOTE:

1. Prepare a separate schedule for each fund.
2. Itemize on this schedule any projects or programs (including special levies) that result in a total in column (8) of the Worksheet [Form WVDE 11-10-10 (Worksheet "A")].
3. Enter a grand total at the end of the schedule's listings which must equal the grand total of Earmarked Funds on the WVDE 10-10-10 summary form.

Fund: _____
Page: _____ of _____

SCHEDULE "C"
FUNDS RECEIVABLE AT JUNE 30, _____
BOARD OF EDUCATION OF THE COUNTY OF _____

Project Code (If Any)	Receipt Code	Description of Project or Program	Amount

NOTE:

1. Prepare a separate schedule for each fund.
2. Itemize on the schedule any federal or special funded projects or programs that result in a total in column (9) of the Worksheet [Form WVDE 11-10-10 (Worksheet "A")] that will be received. Do not list on this schedule any amounts for programs or projects that will not be received.
3. Enter a grand total at the end of the schedule's listings which must equal the grand total of Funds Receivable on the WVDE 11-10-10 summary form.

Fund: _____

SCHEDULE "D"
RECAPITULATION/RECONCILIATION OF
PAYROLL DEDUCTIONS/WITHHOLDINGS AT JUNE 30, _____
BOARD OF EDUCATION OF THE COUNTY OF _____

PART I: Current Year's Remittances of Former Year(s)' Deductions/Withholdings Unpaid at End of Prior Fiscal Year (Do not include employer's matching share here as those amounts are reportable against the appropriate line item codes.) Itemize by payee/purpose.

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PART I (Expenditure Code 9812-981) _____

PART II: Current Year's Deductions/Withholdings Unpaid at End of Current Fiscal year (Do not include employer's matching share here as that amount is to be reported as an encumbrance on Schedule "A".) Itemize by payee/purpose.

_____	\$ _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL PART II \$ _____

PART III: Subtract total of Part II from total of Part I and enter difference here with indication of whether difference is positive (+) or negative (-).

* \$ _____

* Enter amount determined in Part III on WVDE 11-10-10 summary line entitled "Deductions/Withholding Adjustment."

NOTE: If all current year's employee's deductions/withholdings are covered by orders issued on or before June 30 of the current fiscal year and there are no current year's orders issued for prior year(s)' deductions/withholdings, then preparation of this form is not required.

Treasurer's Report

Month Ending:

Fund	Prior Month Ending Fund Balance	Revenue				Expenditures		Current Month Ending Fund Balance	Current Month Ending Fund Balance	
		This Month		Fiscal Year To Date	This Month	Fiscal Year To Date	In Cash		In Investments	

Fund: _____
Date: As of June 30, _____
Page: _____ of _____

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WVDE 11-10-10 (Worksheet "A")



Page _____ of _____



Submit in Triplicate
 TO: WEST VIRGINIA BOARD OF EDUCATION
 CAPITOL COMPLEX, BUILDING 6
 ROOM B-215
 CHARLESTON, WEST VIRGINIA 25305

GENERAL CURRENT EXPENSE FUND

County _____

Fund Code _____
 Page _____ of _____

Pursuant to the provisions of Chapter 18, Article 9B, Section 6, of the Code of West Virginia, as amended we are requesting approval to revise the preliminary county school budget for the fiscal year ending June 30, 1990 due to action of the 1989 Legislature, as follows:

REVENUE			EXPENDITURES			
REV SOURCE	DESCRIPTION	AMOUNT	PROG/FUNC	OBJ	DESCRIPTION (PROG/FUNC & OBJ)	AMOUNT
TOTAL						TOTAL

I hereby certify that this revision to the preliminary 1989-90 county school budget has been approved by the county board of education, and that this revision appears in the minutes of the county board of education dated _____ 19 _____

County Superintendent

For State Board of Education Use Only

Date Received: _____ Recommended: _____

Approved: Date _____ State Superintendent

ASSESSED VALUATIONS - PROPOSED 1978

PROPOSED LEVY RATES ON EACH \$100 ASSESSED VALUATIONS MUST BE IN RATIO OF 1-2-4. USE WHOLE DOLLARS ONLY FOR TAXES LEVIED.

	ASSESSED VALUES	CURRENT EXPENSE LEVY RATE/\$100	TAXES LEVIED	EXCESS LEVY LEVY RATE/\$100	TAXES LEVIED	PERM. IMPROVEMENT LEVY RATE/\$100	BOND PURPOSES LEVY RATE/\$100	TAXES LEVIED
CLASS I PROPERTY								
PERSONAL PROPERTY	\$ 18,501,174	22.95¢	\$ 42,460	22.95¢	\$ 42,460	\$	15.20¢	\$ 28,127
PUBLIC UTILITIES	2,265,300	22.95¢	5,199	22.95¢	5,199	\$	15.20¢	3,443
TOTAL CLASS I	20,766,474		47,659		47,659			31,565
CLASS II PROPERTY								
REAL ESTATE	\$ 65,608,506	45.90¢	\$ 301,143	45.90¢	\$ 301,143	\$	30.40¢	\$ 199,450
PERSONAL PROPERTY	5,361,677	45.90¢	24,610	45.90¢	24,610	\$	30.40¢	16,200
TOTAL CLASS II	70,970,183		325,753		325,753			215,750
CLASS III PROPERTY								
REAL ESTATE	\$ 21,237,292	91.80¢	\$ 194,958	91.80¢	\$ 194,958	\$	60.80¢	\$ 129,123
PERSONAL PROPERTY	107,747,773	91.80¢	989,125	91.80¢	989,125	\$	60.80¢	655,106
PUBLIC UTILITIES	58,240,100	91.80¢	534,644	91.80¢	534,644	\$	60.80¢	354,100
TOTAL CLASS III	187,225,165		1,718,727		1,718,727			1,138,329
CLASS IV PROPERTY								
REAL ESTATE	\$ 13,503,627	91.80¢	\$ 123,963	91.80¢	\$ 123,963	\$	60.80¢	\$ 82,102
PERSONAL PROPERTY	35,602,229	91.80¢	326,828	91.80¢	326,828	\$	60.80¢	216,762
PUBLIC UTILITIES	13,714,200	91.80¢	125,896	91.80¢	125,896	\$	60.80¢	83,102
TOTAL CLASS IV	62,820,056		576,687		576,687			381,966
TOTAL ALL CLASSES	\$ 341,781,878		\$ 2,668,826		\$ 2,668,826	\$		\$ 1,767,590
LESS DELINQUENCIES & EXONERATIONS ESTIMATED AT 10 ¢								
NET AMOUNT TO BE RAISED BY LEVY			266,883		266,883			161,006
TOTAL CURRENT AND EXCESS LEVY REVENUE (NET)			\$ 2,401,943		\$ 2,401,943	\$		\$ 1,606,584
TOTAL LEVY RATES: CLASS I 61.10¢ CLASS II 122.20¢ CLASS III 244.40¢ CLASS IV 244.40¢								

