

**Hickory Public Schools**

**PROCEDURES MANUAL**

**FOR**

**INDIVIDUAL  
SCHOOL LEVEL ACCOUNTING**

**2022-2023**

## INTRODUCTION

The School Budget and Fiscal Control Act requires that the treasurer of each school “shall keep a complete record of all monies in their charge in such form and detail as may be prescribed by the finance officer of the administrative unit, and shall make such reports to the superintendent and finance officer of the administrative unit as they or the board of education may prescribe.” In order to comply with the law and achieve uniformity, the Hickory Public School System has developed the following accounting procedures manual for use in maintaining the special funds of individual schools.

It is realized that the nature of financial transactions will vary from school to school. However, this accounting system provides the standards that can be adapted for any school environment.

School Funds is a software program used by Hickory Public Schools to manage financial transactions at the individual school level. This computerized program allows school treasurers to write checks, make deposits, and perform bank reconciliations.

### Funds Handled by Individual Schools:

#### Special Fees:

These are fees collected for the benefit of specific classes or students. These include fees such as instructional fees, music rental fees, child care fees, etc. These funds should be receipted as a revenue at the school level and then disbursed to the central office where funds are budgeted to the proper expenditure code.

#### Funds Held as Agent:

Funds held as agent are those for which the school is acting as a depository, such as textbook damage fees. These fees are deposited against the textbook fee revenue account; then forwarded to the central office. The fees will then be forwarded to the state textbook account as a credit for the school system.

#### Club and Class Accounts:

Funds of clubs such as the Beta Club are maintained by the school treasurer. The treasurer also maintains funds for specific classes, such as the Senior Class and funds raised for specific school projects (ex. Band uniforms). The school is the custodian of these assets. The organization has legal ownership of the money and decides on the disbursement of the funds. The principal has the authority as budget manager over the individual school accounts, including club and class accounts, and all transactions are subject to his/her approval.

#### PTA

“A PTA is a separate legal entity and not a school organization. It is imperative that this distinction remain clear. If a PTA sponsors a project or program in cooperation with a school, all funds should be accounted for and separated immediately. PTA funds should be deposited only in the PTA account, never in a

personal account, a school account, or any other organization's or group's account. Likewise, a PTA should never deposit school money into its account, even temporarily. All money deposited in a PTA account will be considered PTA funds by the IRS and must be reported as such. PTAs should not share their EIN numbers, their sales tax exemption or their banking details with schools, principals or school districts." (2018-2019 Official Local PTA Leader Kit)

Once PTA funds are donated to a school or the district, the PTA has transferred ownership or oversight of these funds. The school or district determines how the donated funds will be spent. PTA funds should never be collected through the Hickory City Schools Online School Payment system. Commingling of funds is prohibited.

#### Senior Class Funds:

Prior to the graduation of the current senior class, officers of the class will sign off with the principal stating that all the senior class projects have been completed and paid in full or will be completed by said date and any funds remaining in the Senior Class account will become discretionary funds of the school to be spent at the discretion of the principal for the school.

#### Principal's Discretionary Accounts:

These funds include locker fees, annuals, newspapers, interest, picture sales, and ticket sales. These funds may be spent at the discretion of the individual school principal to support the instructional program, improve school facilities and equipment, or for other lawful purposes which are consistent with the Board of Education policies. These funds are referred to as non-restricted or discretionary funds.

## STATE LAWS

The sections of Article 31, "The School Budget and Fiscal Control Act" of the Public School Laws of North Carolina, applicable to the Special Funds of Individual Schools are as follows:

### **§ 115C-442. Fidelity bonds**

(c) The treasurer of each individual school and all other officers, employees and agents of each local school administrative unit who have custody of public school money in the normal course of their employment or agency shall give a true accounting bond with sufficient sureties in an amount to be fixed by the board of education. The premiums on these bonds shall be paid by the local school administrative unit. Instead of individual bonds, a local school administrative unit may provide for a blanket bond to cover all officers, employees, and agents of the local school administrative unit required to be bonded, except the finance officer. The finance officer may be included within the blanket bond if the blanket bond protects against risks not protected against by the individual bond.

### **§ 115C-443. Investment of idle cash**

(a) A local school administrative unit may deposit at interest or invest all or part of the cash balance of any fund. The finance officer shall manage investments subject to whatever restrictions and directions the board of

education may impose. The finance officer shall have the power to purchase, sell, and exchange securities on behalf of the board of education. The investment program shall be so managed that investments and deposits can be converted into cash when needed.

(b) Monies may be deposited at interest at any bank, savings and loan association, or trust company in this State in the form of certificates of deposit or such other forms of time deposit as the Local Government Commission may approve. Investment deposits shall be secured as provided in G.S. 115C-444(b).

(c) Monies may be invested in the following classes of securities, and no others:

- (1) Obligations of the United States of America.
- (2) Obligations of any agency or instrumentality of the United States of America if the payment of interest and principal of such obligations is fully guaranteed by the United States of America.
- (3) Obligations of the State of North Carolina.
- (4) Bonds and notes of any North Carolina local government or public authority, subject to such restrictions as the Secretary of the Local Government Commission may impose.
- (5) Shares of any savings and loan association organized under the laws of this State and shares of any federal savings and loan association having its principal office in this State, to the extent that the investment in such shares is fully insured by the United States of America or an agency thereof or by any mutual deposit guaranty association authorized by the Commissioner of Insurance of North Carolina to do business in North Carolina pursuant to Article 7A of Chapter 54 of the General Statutes.
- (6) Obligations maturing no later than 18 months after the date of purchase of the Federal Intermediate Credit Banks, the Federal Home Loan Banks, the Federal National Mortgage Association, the Banks for Cooperatives, and the Federal Land Banks.
- (7) Any form of investment allowed by law to the State Treasurer.
- (8) Any form of investment allowed by G.S. 159-30 to local governments and public authorities.

(d) Investment securities may be bought, sold, and traded by private negotiation, and local school administrative units may pay all incidental costs thereof and all reasonable cost of administering the investment and deposit program. Securities and deposit certificates shall be in the custody of the finance officer who shall be responsible for their safekeeping and for keeping accurate investment accounts and records.

(e) Interest earned on deposits and investments shall be credited to the fund whose cash is deposited or invested. Cash of several funds may be combined for deposit or investment if not otherwise prohibited by law; and when such joint deposits or investments are made, interest earned shall be prorated and credited to the various funds on the basis of the amounts thereof invested, figured according to an average periodic balance or some other sound accounting principle. Interest earned on the deposit or investment of bond funds shall be deemed a part of the bond proceeds.

(f) Registered securities acquired for investment may be released from registration and transferred by signature of the finance officer.

(g) It is the intent of this Article that the foregoing provisions of this section shall apply only to those funds received by the local school administrative unit as required by G.S. 115C-437. The county finance officer shall be responsible for the investment of all county funds allocated to the local school administrative unit prior to such county funds actually being remitted to the school finance officer as provided by G.S. 115C-437.

