

Part I Reports To Submit to Internal Audit

Items 1 - 4 in Part I must be submitted to Internal Audit by the 15th of the month. Items 5 - 9 in Part I are required only if there is activity to be reported. Check the appropriate answer box to identify which reports are included in the monthly reporting package.

Outstanding Checks >= 6 months to be Researched

JCPS procedure is to research outstanding checks greater than 6 months old. When you enter the month ending date, a date 6 months earlier will be populated. Before finalizing your monthly report, research and void checks older than date displayed. Reissue check if payee requests.

Item 1 Monthly Report Verification Form

This form should be completed either manually or electronically and printed and signed and dated by the bookkeeper and principal. It will be the first page of the documents that are scanned and sent to Internal Audit by the 15th of the monthly following close of the period.

Item 2 Activity Ledger

The report is generated through EPES for the respective month. The period begin date is the first day of the month (i.e. 07/01/2020 etc.); the period end date is the last day of the month (i.e. 07/31/2020 etc.). The form should be signed by the bookkeeper and principal.

Item 3 Bank Statement

The bank statement should be opened by the Principal, reviewed for any unauthorized activity; cancelled checks should be reviewed for questionable disbursements; list of deposits should be reviewed to ensure deposits are made daily or at least weekly if money received is less than \$100. The Principal should sign and date the bank statement prior to forwarding to the bookkeeper.

Item 4 - Bank Reconciliation Report

The Bank Reconciliation report should be reviewed upon completion to ensure that cash balance and computer cash on hand agree and that those balances agree to the Activity Ledger (General Ledger Financial Report). It should be signed and dated by the bookkeeper and principal.

Item 5 - Deposit ticket

If applicable, a copy of the outstanding deposit ticket with bank verification (bank imprint) for all outstanding deposits reported on the bank reconciliation report. An outstanding deposit would be a deposit made at the end of the month but not posted into the account and not showing up on the bank statement.

Item 6 Additional Information Form

Any certificate of deposit or change fund balances should be listed. In addition, report insufficient funds should be included only in the month that it shows up on the bank statement, it should also be written off.

Item 7 Accounts payable report

If applicable, listing of expenses recorded into the activity account that have not been paid (i.e. registration fees for field trips collected)

Item 8 Credit Card Statements

Attach a copy of the most recent credit card statement(s) that activity occurred. A statement should be included for every credit card used. List the month included in the space located on the line.

Item 9 Credit Card sign in/sign out log

Attach a copy of the sign in/sign out log for the time period that corresponds with the credit card statement(s) attached. A separate log should be maintained for each credit card or at a minimum it must be clear which credit card was used.

Part II Reports Generated and Retained at School Site

Each of these reports must be reviewed for completeness and accuracy by the Bookkeeper and Principal. They do not have to be sent to Internal Audit since they are located in EPES and can be generated as needed. Copies should be maintained at the school site.

Part III Verification

Each question in this section should be reviewed and answered accurately. By answering each question you are agreeing that the answer is accurate to the best of your knowledge.

Item 8 Donations or small grant funds

Approval from Grants and Awards must be obtained for all donations and small grants received by the school. All donations and small grants received in the school activity funds must be reported to the District via the jcps.me/donations website. Maintain copies of the small grant retention funds form.

Item 9 Monthly Inventory Report (Inventory Control Worksheet)

A inventory control worksheet (F-SA-5) must be prepared by someone other than the person collecting the money. This form is required for all inventory sold during and/or on hand at the end of the month (i.e. concessions, bookstore etc.)

Item 11 Monthly Reports to Sponsors

For all accounts that have activity in a month, a copy of a report showing the activity should be provided to the sponsor to provide them an opportunity to validate the activity and report any corrections to the Bookkeeper. Bookkeepers may determine in what manner the information is provided (i.e. electronically, in paper etc.)

Item 12 Outstanding Checks Greater Than 6 Months Old

Outstanding checks greater than 6 months older should be researched and written off.

Item 13 Close the month in EPES

Once the monthly activities are complete, you may close the month in EPES. If errors are identified during the monitoring process, you will be required to work with Accounting Services to re-open EPES and make the necessary corrections and forward to internal audit the corrected forms.

**JEFFERSON COUNTY PUBLIC
SCHOOL ACTIVITY FUND
MONTHLY REPORT VERIFICATION**

Outstanding Checks >= 6 months to be Researched
 JCPS procedure is to research outstanding checks greater than 6 months old. When you enter the month ending date, a date 6 months earlier will be populated. Before finalizing your monthly report, research and void checks older than date displayed. Reissue check if payee requests.