COUNTY SCHOOL BOND PURPOSES INTEREST AND SINKING FUND ESTIMATE

THE BOARD PROCEEDED TO MAKE AN ESTIMATE OF THE AMOUNT NECESSARY TO BE RAISED BY LEVY OF TAXES FOR THE CURRENT FISCAL YEAR FOR THE INTEREST, SINKING FUND AND AMORTIZATION REQUIREMENTS OF BONDED INDEBTEDNESS FOR THE PURPOSE OF Sites, Construction, New Bldgs, Additions INCURRED UPON A VOTE OF THE PEOPLE AS PROVIDED BY LAW, OWING BY WAYNE COUNTY AS FOLLOWS:

DATE OF VOTE AUTHORIZING ISSUE	DATE OF MATURITY	ORIGINAL AMOUNT OF ISSUE	AMOUNTS OF BONDS OUTSTANDING	MUNICIPAL BOND COMM.	AMOUNT REQUIRED FOR INTEREST	TOTAL
March 19, 1985	June 30, 2000	\$14,295,000	\$12,215,000	\$ 655,000	\$ 951,584	\$ 1,606,584
	TOTALS	\$14,295,000	\$12,215,000	\$ 655,000	\$ 951,584	\$ 1,606,584
			PLUS DELINQUENT TAXES AND EXONERATIONS ESTIMATED AT 10 %			161,006
			TOTAL AMOUNT TO BE RAISED BY A LEVY OF TAXES			\$ 1,767,590

NOTICE OF BOND AND/OR EXCESS LEVY ELECTIONS AND CERTIFIED COPY OF CANVASS OF VOTES MUST BE ON FILE WITH THE STATE TAX DEPARTMENT AND STATE BOARD OF EDUCATION BEFORE EXCESS LEVY RATE CAN BE APPROVED BY THE STATE TAX COMMISSIONER.

CERTIFICATE OF VALUATIONS

County Board of Education
(Levying Body)

(County)

To _____, Supt.
(County Commission President, School Board Secretary or Municipal Clerk or Recorder)

The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of Real Estate, Personal Property and Public Utility Property for the assessment year 19 89.

	<u>Assessed Valuation</u> (Gross)	<u>Assessed Valuation</u> for <u>Tax Purposes</u> (Without Homestead)
<u>CLASS I</u>		
Personal Property		\$ 18,501,174
Public Utility Property		2,265,300
Total Class I		\$ 20,766,474
<u>CLASS II</u>		
Real Estate	\$ 89,245,824	\$ 65,608,506
Personal Property	6,200,019	5,361,677
Total Class II	\$ 95,445,843	\$ 70,970,183
<u>CLASS III</u>		
Real Estate		\$ 21,237,292
Personal Property		107,747,773
Public Utility Property		58,240,100
Total Class III		\$ 187,225,165
<u>CLASS IV</u>		
Real Estate		\$ 13,503,627
Personal Property		35,602,229
Public Utility Property		13,714,200
Total Class IV		\$ 62,820,056
TOTAL FOR LEVYING BODY	\$ 366,257,538	\$ 341,781,878

Given under our hands this 6th day of March 19 89.

COUNTY CLERK

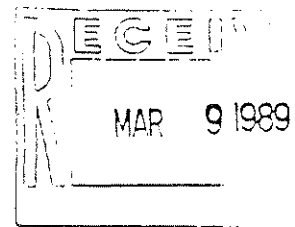
ASSESSOR

NOTE:

The above certificate must be in the hands of the levying body not later than March 7. (Section 6, Article 3, Chapter 11, Code of 1931, as amended). The assessor is required to certify the valuation of Real Estate and Personal Property and the County Clerk the value of Public Utility Property as assessed by the Board of Public Works. To avoid confusion, this joint certificate is to be used.

White Copy - Levying Body
Yellow Copy - Tax Dept.
Pink Copy - Retain

This is a three part form: When completed submit white copy to the levying body, yellow copy to the State Tax Department, Drawer 2389, Charleston, WV 25328, and retain pink copy for office file.



Charles Lorensen
TAX COMMISSIONER, CHAIRMAN

A. JAMES MANCHIN
TREASURER, SECRETARY

GLEN B. GAINER, JR.
AUDITOR, MEMBER

WEST VIRGINIA
MUNICIPAL BOND COMMISSION
SUITE 337 BUILDING 3
STATE CAPITOL COMPLEX
CHARLESTON, WV 25305
(304) 348-3971/72

JAMES R. BROTHERTON
MEMBER

JOHN ROACH
MEMBER

R. WITTER HALLAN
EXECUTIVE DIRECTOR

March 6, 1989

The Superintendent
County Board of Education
P. O. Box 70
WV 25570-0070

RE: County Schools
Public School Refunding Bonds, dated 12/1/85


Dear Sir:

In compliance with Chapter 13, Article 3, Section 11, of the Code of West Virginia, of 1931, as amended, the Commission hereby submits amounts required for payment of interest and principal for outstanding general obligation bonds for the fiscal year beginning July 1, 1989.

Date of Authorizing Vote	3/19/85	
Original Amount of Issue	\$14,295,000	
Bonds Outstanding as of July 1, 1989	\$12,215,000	
Principal Due:		\$ 655,000
Interest Due :		\$ 951,584
Total Due :		\$1,606,584
10% Allowance - Delinquent taxes and exonerations		\$ 160,658
TOTAL AMOUNT TO BE RAISED		<u>\$1,767,242</u>

Please use total amount for preparing rates and levy estimates to be filed with the State Tax Commission.

Sincerely yours,


R. Witter Hallan
Executive Director

RWH/wb

EXAMPLE OF DEBT SERVICE RATE WORKSHEET

WORKSHEET
TO DETERMINE RATES OF LEVY
NECESSARY TO RAISE ANY GIVEN AMOUNT OF TAXES
FOR BOND PURPOSES (DEBT SERVICE)

	Certified Assessed Values		Weighting		Weighted Assessed Values
Total Class I	\$ 20766474	x	.01	=	\$ 207665
Total Class II	\$ 70970183	x	.02	=	\$ 1419404
Total Class III	\$ 187225165	x	.04	=	\$ 7489007
Total Class IV	\$ 62820056	x	.04	=	\$ 2512802
Total	\$ 341781878				
Total Weighted Assessed Values					\$ 11628878

$$\frac{1767242}{\text{Gross Amount of Taxes to be Levied}} \div \frac{11628878}{\text{Total Weighted Assessed Values}} \times 100 = \frac{15.20\%/\$100}{\text{Class I Levy Rate}} (*)$$

(*)Do not use figure in excess of two decimal points (i.e., 7.78%/\$100, not 7.782%/\$100)

$$\text{Class II Levy Rate} = 2 \times \frac{15.20}{\text{Class I Levy Rate}} = 30.40\%/\$100$$

$$\text{Class III Levy Rate} = 4 \times \frac{15.20}{\text{Class I Levy Rate}} = 60.80\%/\$100$$

$$\text{Class IV Levy Rate} = 4 \times \frac{15.20}{\text{Class I Levy Rate}} = 60.80\%/\$100$$

(Same as Class III)

Next, apply the rates to the assessed values on a pencil copy of Form LGR 12:22. The gross amount of taxes levied on the pencil copy should be nearly the same as the gross amount of taxes to be levied (as certified by the W. Va. Municipal Bond Commission). If the amounts are significantly different, examine whether or not rounding the Class I Levy Rate to two decimals has caused the significant difference. If this has not happened, then re-check all calculations. If the Class I Levy Rate has been rounded "up," try it rounded "down." Any change to the Class I Levy Rate causes change to the Levy rates for Class II, III, and IV as they must be in multiples of 2 (for II) and 4 (for III and IV) of the Class I Levy Rate, again, at not more than two decimal points. Use the "set" of levy rates that extend gross taxes nearest to the gross amount certified by the Municipal Bond Commission.