#### **§ 115C-444. Selection of depository; deposits to be secured**

(a) Each board of education shall designate as the official depositories of the local school administrative unit one or more banks, savings and loan associations, or trust companies in this State. It shall be unlawful for any money belonging to a local school administrative unit or an individual school to be deposited in any place, bank, or trust company other than an official depository, except as permitted by G.S. 115C-443(b); however, moneys belonging to an administrative unit or an individual school may be deposited in official depositories in Negotiable Order of Withdrawal (NOW) accounts.

(b) Money on deposit in an official depository or deposited at interest pursuant to G.S. 115C-443(b) shall be secured by deposit insurance, surety bonds, or investment securities of such nature, in a sufficient amount to protect the administrative unit or an individual school on account of deposit of moneys made therein, and in such manner, as may be prescribed by rule or regulation of the Local Government Commission. When deposits are secured in accordance with this subsection, no public officer or employee may be held liable for any losses sustained by a local school administrative unit because of the default or insolvency of the depository.

#### **§ 115C-445. Daily deposits**

Except as otherwise provided by law, all moneys collected or received by an officer, employee or agent of a local school administrative unit or an individual school shall be deposited in accordance with this section. Each officer, employee and agent of a local school administrative unit or individual school whose duty it is to collect or receive any taxes or other moneys shall deposit his collections and receipts daily. If the board of education gives its approval, deposits shall be required only when the moneys on hand amount to as much as two hundred fifty dollars (\$250.00), but in any event a deposit shall be made on the last business day of the month. All deposits shall be made with the finance officer or in an official depository. Deposits in an official depository shall be immediately reported to the finance officer or individual school treasurer by means of a duplicate deposit ticket. The finance officer may at any time audit the accounts of any officer, employee or agent collecting or receiving any taxes or other moneys and may prescribe the form and detail of these accounts. The accounts of such an officer, employee or agent shall be audited at least annually. **(Hickory Public Schools system policy is to deposit funds of \$50 daily.)**

#### **§ 115C-446. Semiannual reports on status of deposits and investments**

Each school finance officer shall report to the Secretary of the Local Government Commission on January 1 and July 1 of each year, or such other dates as the Secretary may prescribe, the amounts of money then in his custody and in the custody of treasurers of individual schools within the local school administrative unit, the amount of deposits of such money in depositories, a list of all investment securities and time deposits held by the local school administrative unit and individual schools therein. In like manner, each bank or trust company acting as the official depository of any administrative unit or individual school may be required to report to the Secretary a description of the surety bonds or investment securities securing such public deposits. If the Secretary finds at any time that any moneys of a local school administrative unit or an individual school are not properly deposited or secured, or are invested in securities not eligible for investment, he shall notify the officer in charge of the moneys of the failure to comply with law. Upon such notification, the officer shall comply with the law within 30 days, except as to the sale of securities not eligible for investment which shall be sold within nine months at a price to be approved by the Secretary. The Local Government Commission may extend the time for sale of ineligible securities, but no one extension may cover a period of more than one year.

#### **§ 115C-447. Annual independent audit**

(a) Each local school administrative unit shall have its accounts and the accounts of individual schools therein audited as soon as possible after the close of each fiscal year by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local government accounts. The auditor who audits the accounts of a local school administrative unit shall also audit the accounts of its individual schools. The auditor shall be selected by and shall report directly to the board of education. The audit contract shall be in writing, shall include all its terms and conditions, and shall be submitted to the Secretary of the Local Government Commission for his approval as to form, terms and conditions. The terms and conditions of the audit contract shall include the scope of the audit, and the requirement that upon completion of the examination the auditor shall prepare a typewritten or printed report embodying financial statements and his opinion and comments relating thereto. The financial statements accompanying the auditor's report shall be prepared in conformity with generally accepted accounting principles. The auditor shall file a copy of the audit report with the Secretary of the Local Government Commission, the State Board of Education, the board of education and the board of county commissioners, and shall submit all bills or claims for audit fees and costs to the Secretary of the Local Government Commission for his approval. It shall be unlawful for any local school administrative unit to pay or permit the payment of such bills or claims without this approval. Each officer, employee and agent of the local school administrative unit having custody of public money or responsibility for

keeping records of public financial or fiscal affairs shall produce all books and records requested by the auditor and shall divulge such information relating to fiscal affairs as he may request. If any member of a board of education or any other public officer, employee or agent shall conceal, falsify, or refuse to deliver or divulge any books, records, or information, with an intent thereby to mislead the auditor or impede or interfere with the audit, he is guilty of a Class 1 misdemeanor. The State Auditor shall have authority to prescribe the manner in which funds disbursed by administrative units by warrants on the State Treasurer shall be audited.

(b) When the State Board of Education finds that incidents of fraud, embezzlement, theft, or management failures in a local school administrative unit make it appropriate to review the internal control procedures of the unit, the State Board of Education shall so notify the unit. If the incidents were discovered by the firm performing the audit under subsection (a) of this section, the board of the local school administrative unit shall submit the audit together with a plan for any corrective actions relative to its internal control procedures to the State Board of Education and the Local Government Commission for approval and shall implement the approved changes prior to the next annual audit. Where the firm preparing the audit under subsection (a) of this section identifies significant problems with internal control procedures the local school administrative unit shall submit the audit together with a plan for any corrective actions relative to its internal control procedures to the State Board of Education and the Local Government Commission for approval and shall implement the approved changes prior to the next annual audit. If the incidents were not discovered by the firm performing the audit under subsection (a) of this section, the State Board of Education and the Local Government Commission shall employ an audit firm to review the internal control procedures of that local school administrative unit. Upon completion of this review, the audit firm shall report publicly to the State Board of Education, the Local Government Commission, and the board of the local school administrative unit. If the State Board of Education determines that significant changes are needed in the internal control procedures of the local school administrative unit, the local board shall submit a plan of corrective actions to the State Board of Education and the Local Government Commission for approval and shall implement the approved changes prior to the next annual audit. The local school administrative unit shall pay the cost of this audit.

#### **§ 115C-448. Special funds of individual schools**

(a) The board of education shall appoint a treasurer for each school within the local school administrative unit that handles special funds. The treasurer shall keep a complete record of all moneys in his charge in such form and detail as may be prescribed by the finance officer of the local school administrative unit, and shall make such reports to the superintendent and finance officer of the local school administrative unit as they or the board of education may prescribe. Special funds of individual schools shall be deposited in an official depository of the local school administrative unit in special accounts to the credit of the individual school, and shall be paid only on checks or drafts signed by the principal of the school and the treasurer. The board of education may, in its discretion, waive the requirements of this section for any school which handles less than three hundred dollars (\$300.00) in any school year.