Item 2 Activity Ledger (general ledger financial report)
 The report is generated through EPES for the respective month. The period begin date is the first day of the month (i.e. 07/01/2020 etc.); the period end date is the last day of the month (i.e. 07/31/2020 etc.). The form should be signed by the bookkeeper and principal.

Item 5 - Deposit ticket
 If applicable, a copy of the outstanding deposit ticket with bank verification (bank imprint) for all outstanding deposits reported on the bank reconciliation report. An outstanding deposit would be a deposit made at the end of the month but not posted into the account and not showing up on the bank statement.

Item 7 Accounts payable report
 If applicable, listing of expenses recorded into the activity account that have not been paid (i.e. registration fees for field trips collected)

Part II Reports Generated and Retained at School Site
 Each of these reports must be reviewed for completeness and accuracy by the Bookkeeper and Principal. They do not have to be sent to Internal Audit since they are located in EPES and can be generated as needed.

Item 9 Credit Card sign in/ sign out log
 Attach a copy of the sign in/sign out log for the time period that corresponds with the credit card statement(s) attached. A separate log should be maintained for each credit card or at a minimum it must be clear which credit card was used.

Item 1 Monthly Verification Form
 This form should be completed either manually or electronically, printed and signed and dated by the bookkeeper and principal. It will be the first page of the documents that are scanned and sent to Internal Audit by the 15th of the month following the close of the month.

Item 4 - Bank Reconciliation Report
 The Bank Reconciliation report should be reviewed upon completion to ensure that cash balance and computer cash on hand agree and that those balances agree to the Activity Ledger (General Ledger Financial Report). It should be signed and dated by the bookkeeper and principal.

Item 5 Additional Information Form
 Any certificate of deposit or change fund balances should be listed. In addition, report insufficient funds should be included only in the month that it shows up on the bank statement, it should also be written off.

Item 8 Credit Card Statements
 Attach a copy of the most recent credit card statement(s) that activity occurred. A statement should be included for every credit card used. List the month provided in the space provided.

MONTH ENDING: Must be completed SCHOOL NAME and Location Number: School Name and EPES Number

PART I: REPORTS TO SUBMIT TO INTERNAL AUDIT			
YES	NO	NO INFO	SCAN & EMAIL COMPLETED FORMS TO INTERNAL AUDIT BY THE 15th
			Monthly Report Verification Form - signed by Bookkeeper & Principal
			Activity ledger (general ledger financial report) - Signed by Principal & Bookkeeper
			Copy of bank statement(s), including check images, signed and dated by Principal (signature).
			Bank Reconciliation Report - Signed By Principal & Bookkeeper (Full signature)
			Copy of deposit ticket with bank stamp verifying outstanding deposit
			Additional information form (accounts receivables & NSF checks)
			Accounts payable report
			Copy of most recent credit card statement(s) If available, Month included: _____
			Copy of credit card sign in/sign out logs that supports the most recent credit card statement

PART II: REPORTS GENERATED, REVIEWED AND RETAINED AT SCHOOL SITE (check each box)			
			a. List of outstanding checks for month
			b. Sequential list of GL transfers for month
			c. Sequential list of receipts for month
			d. Sequential list of checks for month
			e. Sequential list of activity transfers for month
			f. List of journal adjustments for month

Part III Verification
 Each question in this section should be reviewed and answered accurately. By answering each question you are agreeing that the answer is accurate to the best of your knowledge.

PART III: VERIFICATION			
YES	NO	N/A	ANSWER QUESTIONS BELOW - KEEP DOCUMENTS ON FILE AT SCHOOL SITE
			1. Do you have credit cards? If so, how many (including store cards)? _____
			2. Did you consistently use credit card sign in/out logs for each card?
			3. Do you keep the credit card in a secured location when not in use?
			4. Did you open a new bank account during the month? If yes, Name of new bank _____ Date Opened: _____
			5. Did you close a bank account during the month? If yes, Date Closed: _____
			6. Do you have more than one bank account? If yes, when will the 2nd account be closed: _____
			7. Have all donations or small grant funds* deposited into your activity fund been reported to the board? (*Funds for a specific purpose that require reporting to the donor)
			8. Did you have inventory during the month? (E.g. Concessions; bookstore; spirit wear etc.) If #8 is yes, Did you receive the monthly inventory report from the sponsor?
			9. For all accounts with activity during the month, did sponsors receive a copy of the monthly/annual financial report and an individual activity account ledger copy showing all activity during the month?
			10. Have outstanding checks greater than 6 months been researched and/or reissued? If no, date when they be resolved by: _____
			11. Did you close the month in EPES? Date closed: _____
			12.