After the gross amount of taxes levied has been qualified, insert on LGR 12:22 in the space "Net Amount To Be Raised By Levy" the net amount prescribed by the Municipal Bond Commission. The net amount is the sum of "Sinking Fund" and "Amount Required For Interest." The difference of the gross taxes levied and the "Net Amount To Be Raised By Levy" is the amount to be inserted in the space "Less Delinquencies and Exonerations, etc." The percentage rate amount of delinquencies and exonerations for this column will not agree with the rate used for taxes levied for Regular Levy/Excess Levy and Permanent Improvement Funds.

EXAMPLE OF LOCAL SHARE COMPUTATIONS

TAX YEAR 1988 STUDY OF PROPERTY VALUES						
COUNTY		GROSS LOCAL ASSESSED VALUATION	TAXABLE ASSESSED VALUATION	NON-PUB. UTILITY APPRAISED TOTALS BY TAX CLASS	RATIO OF ASSESSED TO APPRAISED	OTHER ASSESSED VALUE AT 95% PU & 97.5%
						LOCAL SHARE SCHOOL YEAR 1989 - 1990
CLASS 1						
PERSONAL PROP		417,291,485	417,291,485	688,082,100	68.62%	396,426,911
PUBLIC UTILITY			21,211,800			20,681,505
						891,961
						46,533
CLASS 2						
REAL ESTATE		779,371,712				
PERSONAL PROP		13,789,233				
HOMESTEAD		-108,024,357	613,136,588	1,306,096,271	60.73%	582,479,759
						2,621,159
CLASS 3						
REAL ESTATE		286,256,194				
PERSONAL PROP		478,188,507	684,436,901	1,038,513,911	65.91%	650,215,056
PUBLIC UTILITY			124,351,000			121,242,225
						1,091,180
CLASS 4						
REAL ESTATE		467,102,323				
PERSONAL PROP		481,848,311	948,942,634	1,584,667,504	59.88%	901,495,502
PUBLIC UTILITY			173,027,900			162,782,203
						1,518,527
TOTAL NON-PUBLIC UTILITY			2,663,807,608	4,537,359,786	62.68%	2,538,617,228
TOTAL PUBLIC UTILITY			318,598,700			310,625,933
						17,478,514
						2,656,033
GRAND TOTAL			2,982,398,308			2,841,243,140
						20,134,540

PURCHASING DEPARTMENT

COUNTY BOARD OF EDUCATION

TELEPHONE QUOTATION

DATE: _____ QUOTATION TAKEN BY: _____

ITEM(S) QUOTED: _____

UNIT QUOTATIONS

[illegible]

COMPANY QUOTATION FROM:

1. _____
NAME OF PERSON SUBMITTING QUOTE
2. _____
NAME OF PERSON SUBMITTING QUOTE
3. _____
NAME OF PERSON SUBMITTING QUOTE

Price quoted guaranteed for _____ days - Company #1
 _____ days - Company #2
 _____ days - Company #3

SAMPLE
STANDARDIZED BID FORM
Board of Education
of the County of

Instructions to Bidders:

You are invited to submit prices of the attached list of items to be used in the public schools under the direction of the Board of Education of the County of

Quotations will be received until _____ at _____ and will be opened shortly thereafter by the Superintendent or designee at his office at

. The right is reserved to accept or reject any part of, or all quotations. Bidders are invited to be present for the opening.

In case any of the items listed are patented, protected by trade marks, or designated by the name of the maker, this is intended to indicate a standard of design or quality but not to exclude bids on similar articles of the same quality and standard as those listed, unless specifically stated notation follows the listing of the article.

All prices must be F.O.B., Clarksburg. WE DO NOT PAY TRANSPORTATION CHARGES.

Date of delivery will be specified on the purchase order, otherwise delivery will be expected in 30 days from the receipt of the purchase order.

Your name may be dropped from our list of bidders if your items do not meet the standards as specified. The Purchase Order to your company may be cancelled if items are not delivered within the specified time.

Remarks:

Superintendent of Schools

County Board of Education

Adopted:

EHA, PART B EXCESS COST REQUIREMENT

FY-90

County School District

Determining Average Per Pupil Expenditures for Elementary and Secondary Students

- I. Total State, Federal and Local expenditures for students (including handicapped students) in the 1987-88 school year, except for capital outlay and debt service.

Total expenditures excluding Program/Functions 5XXX, 6XXX, 8XXX, 94XXX, 95XXX, 96XXX* and 98XXX.

*Program/Function 962XX may be included if there are expenses within this P/F that are direct instructional expenses of a LEA, i.e., transits to a multi-county vocational center.

NOTE: Include federal funds (projects 30 through 79)

TOTAL Part I \$

139

- II. Add the total amounts spent in the 1987-88 school year for:

A. State Aid for Exceptional Children (except gifted) (Projects 028, 83X and 86X Minus Program/Function 21271).

\$

B. Other state and local funds for handicapped children (PF 2XXX, Minus PF 21271).

\$

NOTE: It is recognized that there are other undistributed expenses for handicapped students in Program Function 9XXX.

C. ECIA I (Projects 26X, 417, and 418).

\$

D. ECIA II (Projects 29X, 427, and 428).

\$

E. EHA, Part B (Projects 22X, 437, and 438).

\$

F. State and local funds for educationally deprived students.

\$

G. State and local funds for bilingual education for children with limited English speaking ability.

\$

TOTAL Part II \$

III. Subtract TOTAL Part II from TOTAL Part I

TOTAL (I) \$ _____ - TOTAL (II) \$ _____ = \$ _____ TOTAL Part III

IV. Estimate the average per pupil expenditure (APPE) for elementary and secondary students using the following formulas:

NOTE: Define elementary and secondary students as per the county's organizational pattern.

A. APPE for elementary =
$$\frac{\text{TOTAL Part III}}{(1.15 \times \text{Number of Secondary Students}) + \text{Number of Elementary Students}}$$

Divide the Total in Part III by $[1.15 \times \text{the average number of secondary students enrolled in the 1987-88 school year (including handicapped students)}]$ plus the average number of elementary students enrolled in the 1987-88 school year (including handicapped students).

NOTE: The number of elementary students includes preschool students and kindergarten students in F.T.E.

The constant 1.15 represents an estimate of the cost differential between elementary and secondary education (e.g., average secondary expenditures are 15% higher than average elementary expenditures). If actual data is available with respect to this factor in your school district, replace the above constant of 1.15 with a more precise figure in all calculations and make a notation that an alternate cost differential was used.