(b) Nothing in this section shall prevent the board of education from requiring that all funds of individual schools be deposited with and accounted for by the school finance officer. If this is done, these moneys shall be disbursed and accounted for in the same manner as other school funds except that the check or draft shall not bear the certificate of preaudit.

(c) For the purposes of this section, "special funds of individual schools" includes by way of illustration and not limitation funds realized from gate receipts of interscholastic athletic competition, sale of school annuals and newspapers, and dues of student organizations.

(d) Special funds of individual schools shall not be included as part of the local current expense fund of a local school administrative unit for the purposes of determining the per pupil share of the local current expense fund transferred to a charter school pursuant to G.S. 115C-218.105(c).

#### **Special Note to the Principals**

The principal is the fiscal manager of the school. It is essential for the principal to follow the law and accepted practices. The principal is held accountable for expenditures of funds allocated to the school. It is the principal's responsibility to follow sound bookkeeping and business practices for all receipts and expenditures regardless of the source of funds. This includes proper accounting of funds by organizations sponsored by the school. Administering funds will require the principal to make decisions regarding which programs and activities are the most important.

The principal should assume the responsibility for financial planning as well as protecting school funds. He/she should develop a school budget to be used during the year. Also, the principal should appropriate funds for various needs through the year.

The principal and school treasurer should be knowledgeable about the laws regarding the handling of school funds. Principals would not intentionally misuse school funds. However, ignorance of the law is no excuse if illegal acts are committed.

### **Accounting Duties of the Treasurer**

General Statute 115c-448(a) of the School Budget and Fiscal Control Act states that the school treasurer "shall keep a complete record of all monies in his/her charge in such form and detail as may be prescribed by the finance officer of the administrative unit, and shall make such reports to the superintendent and the finance officer of the administrative unit as they or the Board of Education may prescribe".

#### **Duties:**

1. Receive all monies
2. Write receipts
3. Prepare deposits
4. Make deposits in the bank timely (See General Statute § 115C-445. Daily deposits above)
5. Process invoices for payment
6. Write checks
7. Sign all checks in addition to the principal
8. Keep all books and account records required
9. Prepare monthly Statement of Receipts and Disbursements
10. Prepare and reconcile ticket sales report
11. Reconcile bank statements
12. Close out all accounting records as of the June 30 year-end including year-end reports as required.
13. Any and all other accounting responsibilities prescribed by the principal
14. Any and all other accounting responsibilities prescribed by the Finance Officer

## **RECEIPTS**

### **Teacher Receipt Book**

All schools must use pre-numbered teacher receipt books available from the central office (sample form HPS-0100). Each staff person in the school receiving or collecting school

funds should issue a receipt. These receipts should be prepared in duplicate with the original given to the person from whom the money was received, and the duplicate retained in the book. Annually, the treasurer should maintain a log of receipt books issued using **teacher receipt log HPS-0200 (see below)**.

All money received or collected by a school employee shall be receipted. This includes book fairs, book orders, pictures, instructional fees, etc.

Receipt books should not be issued to multiple persons. There should be only one person per a receipt book.

When issuing a receipt, the following information should be completed:

- (1) Name of School
- (2) Date of Receipt
- (3) Name of person from whom the funds were received of
- (4) Purpose for which the funds were received (For Activity on Left)
- (5) Amount of the receipt
- (6) Signature of the person receiving the money (by)
- (7) Declare whether Check or Cash.

If a mistake is made in writing a receipt, the original and the duplicate should be marked "Void" and both retained in the receipt book. Do not try to change or correct any mistakes on a receipt. Always void the receipt and prepare a new one.

Teacher's receipts should show breakdown of cash and checks to ensure proper depositing of all funds.

**Money received by the teacher should be turned into the school treasurer on a daily basis.** Violation of this procedure can result in appropriate discipline being taken against violators. Also, any school funds kept for an extended period of time or used for personal reasons by school employees could cause disciplinary action.

The employee turning money into the school treasurer should always bring the teacher receipt book to the treasurer at the time the **money is turned in the preprinted brown envelope provided by the district along with the teacher's financial report (form HPS-0300)**. The school treasurer should total all teacher receipts since the last time money was turned in to make sure that the receipts are in agreement with cash received. The treasurer should then issue an original office receipt from School Funds software to the employee turning money in and this original office receipt should be attached in the teacher receipt

book either (1) after the last teacher receipt written when the money is turned in or (2) to the inside of the back cover of the teacher's receipt book. The total of all office receipts attached in the teacher's receipt book should equal the amount of teacher receipts issued from that book. Any difference should be fully explained before that book is turned in at year-end.

Individual teacher books should be pre-numbered and controlled by the treasurer, so as to ascertain that all receipt books are accounted for during the year. Form HPS-0200 is used in issuing receipt books.

All teacher receipt books should be kept in a safe place. They should not be left in an unlocked desk drawer or file cabinet because if they are lost or stolen, regardless of how much is receipted in the book, then the internal control over cash receipts for the school is adversely affected and the school's audit report will reflect this. When a receipt book is issued to a school employee, it is the employee's responsibility if the book is lost or mishandled. The receipt book should be as important to you as your own checkbook or debit card.

Under no circumstances should students be allowed to write receipts in the teacher receipt books. Only the sponsor or advisor of clubs, etc. should issue teacher receipts.

Any funds receipted in the teacher receipt book are the responsibility of the teacher until turned in and receipted as evidenced by a treasurer receipt.

**FORM HPS 0100 TEACHER RECEIPT BOOK COVER**

TEACHERS STUDENT ACTIVITY RECEIPT BOOK

HICKORY CITY SCHOOLS

School Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Grade \_\_\_\_\_

School year \_\_\_\_\_

# FORM HPS 0100 TEACHER RECEIPT BOOK INSIDE CONTENTS

FOR ACTIVITY:		
STUDENT FEES		
PICTURES		
FIELD TRIP		
YEARBOOK		
PROJECT SALES		
LOCKS		
TOTAL ➡		

STUDENT RECEIPT **S 561301**  
HICKORY CITY SCHOOLS

\_\_\_\_\_ School

Date \_\_\_\_\_ 20\_\_\_\_

Received of \_\_\_\_\_

Amount \_\_\_\_\_ 100\_ Dollars

By \_\_\_\_\_ SIGNED \_\_\_\_\_

Check \_\_\_\_\_ Cash \_\_\_\_\_

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FOR ACTIVITY:		
STUDENT FEES		
PICTURES		
FIELD TRIP		
YEARBOOK		
PROJECT SALES		
LOCKS		
TOTAL ➡		

