

Financial Services
Richard H. Hinds, Chief Financial Officer

**SUBJECT: PROPOSED AMENDMENT OF BOARD POLICY:
 INITIAL READING: POLICY 6610, INTERNAL ACCOUNTS**

COMMITTEE: INNOVATION, EFFICIENCY AND GOVERNMENTAL RELATIONS

LINK TO STRATEGIC FRAMEWORK: FINANCIAL EFFICIENCY/STABILITY

Board Policy 6610, *Internal Accounts* addresses the administration and control of internal funds of the District. Internal funds are those used by a school/department which are not directly supervised by the District through regular county school budget sources. They are administered by each individual school/department according to School Board policies, Administrative Rules, Florida Statutes, and procedures adopted by the Board.

The proposed amendment to Board Policy 6610 is intended to clarify the exclusions to bid requirements for items/services purchased with internal fund revenue and assist schools in complying with Board Policy 6320, *Purchasing*.

Attached are the Notice of Intended Action and the proposed amendments. Changes from the current Policy are indicated by underscoring words to be added and ~~striking through words~~ to be deleted.

Authorization of the Board is requested for the Superintendent to initiate rulemaking proceedings pursuant to the Administrative Procedure Act to amend Board Policy 6610, *Internal Accounts*.

RECOMMENDED: That The School Board of Miami-Dade County, Florida authorize the Superintendent to initiate rulemaking proceedings in accordance with the Administrative Procedure Act to amend Board Policy 6610, *Internal Accounts*.

E-200

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on September 5, 2012, its intention to amend Board Policy 6610, *Internal Accounts*, at its meeting of October 10, 2012.

PURPOSE AND EFFECT: Board Policy 6610, *Internal Accounts* addresses the administration and control of internal funds of the District. Internal funds are those used by a school/department which are not directly supervised by the District through regular county school budget sources. They are administered by each individual school/department according to School Board policies, Administrative Rules, Florida Statutes, and procedures adopted by the Board.

The proposed amendment to Board Policy 6610 is intended to clarify the exclusions to bid requirements for items/services purchased with internal fund revenue and assist schools in complying with Board Policy 6320, *Purchasing*.

SUMMARY: The proposed amendment will assist school in complying to adhere to Board Policy 6320, *Purchasing*.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 1001.41 (1), (2); 1001.42 (22); 1001.43 (10), F.S.

LAWS IMPLEMENTED INTERPRETED OR MADE SPECIFIC: 1011.18; 1011.07; 1011.051, F.S.; 6A-1.085; 6A-1.087, F.A.C.

IF REQUESTED, A HEARING WILL BE HELD DURING THE SCHOOL BOARD MEETING OF October 10, 2012 which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided in Section 120.54(1), F.S., must do so in writing by October 1, 2012 to the Superintendent, Room 912, at the same address.

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED POLICY is available at cost to the public for inspection and copying in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Ms. Connie Pou, Controller
Supervisor: Dr. Richard H. Hinds
Date: August 21, 2012

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INTERNAL ACCOUNTS

2 Internal funds are those used by a school/department which are not directly
3 supervised by the District through regular county school budget sources. They are
4 administered by each individual school/department according to School Board
5 policies, Administrative Rules, Florida statutes, and procedures adopted by the
6 Board.

7 The Manual of Internal Fund Accounting for Elementary and Secondary Schools
8 ("Manual of Internal Fund Accounting") establishes the regulations and procedures
9 for administering the Schools' Internal Fund Accounts.

10 A. Uniform Records and Accounts

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Internal Fund account structures have been established in accordance with the guidelines in the Financial and Program Cost Accounting and Reporting for Florida Schools ("Red Book"), to maintain a uniform codification of financial transactions for accounting and reporting purposes. The Internal Fund Chart of Accounts is an all-inclusive listing of available account codes for classifying and recording Internal Fund Financial Transactions and is maintained by the District's Internal Fund Accounting Section. Schools must submit a written request signed by the principal to this department to open new account structures.

28 B. Depositories & Investment of Funds

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All monies received shall be promptly deposited in a qualified public depository and provision shall be made for the adequate safekeeping of all monies and other financial assets that may come into the possession of the school.

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The Internal Fund activities are managed at the school site level. In order for a school to account for its financial transactions, a checking account must be opened and maintained according to established Internal Fund policies and procedures.