APPE for Elementary \$ _____/Student

This is the minimum amount the county school district must have spent (on the average) for the education of each of its handicapped elementary students. EHA, Part B funds may be used only for costs over and above this minimum.

B. APPE for Secondary = $1.15 \times (\text{APPE for Elementary})$

Multiply the result in IV A, APPE for elementary students, by 1.15 to yield the APPE for secondary students.

This is the minimum amount the county school district must have spent (on the average) for the education of each of its handicapped secondary students. EHA, Part B funds may be used only for costs over and above this minimum.

APPE for Secondary \$ _____/Student

Determining Aggregate Minimum Amount for the Education of Elementary Handicapped Students

ITEM	Calculations	Expenditures
1. Total number of handicapped elementary students reported on December 1, 1987, Child Count (Including ages 3 and 4):		
2. Total number of handicapped elementary students reported on December 1, 1987, who are served in separate classes, separate schools, residential facilities, homebound and hospital settings and correction facilities (see Note 1 on page 4):		
3. Item 2 x (average percentage of instructional time students served in Item 2 receive special education and related services):	_____ x _____ =	
4. APPE for elementary students (from IV A):	\$ _____	
5. Total minimum amount for elementary handicapped students served in Item 2 (Item 3 x Item 4):		\$ _____
6. Total number of elementary communication disordered students reported on December 1, 1987, Child Count:		
7. (Item 6) x (Average percentage of instructional time students in Item 6 receive special education and related services):	_____ x _____ =	
8. Total minimum amount for elementary communication disordered students (Item 7 x Item 4):		\$ _____
9. Total number of elementary handicapped students served in Regular Education with Modification and Regular Education with Resource Services, excluding communication disordered students (i.e., special education less than 60% of instructional time):		
10. Item 9 x (average percentage of instructional time students in Item 9 receive special education and related services):	_____ x _____ =	
11. Total minimum amount for elementary handicapped students served in Item 9 (Item 10 x Item 4):		\$ _____

12. Total elementary aggregate minimum amount (Add Items 5, 8, 11):

This is the aggregate minimum amount that the LEA must have spent for the education of elementary handicapped students using any available funding source other than EHA, Part B, capital outlays and debt service. The LEA is required to have financial records to show that this aggregate minimum amount has been expended. Maintenance of separate records is not required, as long as existing records are adequate to demonstrate compliance with the requirement.

NOTE 1: See Part II of LEA's 1987-88 Annual Data Report:
Implementation of Least Restrictive Environment
Requirements.

NOTE 2: The totals of Item 2, Item 6, and Item 9 must equal Item 1.

0063i

Determining Aggregate Minimum Amount for the Education of Secondary Handicapped Students

ITEM

Calculations

Expenditures

1. Total number of handicapped secondary students reported on December 1, 1987,
Child Count: _____
2. Total number of handicapped secondary students reported on December 1, 1987,
who are served in separate classes, separate schools, residential facilities,
homebound and hospital settings and correction facilities (see Note 1 on page 6): _____
3. Item 2 x (average percentage of instructional time students served in Item 2
receive special education and related services): _____ x _____ = _____
4. APPE for secondary students (from IV B): \$ _____
5. Total minimum amount for secondary handicapped students served in Item 2
(Item 3 x Item 4): \$ _____
6. Total number of secondary communication disordered students reported on
December 1, 1987, Child Count: _____
7. (Item 6) x (Average percentage of instructional time students in Item 6
receive special education and related services): _____ x _____ = _____
8. Total minimum amount for secondary communication disordered students
(Item 7 x Item 4): \$ _____
9. Total number of secondary handicapped students served in Regular Education
with Modification and Regular Education with Resource Services, excluding
communication disordered students (i.e., special education less than 60% of
instructional time): _____
10. Item 9 x (average percentage of instructional time students in Item 9 receive
special education and related services): _____ x _____ = _____
11. Total minimum amount for secondary handicapped students served in Item 9
(Item 10 x Item 4): \$ _____

12. Total secondary aggregate minimum amount (Add Items 5, 8, 11):

This is the aggregate minimum amount that the LEA must have spent for the education of secondary handicapped students using any available funding source other than EHA, Part B, capital outlays and debt service. The LEA is required to have financial records to show that this aggregate minimum amount has been expended. Maintenance of separate records is not required, as long as existing records are adequate to demonstrate compliance with the requirement.

NOTE 1: See Part II of LEA's 1987-88 Annual Data Report:
Implementation of Least Restrictive Environment
Requirements.

NOTE 2: The totals of Item 2, Item 6, and Item 9 must equal Item 1.

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FUNCTIONS AND RESPONSIBILITIES OF THE TREASURER

Introduction

The purpose of this section is to provide guideline procedures for the treasurer in the management of cash assets and investments for the county board of education.

The responsibilities of the treasurer have been defined in the handbook. The functions included in the treasurer's responsibilities are divided into two major classifications. The first functional classification is the cashier's function. The cashier will be responsible for the receipt and deposit of funds as well as the preparation of original receipt and deposit documents. The cashier also will be responsible for the daily reconciliation of cash receipts to cash receipt slips and bank deposits.

The other major functional classification of the treasurer's responsibilities is the bookkeeping function. The bookkeeper will be responsible for posting all bank deposits, cash disbursements, check transfers, etc. to the Cash and Investment Ledger, Investment Register, and preparation of the Daily Cash Control Report. The bookkeeper also will be responsible for month-end reconciliation of the bank statement to the records of the county board and preparation of monthly treasurer's statements.

While the number of individuals performing the above functions will depend on the size of the county, the separation of the cashier's function and the bookkeeping function is necessary to provide for more effective internal control. Every effort should be made to maintain this internal control by assigning each functional area to separate personnel within the treasurer's responsibility.

The guideline procedures, forms, reports, control registers and ledgers, and methods of record keeping contained in this manual provide the treasurer with functional procedures.

Cash Receipts - General Procedures

ACTION	PERFORMED BY
1. Cash and checks accompanied by remittance advices are received in the treasurer's office.	Cashier
2. Identify the source of payment and prepare the cash receipt form.	Cashier
<ul style="list-style-type: none">a. Enter the following information on all the receipt copies:<ul style="list-style-type: none">(1) Data received(2) Name and address of remitter(3) Amount received(4) Bank transit number (printed on checks)(5) Purpose of payment(6) Signature of cashier.b. Present one copy of receipt to remitter.c. Enter the following information on the other copies:<ul style="list-style-type: none">(1) Name of fund to receive proceeds(2) Demand deposit account name and number(3) Identify type of receipt:<ul style="list-style-type: none">(a) Revenue to include investment income(b) Transfer from another demand deposit account(c) Transfer of investment principal(d) Redeposit of returned check to include notice number	
3. Prepare the Daily Cash Receipt - Bank Deposit Reconciliation Form SF15.02.	Cashier
<ul style="list-style-type: none">a. Prepare a listing of total checks and cash received.b. Prepare a listing of receipts issued and compare to total developed in procedure 3.a. Account for receipts number sequence and record on the form.c. Sort receipt forms, checks and cash within the sequence shown on the reconciliation form.<ul style="list-style-type: none">FundDemand Deposit Account NumberInvestment PrincipalTransfersRevenue, to include interest incomed. Prepare a listing for each total required and record on the form. Total the form and compare to total developed in procedures 3.b.	
4. Prepare the bank deposit slips for each demand deposit account. If more than one deposit to one account, enter a sequential number on both the deposit slips and the Daily Cash Receipt - Bank Deposit Reconciliation form.	Cashier
5. Forward all deposit slips, cash and checks to the bank for deposit.	Cashier