STUDENT RECEIPT **S 561302**  
HICKORY CITY SCHOOLS

\_\_\_\_\_ School

Date \_\_\_\_\_ 20\_\_\_\_

Received of \_\_\_\_\_

Amount \_\_\_\_\_ 100\_ Dollars

By \_\_\_\_\_ SIGNED \_\_\_\_\_

Check \_\_\_\_\_ Cash \_\_\_\_\_

**FRONT OF PREPRINTED BROWN ENVELOPE FOR TEACHERS TO TURN IN \$  
TO TREASURER**

**PLEASE USE THIS ENVELOPE TO TURN YOUR MONEY IN TO THE TREASURER**

**INSTRUCTIONAL FEE: \$10.00**

HOMEROOM TEACHER: \_\_\_\_\_ DATE: \_\_\_\_\_

NO. STUDENTS IN HOMEROOM: \_\_\_\_\_

NO. PAYING INSTRUCTIONAL FEE: \_\_\_\_\_

TOTAL AMOUNT INSTRUCTIONAL FEE COLLECTED \$ \_\_\_\_\_

**NAME OF STUDENTS WHO HAVE NOT PAID INSTRUCTIONAL FEE:**

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____
	15. _____

**NAME OF STUDENTS WHO APPLIED FOR WAIVER:**

1. _____	8. _____
2. _____	9. _____
3. _____	10. _____
4. _____	11. _____
5. _____	12. _____
6. _____	13. _____
7. _____	14. _____
	15. _____

**PLEASE TURN IN MONIES COLLECTED ON A DAILY BASIS TO THE TREASURER!!!**

[illegible][illegible]



Hickory Public Schools  
Teacher's Financial Report

Teacher _____	Checks \$ _____
Homeroom _____	Coins \$ _____
Date _____	Cash \$ _____
	Total \$ _____
For _____	Amount \$ _____
For _____	Amount \$ _____
For _____	Amount \$ _____
For _____	Amount \$ _____
_____	_____
Teacher's Signature	Treasurer's Signature

## **Treasurer Receipt Books**

All schools must use pre-numbered receipts from the Central Office (sample form HPS-0150). A receipt should be prepared by the treasurer of the school at the time money is turned in for deposit. These receipts should be prepared with the School Funds software and the original given to the person from whom money was received and the copy retained.

When issuing a receipt, the following information should be completed:

- (1) Name of School
- (2) Date of receipt
- (3) Name of person from whom the funds were received
- (4) Purpose for which the funds were received (Activities on leftside)
- (5) Fund or account to which the funds should be recorded
- (6) Amount of the receipt
- (7) Signature of the bookkeeper or other person responsible for depositing funds
- (8) Corresponding teacher receipt number(s).

Be sure that the receipt is properly classified. Do not post the receipt where you want to spend it. A transfer of funds will take care of this. This can be done at any time during the year.

If a mistake is made in writing or printing a receipt, mark the original and the duplicate "VOID" and retain both the original and duplicate. Do not alter a receipt in pen or pencil. If an error is made, void the receipt and prepare a new one. Receipts should not be changed or corrected.

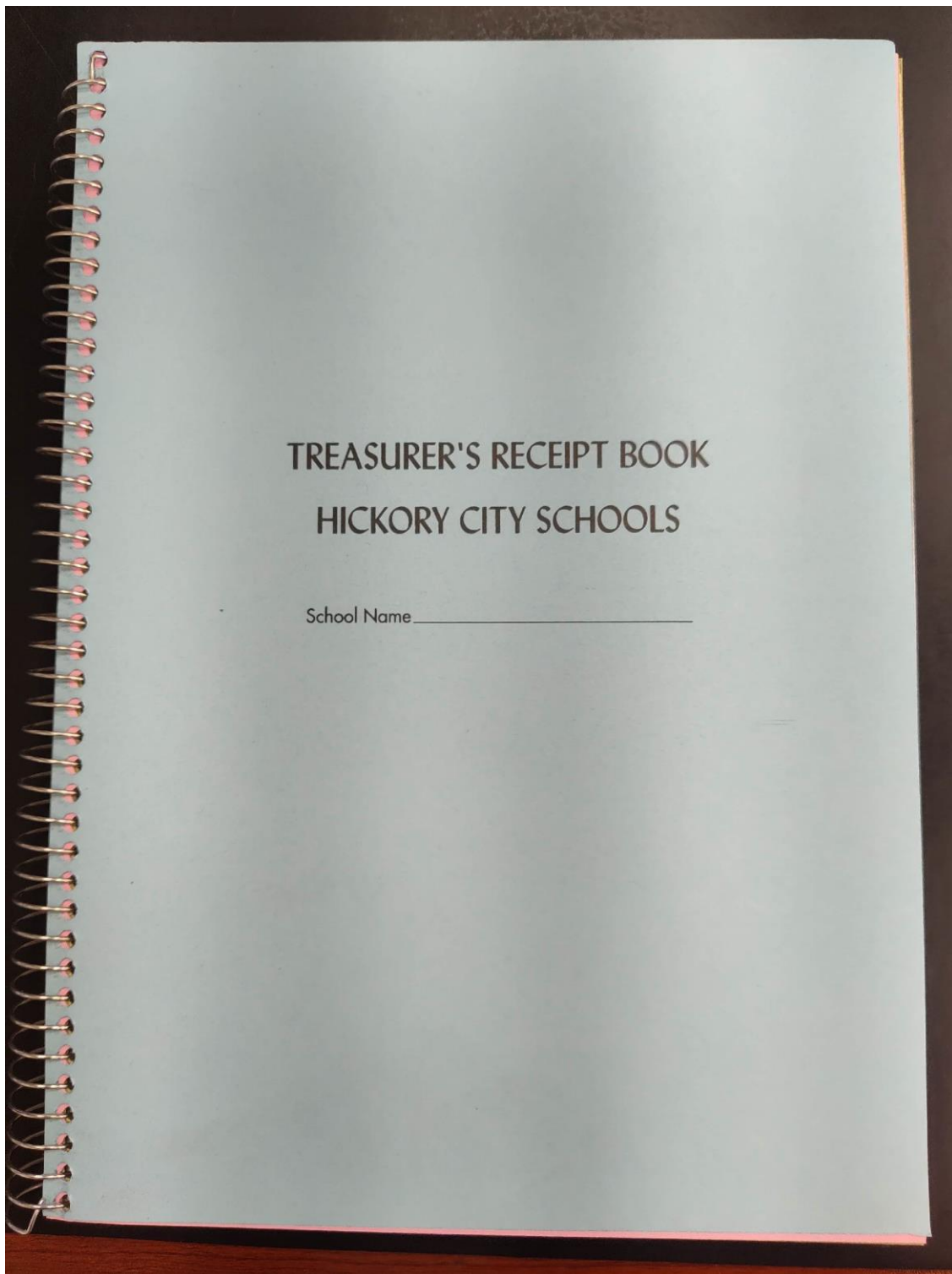
If possible, all money turned into the school office should be counted by the treasurer in the presence of the individual turning in the money. This avoids any discrepancies arising over the amount submitted. If it is impossible for the money to be counted at the time it is submitted, the money should be locked up and counted later in the presence of a witness. The treasurer should bring any discrepancies in Teacher Receipts to the immediate attention of the principal and individual concerned.