- 1 In addition to the operational checking account, schools are
2 encouraged to invest excess fund in approved bank saving accounts,
3 certificates of deposit, or the District's money market pool fund.
- 4 1. Depositories ("Banks") for school funds (checking or savings)
5 must be approved by the Board and certified by the State
6 Treasurer.
- 7 2. Each school shall have only one (1) operational checking
8 account.
- 9 3. All bank accounts will be opened in the name of the School
10 Board of Miami-Dade County, Florida, Name of School, and
11 Internal Fund.
- 12 4. Deposits in any one depository (bank) are limited to the extent
13 of insurance provided by Federal Deposit Insurance
14 Corporation (FDIC) and/or Federal Savings and Loan
15 Corporation.
- 16 C. Receipts of Monies Collected
- 17 The school principal is ultimately responsible for monitoring and
18 administering the revenue generated from Internal Fund activities.
19 All money handled by or coming into direct custody of a school
20 employee for any such activity must be accounted for in the school's
21 Internal Fund. The school treasurer is the designated person for
22 receiving, recording and depositing all funds collected, as well as
23 maintaining records for Internal Fund financial transactions
24 processed. All money collected for Internal Fund activities must be
25 submitted to the school treasurer to be deposited in the school's
26 checking account.
- 27 Money collected by school employees, students, or authorized
28 volunteers for school activities, regardless of the amount, must be
29 submitted to the school treasurer, or back-up designee, on the same
30 day collected.
- 31 Financial transactions involving the initial handling of money away
32 from school premises must have prior approval of the Principal and
33 must be submitted to the school treasure for deposit the next
34 business day.

1 Employees' personal checks, money order, or cashier's checks may
2 not be substituted for cash money collected.

3 Using cash collections received to cash personal, payroll or third
4 party checks are prohibited.

5 D. Deposit and Safekeeping of Funds

6 The school treasurer or authorized designee is responsible for
7 preparing the bank deposit. The principal is ultimately responsible
8 for safeguarding the school funds.

9 A deposit must be made every day that accumulated money received
10 exceeds \$300.00.

11 At a minimum, a deposit must be made on the last working day of
12 the week and on the last working day of the month, regardless of the
13 amounts collected.

14 The principal will determine the best means of safeguarding money
15 held pending deposit as well as petty cash and other funds assigned
16 to a school employee.

17 Incidents involving theft or loss of money associated with Internal
18 Fund activities must be reported immediately to the principal and to
19 the appropriate authorities (i.e., School Police). Documentation of
20 the school's efforts (i.e., copies of plant security reports,
21 memorandums requesting investigations, etc.) to recover thefts of
22 money or school property must be retained for audit purposes.

23 E. Purchases

24 All authorized purchases made from Internal Fund revenues shall
25 comply with Florida law, State Board of Education Rules, Board
26 Policies, and administrative directives. The principal is responsible
27 for authorizing all Internal Fund purchases or may designate this
28 authority to another school administrator.

29 Sufficient funds must be available in the respective Internal Fund
30 Account structure before a purchase is authorized and processed.

1 A purchase order must be authorized by the principal and processed
2 by the school treasurer for all purchases of goods, supplies, and
3 services costing \$100.00 or more. Purchases made in violation of
4 this policy will be considered unauthorized and will become the sole
5 responsibility of the person making the purchase.

6 ~~Bid-Quotation~~ requirements for purchases made from Internal fund
7 revenue differ from bid requirements for purchases made from
8 budgeted tax dollars through the District's Office of Procurement
9 Management Services. The following ~~bid-quotation~~ requirements
10 apply when making purchases to be paid from Internal Fund
11 revenue:

12 1. For purchases of less than \$1,000.00, telephone bid
13 quotations may be requested but are not required. These
14 purchases may also include multiple individual purchases
15 directly associated with school site production shops (such as
16 automotive, body shop, cosmetology supplies, etc.), where it
17 is not feasible to obtain vendor quotes for the entire fiscal
18 year's activity because of the frequency of the purchases
19 made to satisfy the clients' work orders.

20 2. For purchases of \$1,000.00 or more but less than \$50,000.00
21 at least three (3) written ~~bids-quotations~~ from the solicited
22 vendors are required, one of which must be a certified
23 minority enterprise according to Policy 6320-02.

24 List of certified minority vendors can be accessed at
25 <http://www.mwbe.dadeschools.net>. In the event, there is no
26 certified vendor listed, contact the Office of Economic
27 Opportunity for additional documentation.

28 3. For purchases of \$50,000.00 or more formal bid procedures
29 must be followed, including advertisement in newspapers and
30 opening of sealed bids on a specified date.

31 Items meeting the following criteria do not require ~~bids-quotes~~:

32 1. Educational tests, textbooks and printed instructional
33 materials, films and filmstrips, DVDs, video cassettes, disc,
34 tape or CD recordings, or similar audio-visual materials,
35 pursuant to Board Policy 6320(F)(2).

36 2. Library/Media Center reference books.