Cash Receipts - General Procedures

ACTION	PERFORMED BY
6. Distribute the Daily Cash Receipt - Bank Deposit Reconciliation form as follows: <ul style="list-style-type: none">a. Original-Bookkeeper (Treasurer's Office)b. Duplicate-Bookkeeper (Treasurer's Office)c. Triplicate-Cashier's File.	Cashier
7. Distribute Cash Receipt forms as follows: <ul style="list-style-type: none">a. Original-previously presented to remitterb. Sorted Duplicate - with listing and remittance advice to bookkeeper (Treasurer's Office)c. Triplicate-with cashier in bound form	Cashier
8. Duplicate copy of deposit slip is validated by the bank and forwarded to the bookkeeper (Treasurer's Office)	Bank/ Messenger
9. Review and verify the Daily Cash Receipt-Bank Deposit reconciliation form prepared by the cashier <ul style="list-style-type: none">a. Verify cash receipt number sequence and compare amounts to the listing and reconciliation.b. Compare to validated bank deposit slip.c. Enter date deposit was verified by the bank on the reconciliation form.	Bookkeeper
10. Prepare entry to Cash and Investment Ledger.	Bookkeeper
11. Prepare entry to Investment Register	Bookkeeper
12. File original copy of the Daily Receipt-Bank Deposit Reconciliation form with the listing of total checks and cash received.	Bookkeeper
13. Forward duplicate copy of the Daily Cash Receipt - Bank Reconciliation form, duplicate copy of receipts and remittance advices to accounting.	Bookkeeper

NOTE: A county writing a small number of daily cash receipts which make the sorting of receipt forms unnecessary for the expedient completion of the Daily Cash Receipt-Bank Reconciliation form, may substitute a two part cash receipt form for the three part form. The duplicate unsorted cash receipt form along with a listing of checks and remittance advices would be distributed to the treasurer's bookkeeper to be used when completing step 9 of the section. After completing step 9, the treasurer's bookkeeper will distribute to accounting the unsorted receipts and remittance advices.

Cash Receipts - Returned Checks

ACTION	PERFORMED BY
1. Previously deposited check is returned to the Treasurer's office. Reasons may include non-sufficient funds, closed account, stale date, improper and/or incomplete preparation, and lack of endorsement.	Bank
2. Prepare pre-numbered Returned Check Notice form SF 15.21.	Bookkeeper
a. Enter the following information on the form: (1) Payor name and address (2) Name of check writer, if other than payor (3) Date check was returned (4) Name of bank check was drawn on (5) Check number, amount and date (6) Reason for check return (7) Purpose of payment.	
b. Enter the following information on the second and third copies: (1) Demand deposit account and deposit slip number of original deposit transaction (2) Cash receipt number and amount recorded in original transaction (3) Fund and revenue category recorded in original transaction.	
3. Void the treasurer's copy of the Cash Receipt slip by writing RETURNED CHECK AND Returned Check Notice number and date on the receipt.	Bookkeeper
4. Post the amount of the returned check to the Cash and Investment Ledger for that fund and the demand deposit account in which the check was originally deposited (procedure 2.b.(1)). The amount should be posted in RED and in PARENTHESES to clearly denote a negative number or deduction from receipt.	Bookkeeper
5. Distribute the Returned Check Notice form as follows: a. Original-Remitter of the returned check b. Duplicate-Accounting c. Triplicate-Treasurer's Office	Bookkeeper
6. Maintain suspense file with Returned Check Notice form attached to returned check. Determine appropriate follow-up with remitter; to include redepositing the check, and correspondence by letter and telephone at regular intervals.	
7. Follow general cash receipts procedures to redeposit the returned check. Additional procedures are as follows: a. Record the Returned Check Notice number on the Cash Receipt form prepared for the redeposit b. Record the cash receipt number on the Returned Check Notice c. Transfer Returned Check Notice to a closed file.	Cashier/ Bookkeeper

Cash Receipts - Forms

Form SF-15 01

_____ COUNTY BOARD OF EDUCATION

Cash Receipt

Date _____ No _____

Received From _____ Amount \$ _____

Address _____ ☐ Currency

_____ ☐ Check No. _____

_____ Bank No. _____

Purpose _____

Signature _____

For Deposit In:	Demand Deposit Account		
Name Of Fund	Name	Number	Amount
<input type="checkbox"/> General Current Expense			\$
<input type="checkbox"/>			\$

Type of Receipt:

☐ Revenue \$ _____
☐ Transfer From Demand Deposit Account \$ _____
☐ Transfer From Investment Principal \$ _____

☐ Redeposited Check
☐ Returned Check
Notice No. _____

Distribution:

No 1 - Remitter
No 2 - Treasurer's Bookkeeper
No 3 - Treasurer's Office

Form SF 15 02

_____ COUNTY BOARD OF EDUCATION

Daily Cash Receipts - Bank Deposit Reconciliation

Date _____

Beginning Receipt No. _____ Ending Receipt No. _____ Totalling \$ _____

Fund	Deposit Number	*Demand Deposit Account Number	Receipt Numbers (From - To)	Amounts Received From			Total Deposits	Date Deposit Verified By Bank
				Investment Principal	*Transfers	Revenue		
Totals				\$	\$	\$	\$	

* Necessary If More Than One Demand Deposit Account Exists Per Fund

Distribution
 Copy # 1 - Treasurer's Bookkeeper
 Copy # 2 - Accounting
 Copy # 3 - Cashier

Prepared By _____

Cash Receipts - Forms

Form SF-15 21

_____ COUNTY BOARD OF EDUCATION

RETURNED CHECK NOTICE

Date _____

Number _____

Payor _____

Bank _____

Maker of Check (If Not Payor) _____ Check Number _____

dated _____ for \$ _____ in payment of _____

_____ has been returned for the following reason (s) _____

We would appreciate your immediate attention to this returned check. A self-addressed envelope is enclosed for your convenience.

Very truly yours.

