

## **BOOKKEEPER'S NOTES**

**EPES SOFTWARE SUPPORT CONTRACT** – All schools must utilize the EPES Web Based (Online) Software. **The deadline for enrollment is September 30, 2022.** Contact EPES support 1-800-237-6498 or Web support 1-866-729-6316. If you did not receive the invoice, contact EPES and ask them to email the invoice (and the enrollment form to you). This check may be written from the Student Activity general account. Renew the support contract annually.

**VERIFYING FUNDS** – When money is turned in for deposit, bookkeepers shall add all individual receipts, count the money and verify the total on the summary receipt equals the individual receipts total and funds submitted before signing the summary receipt. If there is a difference, the teacher/sponsor shall reconcile the deposit. Total receipts, funds received and the summary total must match before the deposit can be made.

**TIMELINESS IN SUBMITTING FUNDS** – Funds shall be turned in daily. If it is found that a teacher/sponsor held funds, the principal shall be informed.

**PAYMENT FOR SERVICES** – DO NOT pay a vendor with money collected. All funds shall be turned in to the bookkeeper. Vendors must be paid with a check.

**FUNDRAISERS** – All school sponsored fundraising projects **must be initiated by the teacher and approved by the principal using Form 800-10A - Fundraising Request prior to conducting the fundraiser (No Exceptions)**. This form **must be submitted to the bookkeeper prior to the event** to verify if funds can be processed within Student Activity. If a teacher/sponsor present funds to you that do not fall under the guidelines, **you must not deposit the funds in student activity**. The teacher shall meet with the principal to determine how to manage the funds. Elementary schools are not allowed to have fundraisers. Book fairs are the only allowable school sponsored fundraisers permitted within Elementary schools. **NOTE: Inform the principal and teachers of this policy.**

**SOLICITING DONATIONS FOR SCHOLARSHIPS, GO FUND ME, CHARITIES OR SPECIAL CAUSES** – Soliciting donations for scholarships, go fund me accounts and special/charitable causes are not permissible within student activity. Schools are encouraged to contact the PTO/PTA or booster club and seek assistance with such causes/events.

**SELLING FOOD** –For safety reasons, home-made goods cannot be sold for fund raisers. Only packaged foods can be sold.

**CALL BEFORE MAKING CORRECTIONS** – Call financial services first if you find that you did not record something or you need to make a correction after the monthly report was submitted to Financial Services.

**VENDOR FILES – Vendor files shall be created at the time of writing the check.** For each check written, the supporting documents shall be attached to the copy of the check in the following order:

- Copy of the check (on top) stapled to:  
Form 800-8,
- Copy of the invoice/receipt
- Check stubs and any other related document

**TRANSFERS OF 1,500 OR MORE** – Please refer to the *Transfers of Funds* section in the Student Activity manual. Transfers of \$1500 or more must have the approval of the Chief Financial Officer (or his or her designee) prior to posting the transfer. This rule applies also if there are transfers from multiple accounts going into one account totaling \$1500.00 or more to pay an invoice. The required supporting documents are listed in the manual.

**COPY RECEIPT BOOKS FOR FEES COLLECTED** – Remind teachers to **make copies of their receipt books** before they turn them in to you should (in the future) parents seek **refunds for debts paid, lost books and other fees collected**. Otherwise, the parent must provide proof of payment when seeking a refund.

**CANCELLING CHECKS** – Checks shall be cancelled (this is not voiding a check) when keying checks in the system. Key the last day of the fiscal year for the *cancel date* (ex. 06/30/2023). (Refer to ***Section J-1 of the EPES manual*** for instructions.)

**SIGNATURE CARDS** – A new signature card must be completed when there is a change in principals.