- 1 3. Publications purchased from owner, copyrights holder, or
2 exclusive agent within the State.
- 3 4. Publications purchased from government agencies or
4 recognized educational institutions.
- 5 5. Purchases related to student activities (fundraising) that do
6 not fit prescribed bidding regulations (i.e., agreements to
7 purchase variable items for resale, like candy, wherein
8 different kinds/brands may be sold by different vendors.
9 There are specific bid requirements for school yearbooks,
10 memory books, and student picture activities. However,
11 fundraising items of a tangible nature to be purchased by the
12 school for resale (i.e., T-shirts, uniforms, book bags and
13 similar fundraising merchandise) will still require the
14 bid/quote process. Merchandise purchased by the school
15 where the school can ultimately claim ownership (i.e. band or
16 cheerleader uniforms) or not related to fundraising activities
17 (i.e., locks, supplies, toner, etc.), will similarly require the
18 bid/quote process.
- 19 6. Purchases of catered foods to be consumed at the school site
20 for various school functions (such as student banquets,
21 picnics, and catered school sponsored affairs to acknowledge
22 faculty, staff and students.
- 23 7. Proms, homecoming and year-end activities (where students
24 may have a preference for location of a venue). The
25 exemption is limited to the selection of the location of the
26 venue. Any purchases related to these activities exceeding
27 \$1,000 will require quotes/bids (i.e. decorations, printing of
28 programs, trophies, etc.) unless these are included as part of
29 the venue package.
- 30 8. Field trips will be exempt. Field trips where bus
31 transportation is required for site-specific destinations (i.e.,
32 Orlando, Tampa, St. Augustine, Tallahassee, etc.) locations
33 must utilize the District's current bid awarded for
34 charter/private bus companies, listed on the Procurement
35 website. Field trips where bus transportation is required,
36 exceeding the \$1,000 threshold for destinations not on bid,
37 the location must obtain three (3) or more quotes, one of
38 which must be a certified minority enterprise, from the list of
39 district approved charter/private bus companies, pursuant to
40 Board Policy 6320. In cases where a tour company is
41 solicited, exceeding the \$1,000 threshold, the location must
42 obtain three (3) or more quotes from tour companies, one of
43 which must be a certified minority enterprise, from the list of
44 district approved charter/private bus companies, pursuant to
45 Board Policy 6320.

1 | which must be a certified minority enterprise, pursuant to
2 | Board Policy 6320.

3 F. Expenditures/Disbursements

4 The Treasurer is responsible for making all necessary
5 disbursements from the school's Internal Fund as approved by the
6 principal.

7 All disbursements for expenditures to be paid from the school's
8 Internal Fund must be made via check and must be approved by the
9 principal. No disbursement is to be made from cash money collected
10 from any activity.

11 All checks issued must bear two (2) signatures, with one signature
12 being that of the principal or authorized designated administrator,
13 and the second being that of the treasurer or authorized clerical
14 designee.

15 Proper documentation in the form of an original vendor
16 invoice/receipt is required for payment. Original vendor
17 invoice/receipt must be itemized.

18 Payment to vendor must be made within thirty (30) days of
19 satisfactory receipt of goods/service unless:

- 20 1. Special arrangements have been made with the vendor.
- 21 2. Discrepancies arise with the vendor due to nonconforming
22 goods/services or other reasons. The discrepancies should be
23 documented for audit purposes, and payment shall be made
24 when the discrepancies are remedied.

25 Reimbursement requested from faculty/staff for authorized
26 purchases must be submitted to the treasurer when expenditures
27 total at least \$25.00.

28 Reimbursement must be made before the end of the fiscal year in
29 which the purchase was made.

30 Payment for refunds to students must be processed before the end
31 of the fiscal year in which the money was collected from the student,
32 with the exception of payment for lost and found equipment and
33 property.

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G. Overspending Limitations

1. No individual function under any Program (with the exception of Athletics, General Miscellaneous, and the Advance for Change function in Trust Program) may have a negative balance at any time.
2. Individual functions within the Athletics and General Programs may be negative throughout the school year provided that the total amount of all respective functions remain positive.
3. Advance for Change function will show a negative balance until funds are returned by each fiscal year-end.

Disbursements may only be processed when sufficient, uncommitted funds are available in the Internal Fund accounting structure where the expenditure is going to be charged, as well as in the school's checking account.

Overdrawing the checking account is prohibited. Additionally, no Internal Fund Account may be overdrawn at the end of the fiscal year.

H. Expenditures Requiring Special Procedures

There are restrictions on expenditures that can be paid through the school's Internal Fund. Although these expenditures are not prohibited, special procedures must be observed in order to properly account for them. These expenditures include those associated with capital improvement projects; furniture and equipment costing \$1,000.00 or more; payment for faculty/administrative travel; payments for contracted services; and payments to School Board employees for off-duty services. The District's Manual of Property Control Procedures and Travel Policies and Procedures Manual establish the guidelines for transactions associated with equipment purchases and administrative travel expenditures, respectively.