For Internal Use Only

Fund _____

Deposit Number _____

Demand Deposit
Account Number _____

Receipt Number _____

Revenue Account _____

Amount _____

Distribution

- No 1 Payor
- No 2 Accounting
- No 3 Treasurer's Office

Redeposited
Receipts No _____
Date _____

Cash Expenditures - Accounts Payable

ACTION	PERFORMED BY
1. Prepare checks and check register, based upon approved vouchers and attach supporting documentation.	Accounting
2. Compare approved voucher(s) to check remittance advice and trace check to check register. The check register may be in the form of non-negotiable check carbon copies or a listing.	Business Manager
3. Review expenditures and authorize president and secretary to sign checks and check register. Some counties may itemize expenditures in board minutes, thereby negating the need to sign the check register. However, the president and secretary are responsible for the following procedures: a. Application of manual or facsimile signatures to the checks b. Cancellation of vouchers by use of stamp or perforating equipment c. Review of check register. Based upon local school board policy, the business manager may be authorized to perform the above procedures (except for the manual signing of checks.)	School Board
4. Distribute documents as follows: a. Checks and check register - Treasurer b. Cancelled vouchers-Accounting.	School Board
5. Review checks and check register as follows: a. Account for numerical sequence of all checks and mutilate signature area of voided checks. b. Compare all checks to check register and manually sign or affix a properly authorized stamp on both copies of check register c. Manually sign or assume responsibility for application of facsimile signature on checks.	Treasurer
6. Distribute checks and registers as follows: a. Negotiable checks-Vendors b. Original check register-Accounting c. Duplicate check register and voided checks-Bookkeeper.	Treasurer
7. Prepare entry to Cash and Investment Ledger and file.	Bookkeeper
8. File voided checks with paid orders.	Bookkeeper

Cash Expenditures - Payroll

ACTION	PERFORMED BY
1. Prepare checks and check register, based upon approved time sheets and/or time cards.	Accounting
2. Review supporting documentation on a test basis and trace checks to check register. Sign register.	Business Manager
3. For counties using an imprest payroll account, request treasurer to prepare check for the net amount of the payroll to reimburse the payroll imprest account.	Business Manager
4. Forward checks and check register to school board for payment authorization and file payroll supporting documentation.	Business Manager
5. Review payroll expenditures and authorize president and secretary to sign checks and check register. It is recognized that many school districts will use facsimile signature plates for payroll checks. In addition, some districts may approve payroll expenditures in board minutes, thereby negating the need to sign the check register. However, the president and secretary are responsible for review of the check register and application of manual or facsimile signatures to the checks.	School Board
6. Forward checks and check register to treasurer.	President/ Secretary
7. Review checks and check register as follows: a. Account for numerical sequence of all checks and mutilate signature area of voided checks b. Compare all checks to check register and manually sign or affix a properly authorized stamp on both copies of check register c. Manually sign or assume responsibility for application of facsimile signature on checks.	Treasurer
8. Distribute checks and register as follows: a. Negotiable checks-Employee b. Original check register-Accounting c. Duplicate check register and voided checks-Bookkeeper.	Treasurer
9. Prepare entry to Cash and Investment Ledger and file.	Bookkeeper
10. File voided checks with paid orders.	Bookkeeper

Cash Expenditures - Cash Transfers

ACTION	PERFORMED BY
1. Transfer cash between demand deposit accounts or purchase an investment in accordance with adopted board policy.	Treasurer
NOTE: Routine cash receipt procedures are to be used for recording proceeds from the sale of investments.	
2. Prepare Treasurer's Check Voucher form SF 15.04.	Bookkeeper
<p>a. Enter the following information on the form if transferring cash between demand deposit accounts:</p> <ul style="list-style-type: none">(1) Treasurer's check number(2) Amount of cash to be transferred(3) Date of preparation(4) Payee (identify account)(5) Accounting fund from which cash is to be drawn(6) Name and number of demand deposit account from which cash is to be drawn(7) Name and number of demand deposit account where cash transfer will be deposited(8) Purpose of transfer. <p>b. Enter the following information on the form, if purchasing an investment:</p> <ul style="list-style-type: none">(1) Items a.(1) through a.(6), as previously described(2) Sequentially assigned investment number for each unique investment(3) Maturity date of investment(4) Effective annual yield rate based on interest(5) Amount of anticipated interest income(6) Total cost of investment(7) Information on investment bids solicited and received. Any documentation should be attached to the treasurer's copy of the voucher.	
3. Prepare treasurer's check and check register	Bookkeeper
4. Forward Treasurer's Check Voucher and check to treasurer for review and signature.	Bookkeeper
5. Review and sign the Treasurer's Check Voucher and Treasurer's Check. Forward both documents to secretary or president.	Treasurer
6. Review documents and sign check. Forward check to payee and check register along with Treasurer's Check Voucher to the bookkeeper.	President/ Secretary
7. Prepare entry to Cash and Investment Ledger.	Bookkeeper
8. Prepare entry to Investment Register.	Bookkeeper

Cash Expenditures - Cash Transfer

ACTION	PERFORMED BY
9. Distribute the Treasurer's Check Voucher as follows: a. Original-Accounting b. Duplicate-Bookkeeper's file.	Bookkeeper
10. Distribute the check register as follows: a. Accounting b. Bookkeeper's file.	Bookkeeper

Cash Expenditures - Stop Payment Order

ACTION	PERFORMED BY
1. Advised that a stop payment order on a check should be issued. Reasons may include errors, loss of check, failure of check to clear bank in a reasonable amount of time, and deficiencies in goods or services for which the check was issued.	Treasurer
2. Prepare Stop Payment Order form SF 15.22. Enter the following on the form: a. Name and address of bank b. Demand deposit account number c. Date stop payment order issued d. Check information: (1) Check number (2) Date check was issued (3) Payee (4) Amount of check (5) Purpose of check.	Bookkeeper
3. Request the bank to stop payment on the check. Note confirmation of the telephone conversation on the Stop Payment Order form and forward to treasurer for review and approval.	Bookkeeper
4. Review and indicate approval by signing the Stop Payment Order. Return forms to the bookkeeper.	Treasurer
5. Prepare entry to Cash and Investment Ledger.	Bookkeeper
6. Distribute the Stop Payment Order as follows: a. Original-Bank b. Duplicate-Accounting c. Triplicate-Bookkeeper's file.	Bookkeeper

Cash Expenditures - Forms

Form SF-15 04

_____ COUNTY BOARD OF EDUCATION

Treasurer's Check Voucher

Date _____

Fund _____

Check No. _____

Payee _____

Amount \$ _____

Address _____

Disbursement From

Demand Deposit Account Name & Number _____

Transfer To:

Demand Deposit Account Name & Number _____

Purpose _____

or

Investment Number	Maturity Date	Annual Yield Rate %	Anticipated Interest	Cost of Investment
			\$	\$
TOTAL \$				

Treasurer's Signature _____

Comments _____

Distribution

No. 1 - Accounting

No. 2 - Treasurer's Bookkeeper

Cash Expenditures - Forms

COUNTY BOARD OF EDUCATION

Form SF-15 22

Stop Payment Order No. _____

Date _____

To:

Bank _____

Address _____

City _____ State _____ Zip _____

Please stop payment on the below described check and acknowledge

Check Information:

Checking Account No. _____

Check Number _____

Date _____

Payee _____

Amount \$ _____

Purpose:

☐ Payroll

☐ Accounts Payable

☐ Treasurer's Check

This (is) (is not) in confirmation of telephone conversation of _____ Date _____

with _____

Authorized Signature

For Accounting use:

Fund _____

Expenditure Account Number _____

Distribution:

No 1 - Bank

No 2 - Accounting

No 3 - Treasurer's Bookkeeper

Cash Control Procedures -
Cash and Investment Ledger

ACTION	PERFORMED BY
<p>1. Post all cash transactions on a daily basis to the Cash and Investment Ledger, form SF 15.03.</p> <ul style="list-style-type: none">a. A separate ledger will be maintained for each accounting fund.b. A supporting detail ledger will be maintained if there is more than one demand deposit account per accounting fund.c. The other transfers columns will be needed for those counties using multiple demand deposit accounts.	Bookkeeper
<p>2. Compile source documents for posting to ledger:</p> <ul style="list-style-type: none">a. Daily Cash Receipts - Bank Deposit Reconciliationb. Returned Check Noticec. Check Registerd. Payroll Registere. Treasurer's Check Voucherf. Stop Payment Order	Bookkeeper
<p>3. Post the following information from the Daily Cash Receipt - Bank Deposit Reconciliation form to the Cash and Investment Ledger:</p> <ul style="list-style-type: none">a. Data of cash transactionb. Descriptionc. Initials of bookkeeperd. Deposit numberse. Consecutive receipts numbersf. Type of cash receipt:<ul style="list-style-type: none">(1) Return of investment principal(2) Transfers from other demand deposit accounts(3) Revenue, to include interest income.g. Summary cash receipts totalh. Decrease in investment control	Bookkeeper
<p>4. Post summary receipt totals for each demand deposit account to second page of the ledger, if applicable.</p>	Bookkeeper
<p>5. Post applicable information, as required in procedures 3 and 4 above, from the Returned Check Notice form. Amounts will be written in red and in parentheses to note negative transactions.</p>	Bookkeeper

Cash Control Procedures -
Cash and Investment Ledger

ACTION	PERFORMED BY
6. Post the following information from the Check Register, Payroll Register or Treasurer's Check Voucher to the Cash and Investment Ledger: a. Date checks were signed b. Description c. Initials of bookkeeper d. Consecutive check numbers e. Type of Cash disbursement: (1) Purchase of Investment principal (2) Transfers to other demand deposit accounts (3) Other expenditures. f. Summary cash disbursements total g. Increase in investment control.	Bookkeeper
7. Post summary expenditure totals for each demand deposit account to the second page of the ledger, if applicable.	Bookkeeper
8. Post applicable information, as stated in procedures 6 and 7 above, from the Stop Payment Order form. Enter Stop Payment Order and number in description space. Amounts will be written in red and in parentheses to note negative transactions.	Bookkeeper
9. Foot and crossfoot Cash and Investment Ledger column totals.	Bookkeeper
10. Compare both cash and investment totals to accounting general ledger totals monthly.	Bookkeeper
11. File Cash and Investment Ledger and all supporting documentation.	Bookkeeper
12. Review Cash and Investment Ledger at the end of each month. Review supporting documentation on a test basis.	Treasurer

Cash Control Procedures -
Daily Cash Control Report

ACTION	PERFORMED BY
1. Prepare Daily Cash Control Report, form SF 15.33, on a daily basis. The Cash and Investment Ledger is the source document for the following information requirements.	Bookkeeper
a. Date	
b. Name of accounting fund	
c. Demand deposit account number	
d. Name of account	
e. Cash balance from previous report	
f. Total receipts for today	
g. Total expenditures for today	
h. Cash balance for total	
i. Comments as applicable	
j. Signature	
2. Forward Daily Cash Control Report to treasurer for review and approval.	Bookkeeper
3. Review and indicate approval by signing the Daily Cash Control Report.	Bookkeeper

NOTE: This report is to inform the treasurer of the daily cash receipts, expenditures and balance by fund and demand deposit account. The treasurer may eliminate the report if in his/her opinion he/she can receive the information expediently directly from the Cash and Investment Ledger.

Cash Control Procedures -
Monthly Bank Reconciliation

ACTION	PERFORMED BY
1. Upon receipt of bank statement (unopened) from the bank, verify arithmetic accuracy	Bookkeeper
2. Prepare a listing of deposits, cancelled checks and any other debit or credit memos included with bank statement and reconcile to the change in balance per bank statement. If correct, list balance per bank statement in Bank Reconciliation form SF 15.23.	Bookkeeper
3. Arrange cancelled checks in numerical order and examine for endorsements, authorized signatures, and alterations of amounts.	Bookkeeper
4. Determine and list outstanding checks by comparing cancelled check with the prior month's outstanding check list and the current month's check register. This listing of outstanding checks must include in numerical sequence the check number and amount. Indicate a total on Bank Reconciliation form SF 15.23.	Bookkeeper
5. Prepare a list of deposits in transit (deposits entered on books but not on bank statement) by checking the deposits in transit from the prior month's reconciliation and the Cash and Investment Ledger to the bank statement. Enter deposits in transit including number and amount on bank reconciliation form.	Bookkeeper
6. Examine bank statement for other charges and credits and determine that these are posted to cash ledger. For any that are not posted, compile a list and enter on bank reconciliation in the other category.	Bookkeeper
7. Compute the cash balance by adding the reconciliation items and comparing this balance with the book balance.	Bookkeeper
8. Sign and submit for approval.	Bookkeeper
9. Review statement for completeness and make certain that any adjustments needed are recorded.	Treasurer
10. File bank reconciliation with other reconciliations for the same account. Prepare and post adjustments to the Cash and Investment Ledger that are authorized by the treasurer and notify accounting.	Bookkeeper

Cash Control Procedures - Forms

FORM SF 15.33

_____ County Board of Education

Daily Cash Control Report

Date _____

Fund	Demand Deposit Account		Previous Balance	Cash		
	Name/Purpose	Number		Today's		Balance
				Receipts	Disbursements	
Totals						

Prepared by _____

Approved _____

Date _____

Date _____

COMMENTS

Cash Control Procedures - Forms

Form SF-15.23

_____ COUNTY BOARD OF EDUCATION

BANK RECONCILIATION

Fund _____

Bank Account Name and Number _____

Balance Per Bank Statement \$ _____

Add: Deposits in Transit - Number Amount

_____	_____
_____	_____
_____	_____
_____	_____

Deduct: Outstanding Checks (Attach list with check numbers & amounts)

Other Additions Or Deductions

<u>Explanation</u>	<u>Amount</u>
_____	_____
_____	_____
_____	_____
_____	_____

Treasurer's Balance

\$ _____

I hereby certify that the above information is correct to the best of my knowledge and belief.