Item 4 Did you open a new bank account during the month?
 You must notify Accounting Services when you want to open a new account. The bank must be one of the 4 approved banks. See How to Change Bank Accounts for the Activity Fund procedures on the Accounting Services website.

Item 5 Did you close a bank account during the month?
 You must close an old account within 3 months of opening a new account. Outstanding checks greater than 3 months should be researched and/or voided and/or reissued via the new account.

Item 10 Monthly Reports to Sponsors
 For all accounts that have activity in a month, a copy of a report showing the activity should be provided to the sponsor to provide them an opportunity to validate the activity and report any corrections to the Bookkeeper. Bookkeepers may determine in what manner the information is provided (i.e. electronically, in paper etc.)

Item 12 Close the month in EPES
 Once the monthly activities are complete, you may close the month in EPES. If errors are identified during the monitoring process, you may be required to work with Accounting Services to re-open EPES and make the necessary corrections and forward to internal audit the corrected forms.

Item 7 Donations or small grant funds
 Approval from Grants and Awards must be obtained for all donations and small grants received by the school. All donations and small grants received in the school activity funds must be reported to the District via the jcps.me/donations website. Maintain copies of the small grant retention funds form.

Item 9 Monthly Inventory Report (Inventory Control Worksheet)
 A inventory control worksheet (F-SA-5) must be prepared by someone other than the person collecting the money. This form is required for all inventory sold during and/or on hand at the end of the month (i.e. concessions, bookstore etc.)

Item 11 Outstanding Checks Greater Than 6 Months Old
 Outstanding checks greater than 6 months old should be researched and written off before you close the month. If they were not written off, put the date that they will be resolved.

I certify that if a report is not attached, then there was no information available to generate the report. I find that all information in the attached and reviewed reports (listed Part II) are accurate and complete to the best of my knowledge.

MUST by Signed and dated

 Principal Signature Date

MUST by Signed and dated

 Bookkeeper Signature Date

**JEFFERSON COUNTY PUBLIC SCHOOLS
SCHOOL ACTIVITY FUNDS
MONTHLY REPORT VERIFICATION FORM - NO BANK SCHOOLS**

MONTH ENDING: Must be completed

SCHOOL NAME and Location Number: School Name and EPES Number

Item 1 Monthly Verification Form
This form should be completed either manually or electronically, printed and signed and dated by the bookkeeper and principal. It will be the first page of the documents that are scanned and sent to Internal Audit by the 15th of the month following the close of the month.

PART I: REPORTS TO SUBMIT TO INTERNAL AUDIT			
YES	NO	NO INFO	SCAN & EMAIL COMPLETED FORMS TO INTERNAL AUDIT BY THE 15th
#	INCLUDED		
1			Monthly Report Verification Form - signed by Bookkeeper & Principal
2			Copy of most recent credit card statement(s) If available, Month included: _____
3			Copy of credit card sign in/sign out logs that supports the most recent credit card statement

Item 2 Credit Card Statements
Attach a copy of the most recent credit card statement(s) that activity occurred. A statement should be included for every credit card used. List the month provided in the space provided.

Item 3 Credit Card sign in/sign out log
Attach a copy of the sign in/sign out log for the time period that corresponds with the credit card statement(s) attached. A separate log should be maintained for each credit card or at a minimum it must be clear which credit card was used.

PART II: VERIFICATION			
YES	NO	N/A	ANSWER QUESTIONS BELOW - KEEP DOCUMENTS ON FILE AT SCHOOL SITE
#			
1			Do you have credit cards? If so, how many (including store cards)? _____
2			Did you consistently use credit card sign in/out logs for each card?
3			Do you keep the credit card in a secured location when not in use?
			Did you open a new credit card account during the month? If yes, Name of new credit card _____ Date Opened: _____
4			Did you close a credit card during the month? If yes, Date Closed: _____
5			Did you close the month in EPES? Date closed: _____
6			

Item 6 Close the month in EPES
Once the monthly activities are complete, you may close the month in EPES. If errors are identified during the monitoring process, you may be required to work with Accounting Services to re-open EPES and make the necessary corrections and forward to internal audit the corrected forms.

Item 4 Did you open a new credit card account during the month?
All new credit cards are to be approved in advance by the Chief Financial Officer.

I certify that all information in the attached are accurate and complete to the best of my knowledge.

MUST by Signed and dated

Principal Signature

Date

MUST by Signed and dated

Bookkeeper Signature

Date