Receipts should be issued in strict numerical sequence, and the sequence of receipt numbers should be indicated on the Analysis of Deposit.

**Each school shall have a contingency plan on how money will be receipted and deposited in the absence of the school treasurer.** Funds cannot be left un-deposited simply because the school treasurer is not at work. General Statutes and Board Policy state that monies should be deposited daily if the total is over \$250.00. **Hickory Public Schools' policy is to deposit funds of \$50 daily.** All funds should be deposited on Friday and always on the last business day of the month. A manual (sequential numbered) receipt book should be on hand for receipts issued by other than the school treasurer.

All money received should be deposited intact in the bank. No funds should ever be expended in cash before being deposited.

**FORM HPS-0150 TREASURER'S RECEIPT BOOK FRONT COVER**



# FORM HPS-0150 TREASURER'S RECEIPT BOOK INSIDE CONTENTS

FOR ACTIVITY:			
STUDENT FEES			HICKORY CITY SCHOOLS <span style="float: right; color: red; font-weight: bold;">141301</span>
PICTURES			_____ School
FIELD TRIP			Date _____ 20 _____
YEARBOOK			Received of _____
PROJECT SALES			Amount _____ 100 _____ Dollars
LOCKS			By _____
			SIGNED
TOTAL ➡			Beg. Receipt # _____ End Receipt # _____

FOR ACTIVITY:			
STUDENT FEES			HICKORY CITY SCHOOLS <span style="float: right; color: red; font-weight: bold;">141302</span>
PICTURES			_____ School
FIELD TRIP			Date _____ 20 _____
YEARBOOK			Received of _____
PROJECT SALES			Amount _____ 100 _____ Dollars
LOCKS			By _____
			SIGNED
TOTAL ➡			Beg. Receipt # _____ End Receipt # _____

FOR ACTIVITY:			
STUDENT FEES			HICKORY CITY SCHOOLS <span style="float: right; color: red; font-weight: bold;">141303</span>
PICTURES			_____ School
FIELD TRIP			Date _____ 20 _____
YEARBOOK			Received of _____
PROJECT SALES			Amount _____ 100 _____ Dollars
LOCKS			By _____
			SIGNED
TOTAL ➡			Beg. Receipt # _____ End Receipt # _____

FOR ACTIVITY:			
STUDENT FEES			HICKORY CITY SCHOOLS <span style="float: right; color: red; font-weight: bold;">141304</span>
PICTURES			_____ School
FIELD TRIP			Date _____ 20 _____
YEARBOOK			Received of _____
PROJECT SALES			Amount _____ 100 _____ Dollars
LOCKS			By _____
			SIGNED
TOTAL ➡			Beg. Receipt # _____ End Receipt # _____

## **Analysis of Deposit**

The analysis of deposit summarizes the treasurer's daily deposits. Each deposit should be analyzed in order to show the amount of the deposit that belongs to the various funds or accounts handled in the school. The following information should be shown on this form:

- (1) Name of school
- (2) Deposit number
- (3) Date of deposit
- (4) Receipt numbers covered by the deposit
- (5) The amount of the deposit belonging to each fund or account and the grand total.

This form is printed during the posting of receipts in School Funds. The receipt numbers would include all receipts issued since the last deposit was made. The duplicate deposit ticket stamped by the bank should be attached to the back of the analysis of deposit form along with the strip from the night deposit bag (if used). Teacher receipts should be filed behind this or in a separate notebook, whichever method is used by your school.

## **Returned Checks**

Occasionally, checks which have been deposited in the school bank account will be returned due to insufficient funds, bank account closed, etc. When this occurs, the bank charges (debits) the amount back to the school's bank account and returns the check to the school for further processing.

When returned checks are received from the bank, the payer should be contacted and asked to make the check good either by verifying that the check will clear if re-deposited or bringing in cash to replace the check.

When re-depositing a check or cash in lieu of the check, use a separate deposit ticket and mark it "Redeposit".

If the re-deposited check does not clear the bank or if cash is not brought in, a journal entry must be done to debit the account involved.

## **Change Funds**

When a check is written for change to be used for school ticketed or athletic events, etc., it should be charged to the appropriate account as an ordinary check would be done.

The check should be written to Truist-Cash for the change. **Checks are never to be written for cash. Only authorized school personnel are to receive cash or change.**

After the event, when the change is re-deposited, the change amount should be listed separately from the proceeds of the event and deposited separately. A separate analysis of deposit and deposit slip clearly marked "Redeposit of Change" should be prepared.

Admission fees to athletic and other for charge events are to be accounted for by the use of pre-numbered theatre type tickets. The supply of tickets available will be established by an inventory of tickets based on an inventory of the unused tickets at the end of the sales period. A representative other than ticket sales persons should collect the tickets from customers to assure that all attendees pay the admission fees. **Ticket sales reports, Form HPS-0500**, are to be kept by the school as permanent records. **DO NOT** use Athletic tickets for non-Athletic ticketed events.

The school treasurer will issue tickets prior to the event and verify the Ticket Sales Report after the event. All tickets are to be accounted for. If complimentary tickets are issued, they are to be noted. **ALL TICKETS SHOULD BE SECURED AT ALL TIMES.**

### **Deposits of Ticketed Events**

Deposits are to be made on the same day received for any money received amounting to over \$50.

**Hickory Public Schools  
Ticket Sales Report**

School \_\_\_\_\_

Event \_\_\_\_\_

Event Date \_\_\_\_\_

Admission Price \$ \_\_\_\_\_

Ticket Color \_\_\_\_\_

Beginning Ticket # \_\_\_\_\_

Ending Ticket # \_\_\_\_\_

Number of Tickets Sold \_\_\_\_\_

Tickets Sold x Price = \$ \_\_\_\_\_

Amount Received for Change

Cash \$ \_\_\_\_\_

Coins \$ \_\_\_\_\_

Total Change \$ \_\_\_\_\_

The Ticket Seller Completes Next Section

Total Gate Sales .....\$ \_\_\_\_\_

Add: Start-up Change Received .....\$ \_\_\_\_\_

Total Amount of Deposit .....\$ \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer (Pre-Event)\_\_\_\_\_  
Signature of Ticket Seller\_\_\_\_\_  
Signature of Treasurer (Post-Event)\_\_\_\_\_  
Signature of Athletic Director

## **Donations**

Any donations received from private sources must be posted in the DONATION account upon receipt and notify the Superintendent's office of the donation and amount. See HPS Board Policy 8220.

## **Grants**

All applications for grants must be board approved. See HPS Board Policy 8210.

## **Re-using Receipt Books**

If many receipts are unused in receipt books from previous years, these books may continue to be used in the present school year. Staple or clip past year receipts together so they will not be confused with the current year's receipts. This should also be noted on the **Form HPS-0200 Teacher Receipt Book Log**.