Preparer's Signature _____ Date _____

Treasurer's Signature _____ Date _____

COUNTY BOARD OF EDUCATION

PROJECTED SCHEDULE OF LONG RANGE CASH FLOW
FOR THE FISCAL YEAR ENDING

Fund

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	YEAR	
Beginning Cash Balance														A
Projected Cash Receipts														
Local Sources														
State Sources														
Federal Sources														B
Other Sources														
Total Projected Cash Receipts														
Projected Cash Expenditures														
Net Payroll														
Accounts Payable														
Payroll Deductions														
Social Security - Employers														B
Contracted Services														
Utilities														
Equipment Replacement														
Capital Outlay														
Other														
Total Projected Expenditures														
Ending Cash Balance														C
A July Beginning Cash Balance														
B Equals Cross Total														
C June Ending Cash Balance														

FOR THE WEEK ENDING											FUND
PROJECTED CASH FLOW:											
Cash Receipts											
Local Sources											
Property Taxes											
Utility Taxes											
State Sources											
Federal Sources											
Other Sources											
Total Projected Receipts											
Cash Expenditures (Page 2)											
Nat Payroll											
Accounts Payable											
Total Projected Expenditures											
Projected Cash Flow											
PROJECTED CASH FLOW FOR INVESTMENT PURPOSES:											
Beginning Cash Balance	(Actual)	11	12	13	14	15					
Add Receipts From Previous Week	(None)	1	2	3	4						
Deduct Expenditures For This Week	6	7	8	9	10						
Projected Cash Flow For Investment Purposes	11	12	13	14	15						
Projected Cash Available for Investments For Quarter											
Periods Less Than A Quarter											
Prior net Cash Available for Investments	11	12	13	14	15						

Investments - General Procedures

ACTION	PERFORMED BY
1. Develop investment policy in accordance with criteria set forth in this manual.	County Board of Education
2. Initiate the investment procedure by preparing a Treasurer's Check Voucher for the withdrawal of funds from a demand deposit account.	Treasurer
3. Post the following information to the Investment Register form 15.05, using Treasurer's Check Voucher as a source document: a. Date b. Description of investment c. Initials of bookkeeper d. Treasurer's check number e. Investment number f. Date of maturity g. Annual yield percentage h. Anticipated interest income i. Increase to investment control (total cost) j. Addition to investment control balance	Bookkeeper
4. Post the return of investment principal and interest income received to the Investment Ledger. Since all proceeds from investments (to include saving account withdrawals) will be payable by check to the county board of education, the source document for posting will be the Cash Receipts - Bank Deposit Reconciliation form. The information to be posted to the Investment Register is as follows: a. Return of investment principal: (1) Date (2) Initials of bookkeeper (3) Investment number (4) Date of maturity (5) Decrease to investment control (total cost) (6) Decrease to investment control balance (7) Data investment was terminated (on the line used to post the return of investment principal and on the line used to post the original investment.)	Bookkeeper
5. Foot and crossfoot columns and compare Investment Control Balance of Investment Register to Cash and Investment Ledger.	Bookkeeper
6. Forward Investment Register and supporting documentation to treasurer for review and approval.	Bookkeeper
7. Review and approve posting of investment transactions.	Treasurer

Monthly Reports - Treasurer's Report

ACTION

PERFORMED BY

1. Prepare the Treasurer's Report at the end of each month for submission to the county board of education.

Bookkeeper

 - a. General format should correspond to form SF 15.31, Treasurer's Report.
 - b. Purpose of the report is to show by accounting fund:
 - (1) The total cash receipts and expenditures for the month
 - (2) The cash and investment balances at the end of the month by location and description, i.e., demand deposit accounts, treasury bills, certificate of deposits, etc.
 - c. Procedures for preparing the report as follows:
 - (1) Obtain prior month ending balances by fund from prior month's Treasurer's Report.
 - (2) Record the current month's revenue and expenditure column totals of the Cash and Investment Ledger by fund in the appropriate columns of the Treasurer's Report.
 - (3) Add prior month Treasurer's Report fiscal year to date revenue and expenditures to this month's totals and record in appropriate columns of the Treasurer's Report.
 - (4) Add this month's revenue to prior month's ending fund balance; subtract this month's expenditures to arrive at current month ending fund balance.
 - (5) The total demand deposit balance and the investment balance on the Cash and Investment Ledger should be recorded under "Current Month Ending Fund Balance," "In Cash" and "In Investments".
 - (6) Specify cash and investments by location in lower portion of Treasurer's Report. Totals by location must agree with totals by fund.
2. Forward all documents to treasurer for review and approval.

Bookkeeper
3. Review and indicate approval by signing the Treasurer's Report.

Bookkeeper
4. Return supporting documentation to bookkeeper for filing and submit Treasurer's Report to county board of education.

Treasurer
5. The annual Treasurer's Report will be the last monthly report for the fiscal year.

Bookkeeper
Treasurer

Monthly Reports - Treasurer's
Statement of Investments Outstanding

ACTION	PERFORMED BY
1. Prepare the Treasurer's Statement of Investments Outstanding at the end of each month for submission to the county board of education.	Bookkeeper
a. General format should correspond to form SF 15.32, Treasurer's Statement of Investments Outstanding.	
b. Source document for all information is the Investment Register.	
c. Column totals for cost of investment and anticipated interest must agree with the Investment Register totals.	
2. Forward statement and Investment Register to treasurer for review and approval.	Bookkeeper
3. Review and indicate approval by signing the Treasurer's Statement of Investments Outstanding.	Treasurer
4. Return Investment Register to Bookkeeper for filing and submit Treasurer's Statement of Investments Outstanding to county board of education.	Treasurer

Treasurer's Report

Month Ending:

Specify Cash and Investments By Location

Yves, I

Monthly Report - Forms

Form SF-15.32

COUNTY BOARD OF EDUCATION

Treasurer's Statement of Investments Outstanding

Date _____

[illegible]

RECORDS RETENTION

The below listing is a guide to records retention, it may require adjustment to meet your specific needs. Legal counsel is advisable for any item not listed.

Maintain Permanently

Audit Reports

Chart of Accounts

Cancelled Checks of Important Payments:

 Taxes

 Purchase of Property

 Special Contracts

 (After audit, these checks should be filed
 with the papers pertaining to the transaction).

Correspondence

 (Legal and important matters only.)

Deeds

Depreciation Schedules (if any)

Employee Personnel Records

Financial Statements:

 Annual Financial Reports

 Retirement Reports

 General Ledgers

Insurance Records, Accident Reports, Claims, etc.

Minute Books

Payroll Records

Pension Records

Property Records

RECORDS RETENTION
(Continued)

Salary Schedules

Tax Returns and Reports

Worker's Compensation Claims

Maintain 10 Years

Budget Documents

Internal Audits (Including School Audits)

Journals (unless retained in another record):

Payroll distribution

Accounts Payable Distribution

Receipt Distribution

Inventories of Equipment and Supplies

Purchase Orders

Invoices (Including Receiving Information)

Retain 7 Years

Accident Reports/Claims of Settled Cases

Cancelled Checks (see Permanent)

Contracts/Leases (Expired)

Monthly/Quarterly Financial Reports

Project Completion Reports

Retain 3 Years

General Correspondence

Insurance Policies (Expired) (unless on litigation)

Property Appraisals

RECORDS RETENTION
(Continued)

Retain Until Audited

Bank Reconciliations

Vendor Correspondence

Duplicate Deposit Slips

Requisitions

Scrap Sales and Auction Records

Excess Levy Information (After last year is audited)

Other

Bond Issue Records (Until Issue is Expired)



**WEST VIRGINIA BOARD OF EDUCATION
1989-90**

**Virgil C. Cook, President/N. Blaine Groves, Vice President/James MacCallum, Secretary/
Kendall Hall, Member/Patricia Full Hamner, Member/Audrey S. Horne, Member/
Paul J. Morris, Member/Frances "Boots" Seago, Member/Charles H. Wagoner, Member/
Henry R. Marockie, Ex Officio**

Henry R. Marockie
State Superintendent of Schools
West Virginia Department of Education