## **Employee Resignation**

Upon employee resignation, the treasurer should check in any receipt books issued to the employee. Add all receipts to verify that all money received has been deposited. Any discrepancies must be reconciled and resolved prior to the employee departure. Also, any keys issued to the employee should be collected.

## SUMMARY OF PROCEDURES FOR RECEIPTS

1. All receipts collected must first be receipted in a teacher receipt book.
2. All funds must be turned into the treasurer. The treasurer should issue an office receipt and the receipt issued should be attached in the teacher receipt book.
3. All cash receipts should be counted in the presence of the person turning in the money before the receipt is written. If this is not possible, the cash should be secured until it can be later counted in the presence of a witness.
4. All receipts should be filled out completely and signed by the teacher/treasurer before the original is given to the person turning in the funds. Receipts should be made out to the individual from whom the money is received, rather than to a fund, account, or organization.
5. Original receipts should be given to the person turning in the funds; duplicates should be retained intact.
6. If a mistake is made in writing a receipt, the original and the duplicate should be clearly marked VOID, and both retained intact in the receipt book or notebook.
7. Receipts should be issued in strict numerical sequence, and the sequence of receipt numbers should be indicated on the Analysis of Deposit.
8. All money received should be deposited intact in the bank. **No checks, personal or otherwise, should be cashed, nor invoices paid, from un-deposited receipts.** Deposits over \$50.00 must be made daily. Deposits under \$50.00 can be held in a locked, secure place. Deposits should always be made on Fridays (regardless of the amount) and always on the last business day of the month. (HPS Policy –no minimum amounts required and recommend daily deposits.)
9. Receipts should be properly classified. Transfers can be made at any time for future expenditures.
10. Deposit tickets should be prepared in ink with an underlying carbon duplicate. The duplicate should be validated by the bank and attached to the Analysis of Deposit.
11. Checks should be promptly endorsed with a restrictive endorsement as received and listed separately on the deposit slip or an attached tape should be maintained if there are too many checks to list separately.
12. Receipts should be filed as previously indicated.

## CHART OF ACCOUNTS

Finance will be updating the chart of accounts and will determine a conversion date.

## DISBURSEMENTS

No purchase should be made from the individual school funds before the availability of funds is verified through the school treasurer. If funds are not available at the time the purchase is made, the purchaser should make arrangements to ensure that funds will be available at the time the invoice is rendered and payment expected.

When invoices are received, the person receiving the goods or services should verify it and sign the invoice as having received the goods or services in satisfactory condition.

The invoices should be forwarded to the treasurer for payment. The invoices should then be checked as to correctness of quantity, unit price, extensions, and total amount by the treasurer. The person reviewing and verifying accuracy of invoices should initial the invoice under the total. The principal should initial all invoices as proof of authorization of payment. If an original is not available from the vendor, indicate this on the copy of the invoice. The vendor statement should not be used in place of the invoice to support any cash disbursement.

Invoices should be paid promptly in order to claim any allowable discounts. Invoices or substitute invoices should be approved for payment by the principal and the club or group sponsor, if applicable, before payment is made.

When obligations are paid, a copy of the invoice or statement should be included with the check to the vendor to indicate what is being paid. Original invoices, not copies, should always be retained by the school to support the disbursement. All disbursements must be supported by an invoice or substitute invoice. Care should also be taken at this time to ensure that the expenditure is properly classified. The account balance is not the critical issue. It is the proper classification of expenditures.

After the obligation is paid, the invoice should be properly cancelled. The check copy produced is to be attached to the invoice as proof of payment.

All unpaid invoices and obligations of the school should be paid prior to June 30.

### Substitute Invoice

All disbursements must be supported by documents that indicate what was purchased. If for any reason an independent, outside document (such as a vendor invoice) is not available, a "Substitute Invoice" should be completed to support the disbursement along with **Form HPS-0700**.

Examples of when a substitute invoice should be used are:

- (1) To reimburse teachers, principals, or other employees who have used personal funds to buy supplies (sales slips, cash sale forms, etc. must be turned in and attached to the substitute invoice)
- (2) Refunds
- (3) Other instances where a vendor invoice is not available.

Remember: School employees must present adequate documentation for reimbursement of their personal funds. This documentation must be attached to the substitute invoice.

Substitute Invoices must be signed by the person or vendor receiving payment and approved by the principal before the disbursement is made.

**No individual school may disburse any funds to pay coaches, substitute teachers, bonuses to employees, or any type of additional compensation. Any payment of this type must be made by the payroll department of the school administrative unit.** The individual school would submit a check to the administrative unit to cover the payment and matching benefits.

### **Reimbursement of School Personnel**

If an employee must buy an item at a store where no school charge account is available, purchases should NOT be combined with purchases for personal use. If it is necessary to reimburse an employee who also signs the check, the Finance Officer needs to approve the expenditure IN ADVANCE before writing checks. Every effort should be made to avoid this situation. A reimbursement form should be completed and signed by the person receiving the payment. The invoice supporting the payment should be attached.

Reimbursement Form HPS-0700 (Substitute Invoice Form) should be used: (1) to reimburse teachers, principals, or other employees who have used personal funds to buy supplies (sales slips, cash sale forms, etc. must be turned in and attached) and (2) refunds. Remember: School employees must present adequate documentation for reimbursement of their personal funds.

### **Personal Purchases and Checks**

No employee shall charge personal items to any school account with intentions of refunding the school when the items are received.

School funds may not be obligated for personal purposes.

Personal checks may not be cashed from school funds.

## **Student/Parent Refunds**

To refund a student or parent for fees paid for a field trip that the child was not able to go on or for a lost book returned, complete a substitute invoice (HPS-0700) form either noting the receipt number or attaching a photocopy of the receipt to show that the money was received. The student or parent to whom the check is written should be entered as a vendor in School Funds.

## **Prizes to Students**

As documentation for prizes to students, prepare a Substitute Invoice form (HPS-0700) stating the purpose of the check written. Attach a copy of the flyer or letter announcing the prizes available as verification of the payment. If appropriate, the student should sign in receipt of any monetary prize.

## **Payments to Independent Contractors**

Payments made to independent contractors for services should be reported to the central office annually. These individuals should be set up as 1099 vendors in School Funds to generate the report needed.

## **Gift Certificates**

Cash and cash equivalents, such as gift certificates, should not be given to school employees. This is considered part of the employee's compensation and must be reported as income for tax and benefit deductions.

## **Loans to Employees**

Personal loans from school funds are not authorized. Any person making unauthorized loans will be held directly responsible and will be required to make immediate restitution.

## **Checks**

All checks should be pre-numbered. The checks should be printed with the exact name and address of the school, the account number and two signature lines.

Checks should be written only when supported by documents indicating evidence of receipt of goods and the principal's approval.

No school funds should be disbursed in cash.

In case an error is made in writing a check, it should be marked "VOID", remove the signature line, then the check should be filed with the cancelled checks. No attempt should be made to correct a check written in error.

When checks are presented to the principal for signature, they should be completely filled in and the supporting documents should accompany the checks. Checks should never be signed in advance or be blank.

Checks should not be made payable to "CASH". An individual or company name should always be recorded in the space provided for the payee.

Checks should never be made payable to an employee in advance to make purchases from a vendor. Example: If a vendor will not accept a check, DO NOT write the check payable to the employee to make the purchase. A check can be written to the employee if the employee is being reimbursed with prior approval.

Canceled checks should be retained with the appropriate monthly bank statements. Cancelled checks are to be arranged in numerical order.

In the absence of the principal or treasurer, the Finance Officer is the only other person who can cosign checks.

Employees handling school funds should have a backup person who can fill in while the employee takes vacation.

### **Procedure for filing of paid invoices**

The check stub should be on top stapled in the left-hand corner to the invoice. A "paid stamp" indicating approval and account to be charged will be provided to each school. This stamp should be placed on the face of each invoice. Principal approval is to be on the face of each invoice.

Hickory Public Schools  
SUBSTITUTE INVOICE  
(Reimbursement Form)

HCS-0700

To: School Treasurer / Accounts Payable

From: \_\_\_\_\_

Date: \_\_\_\_\_

Please pay \_\_\_\_\_ in the amount of \$ \_\_\_\_\_.  
This is to reimburse him/her for \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Budget Code: \_\_\_\_\_

\_\_\_\_\_  
Person to be paid                      Date

\_\_\_\_\_  
Approved by                      Date  
(Principal/Budget Manager  
or Finance Officer)

**PLEASE ATTACH RECEIPTS**

## **STATEMENT OF RECEIPTS AND DISBURSEMENT REPORT**

A monthly report is required by law in order that the superintendent be kept informed of the financial operation and condition of the special funds handled by the various schools in her/his administrative unit. The law requires the treasurer and principal to make this report in such a manner that “the status of each special school fund” will be set forth. This report is to be produced by the School Funds software. The receipts and disbursement report along with the balanced bank statement are due by the fifteenth of the following month.

## **SUMMARY OF PROCEDURES FOR DISBURSEMENTS**

1. The treasurer or principal should confirm the availability of funds before a purchase is made.
2. Invoices should be checked as to quantities, extensions, pricing, addition and evidence that the goods or services have been received. The treasurer should initial invoices.
3. Substitute invoices should be signed by the person receiving payment and approved by the principal for purchases where no vendor invoice is available.
4. School employees must present adequate documentation for reimbursement of their personal funds.
5. No disbursements should be made unless adequately supported by approved invoices, vouchers, or other properly approved documents.
6. Invoices should be paid promptly within discount periods.
7. Original invoices and substitute invoices should be cancelled by attaching a copy of the check to the invoice. The “paid stamp” should be placed on the face of each invoice indicating principal approval and account to be charged.
8. The principal should review and indicate her/his approval on supporting documents when the checks are signed.
9. General Statute 115C-448 requires that all checks drawn against a school account have the signature of both the principal and the treasurer. The assistant principal is not allowed to sign checks. Facsimile stamps are strictly prohibited. The school finance officer may sign checks if either the principal or treasurer is unavailable.
10. Checks shall not be made payable to cash.
11. If a mistake is made in writing a check, the check and the check record should be clearly marked VOID and rendered non-negotiable by removing the signature line. The VOID check should be filed for future reference.

## **Accounting for Transfers**

### *Definition of a transfer*

When an amount is subtracted from one account and added to another account, a “transfer” has occurred.

Fund Transfers do not involve a cash transaction. Part of the balance in one detail account is being “moved” to another account to be disbursed there. Transfers neither increase nor decrease total cash.

### *Reasons for a transfer*

The following are examples of possible reasons for transfers (the examples are not intended to be all-inclusive).

- (1) Certain accounts have overspent in the past and the principal authorized transfers from a General Fund account to eliminate the deficits in the accounts.
- (2) The PTO donates funds, which are recorded in the donations account and transferred to several accounts where the money will be spent.

A transfer must be approved by the Principal before a transfer is recorded.

## **ATHLETICS AND OTHER FOR CHARGE EVENTS**

### **Gate Boxes**

When a check is written for change to be used for school ticketed or athletic events, etc., it should be charged to the appropriate account as an ordinary check would be done.

The check should be written to Truist-Cash for the change. **Checks are never to written for cash. Only authorized school personnel are to receive cash or change.**

### **Ticket Inventory**

Admission fees to athletic events, dramatic performances, etc., are to be accounted for by the use of pre-numbered theatre type tickets. The supply of tickets available will be established by an inventory of tickets based on an inventory of the unused tickets at the end of the sales period. The Ticket Sales Report, **Form HPS-0500**, is to be completed after each event to show the number of tickets sold. Do Not use Athletics tickets for events or activities other than Athletics events. ALL TICKETS SHOULD BE SECURED AT ALL TIMES.

## **Collection of Admission Fees**

The school treasurer will issue tickets and a change box to each seller prior to the event, then verify the Ticket Sales Report, **Form HPS-0500**, after the event. All tickets are to be accounted for at all times. A minimum of two people should be available to sell tickets for athletic and other charge events. One individual (the seller) should be in a secured location, preferably in a ticket booth with the money in a secure location at all times. For events that require more than one individual to sell tickets, each seller will be responsible for their money box.

An individual other than the ticket seller should collect the tickets from patrons to assure that all attendees pay admission fees. Complimentary tickets should not be given without prior written approval of the school principal. If complimentary tickets are approved, a list should be given to the ticket seller prior to the for charge event. The ticket seller will provide those persons on the approved complimentary ticket list with a theatre ticket at the booth to give to the ticket collector. In any event, complimentary tickets are to be kept at a minimum. The ticket collector may be a parent volunteer.

## **Depositing Funds Collected After Banking Hours**

At the end of each event, the ticket seller will count the money collected and complete Form HPS-0500. The money and Form HPS-0500 are to be placed into a sealed bank deposit bag. The sealed bag is to be given to the school administrator in charge of making deposits after banking hours. Remember, the deposit has to be made on the same day and not kept overnight or over the weekend!

## **FIXED ASSETS**

An inventory control system for all tangible fixed assets owned or possessed by the Hickory City Schools is mandated.

For accounting purposes, fixed assets are defined as items of tangible property, both real and personal, having a value of \$5,000 or more and an estimated useful life of two years or more. For insurance purposes, we will still maintain an asset listing for items having a value of \$1,000 or more.

Fixed assets will be recorded at the time of purchase by the finance department. All equipment that flows through the warehouse is tagged at that point prior to going to the school. Any equipment that is purchased by the school, by PTO or Boosters Clubs, or donated must be recorded in fixed assets. A file maintenance form (**Form HCS-0800**) should be prepared and sent to the finance department so that the acquisition can be recorded, and a tag returned. A sample of this form is included.

An inventory to check the physical existence of equipment owned by the school administrative unit against fixed asset records must be done prior to fiscal year end. A listing of all assets will be sent to each location for verification. Inventory adjustments must be returned to the finance department promptly so that corrections can be made. An explanation of missing items must be given.

If it becomes necessary to dispose of an asset or inventoried item or to transfer the item to another location, please complete **Form HCS-0900** and send to Finance. Do not dispose of or transfer the item until receiving approval from Finance.

# ASSET ACQUISITION FORM

WHO IS REQUESTING ADDITION:	<input type="text"/>
DATE:	<input type="text"/>
DESCRIPTION:	<input type="text"/>
MAKE/MODEL #:	<input type="text"/>
DATE RECEIVED:	<input type="text"/>
UNIT COST:	<input type="text"/>
LOCATION:	<input type="text"/>
DATE PURCHASED/DONATED:	<input type="text"/>
CHECK #:	<input type="text"/>
DONATED (Y/N)	<input type="text"/>

**HICKORY PUBLIC SCHOOLS**  
**FIXED ASSET TRANSFER SHEET**

( ) CHECK HERE IF YOU ARE REQUESTING PERMISSION TO REMOVE FROM YOUR PREMISES
( ) CHECK HERE IF YOU HAVE MOVED ITEM(S) TO ANOTHER ROOM ON YOUR PREMISES

PERSON REQUESTING TRANSFER \_\_\_\_\_

Date: \_\_\_\_\_

ASSET #	DESCRIPTION / SERIAL #	DOES IT WORK (Y OR N)

TRANSFER FROM: \_\_\_\_\_  
LOCATION CODE: \_\_\_\_\_  
BUILDING #: \_\_\_\_\_  
ROOM #: \_\_\_\_\_

TRANSFER TO: \_\_\_\_\_  
LOCATION CODE: \_\_\_\_\_  
BUILDING #: \_\_\_\_\_  
ROOM #: \_\_\_\_\_

EQUIPMENT MOVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\* DON'T TRANSFER EQUIPMENT TO ANOTHER LOCATION W/O PERMISSION FROM FIXED ASSET COORDINATOR.  
\* MAINTENANCE AND COURIER CANNOT MOVE FIXED ASSETS WITHOUT A COMPLETED TRANSFER SHEET.

## **RETENTION OF RECORDS**

The foregoing procedure will be used as a guide for the retention of out-dated financial records for the school activity funds:

1. The following should be retained for five (5) years after the year-end:
  - a. Bank statements
  - b. Cancelled checks
  - c. Invoices
  - d. Monthly financial reports
  - e. Teacher receipt books and principal receipt books
2. A history of the general ledger will be retained permanently.

## **1099 Vendors**

School Funds tracks payments made to vendors. If payment is made to a non-employee in the amount of \$600 or more during a calendar year, Hickory City Schools is required to supply this individual with a 1099-MISC.

Non-employee compensation is generally reported if the following three conditions are met:

- 1) You made the payment to someone who is not your employee
- 2) You made the payment for services in the course of your trade or business
- 3) You made the payment to an individual, partnership, estate, or in some cases a corporation.

Payments made to non-employees by individual schools should be reported to the Finance Department by January 10 each year in order for 1099-MISC to be processed accurately and timely.

## **ALLOCATIONS FROM THE CENTRAL FUND**

### **PURCHASING PROCEDURES**

No purchase, incurring an obligation of the Hickory City Schools, is to be made without a purchase order approved by the Finance Officer and the Purchasing Officer. The Finance Officer has to determine if funds are appropriated for the request and restrict funds for the obligation payment. The Purchasing Officer must determine if the purchase is in accordance with North Carolina State Purchasing regulations.

Purchasing procedures are outlined in the purchasing manual. Just remember, if there is no approved purchase order, there is no obligation on the part of Hickory City Schools.

Ordering on approval is not a recommended practice. However, if this becomes necessary, a purchase order must be sent to the vendor requesting that the material be sent for preview.

**Materials may not be sent from a vendor without a purchase order number.**

Each school is now online with the main computer system. The school should, on a regular basis, verify account information, notifying accounts payable if an error has been made. An invoice will be sent at year-end for any overspent allotments.

## **Most Commonly Used Code for Expenditures in LINQ**

### **312**

#### **Staff Development**

- ✓ Includes cost for workshops and in-service seminars.
- ✓ Designed to enhance the quality of a program. Also includes reimbursement to employees for travel and registration related to a staff development activity. See Travel Guidelines for additional information.
- ✓ Staff Development form (Prior Approval & Reimbursement Form) must be completed.
- ✓ A purchase order is not required for reimbursement. Registration may be prepaid by using a voucher request.
- ✓ Travel is not advanced.

### **411**

#### **Supplies and Materials**

- ✓ It is consumed in use and loses its original shape or appearance with use.
- ✓ It is expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to replace it with an entirely new unit rather than repair it.
- ✓ It is an inexpensive item, having characteristics of equipment, whose small unit cost makes it inadvisable to capitalize the item.
- ✓ It loses its identity through incorporation into a different or more complex unit or substance. Include all supplies and workbooks used by the student for the instruction of pupils. Examples of supplies; construction paper, crayons, pencils, pencil sharpeners, and other small unit cost equipment that meets the criteria for a supply item as outlined above. Examples of workbooks: map skills, handwriting, etc.
- ✓ Includes amounts expended for supplies and materials other than instructional supplies including custodial items, office supplies, expendable tools used in the garage and the child nutrition program.

### **422**

#### **Repair Parts**

- ✓ Includes amounts expended for repair parts, materials, grease, anti-freeze, and related labor in the repairing of equipment utilized for instructional support functions, for maintenance of school property, and for maintenance of vehicles of the local school administrative unit.

### **461**

#### **Non-Capitalized Equipment**

- ✓ Includes expenditures for the initial, additional, and replacement items of non-capitalized equipment such as furniture and machinery for both instructional and support areas. Cost at least \$1000 but less than \$5,000.

**462**

**Non-Capitalized Computer Equipment**

- ✓ Includes expenditures for the initial, additional and replacement items of non-capitalized equipment such as computer hardware, such as microcomputers, printers, and file servers costing at least \$1000 but less than \$5,000.

✓

**541**

**Capitalized Equipment**

- ✓ Includes expenditures for the initial, additional, and replacement items of capitalized equipment such as furniture and machinery for both instructional and support areas. Cost normally exceeds \$5,000.

**542**

**Capitalized Computer Equipment**

- ✓ Includes expenditures for the initial, additional and replacement items of capitalized equipment such as computer hardware such as microcomputers, printers and file servers costing more than \$5,000.