1 Written requests for capital improvement projects approved by the
2 principal must be presented to the Region Center Superintendent
3 and the Office of School Facilities for approval prior to commencing
4 the project. Functional equipment to be installed on school grounds
5 must be approved by the Office of Risk and Benefits Management.
6 Expenditures for projects meeting the following criteria are
7 considered capital improvement:

- 8 1. Air conditioning equipment, lighting equipment,
- 9 2. Computer network (labs), carpeting/flooring,
- 10 3. Playground shelters/equipment
- 11 4. Paved/stamped concrete walkways or courtyards,
- 12 5. Outdoor benches/furniture affixed to the ground
- 13 6. Awnings, stage curtains, blackout curtains, wallpaper.
- 14 7. Equipment/items requiring plumbing connections.

15 I. Expenditures Prohibited from Internal Funds

16 The following is a list of expenditures which cannot be made from
17 Internal Funds.

- 18 1. Professional books and magazines, except for school
19 professional libraries
- 20 2. Individual memberships in professional organizations.
- 21 3. Personal Business Cards (except when authorized, in writing
22 by the Region Superintendent)
- 23 4. Payments for lease agreements for office machines or
24 equipment (including copiers).
- 25 5. Repairs/Maintenance and service agreements for copiers or
26 other office equipment in excess of \$500.00 per year.
- 27 6. Goods or services for which an employee capitalizes on
28 his/her position for personal gain.

- 1 7. Payment for wireless communication services or devices (i.e.,
2 pagers, cellular phones, even if used only as two-way radios,
3 internet connections, etc.).
- 4 8. Equipment, supplies, and services for rooms and areas not
5 used primarily for student body benefit, unless raised
6 specifically through employees or other persons or authorized
7 by a student organization.
- 8 9. Wages or supplements to any persons engaged in regular
9 part-time or temporary employment except as provided by the
10 Board.
- 11 10. Loans, credits, or accommodations to Board employees or
12 other persons, including students except as provided in
13 Policy 6550.

14 J. Transfers and Adjusting Entries

15 In addition to recording transactions from the collection of money
16 and disbursements, the Treasurer may also need to record other
17 types of entries such as transfers of funds, posting corrections, and
18 voiding entries.

19 A transfer is the movement of money from one (1) account to
20 another. Transfers may be required to “physically” move money
21 from the school’s checking account to a savings account, or to move
22 money only from within one (1) Internal Fund Program function to
23 another.

24 All transfers of money must be approved by the Principal.

25 Transfers of money between accounts within a school’s Internal
26 Fund Programs and functions may only be made as allowed by
27 Internal Fund policy.

28 Transfers of money between functions within the General Program
29 are not allowed.

30 Transfers of money must not be used to make posting correction.

1 **Program Specific Activities**

2 A. Athletic

3 The Division of Athletics/Activities and Accreditation provides
4 schools with unified leadership and guidance for the schools'
5 athletic programs. The Interscholastic Athletic Manual for senior
6 high schools, and the Middle School Sports Manual for middle
7 schools, establish the regulations for administering the schools'
8 athletic programs, including athletic team sport events and closely
9 related activities. These manuals must be followed for administering
10 the athletic programs at schools. Each principal will appoint an
11 Athletic Director who will be responsible for administering the
12 interscholastic athletic program, and an Athletic Business Manager
13 who is responsible for managing the business transactions.

14 All revenues and expenditures from ticket sales for school athletic
15 games must be accounted for in the individual sport functions
16 within the Athletic Program.

17 Revenue from fundraising activities conducted during school athletic
18 games (i.e., concessions, sale of programs, t-shirts, etc.) must also
19 be accounted for through the school's Internal Fund when
20 sponsored by the school (i.e., student Football Club, Cheerleaders,
21 Baseball Club), and must be recorded in the respective sport
22 functions within Classes and Clubs Program.

23 Concessions and fundraising activities sponsored by the school in
24 connection with athletic events will be under the supervision of the
25 Athletic Business Director, or delegated faculty/staff sponsor
26 responsible to him/her.

27 The principal must approve all concession sales/operations.

28 The Athletic Business Manager is ultimately responsible for the
29 preparation of all financial reports and required fundraising activity
30 forms.

31 School-allied organizations (i.e., Booster Clubs, PTA/PTSAs, etc.)
32 may sponsor fundraising activities conducted during school athletic
33 games when approved by the principal.

1 Proceeds from fundraising activities sponsored by school-allied
2 organizations are handled independently from the school's Internal
3 Fund.

4 No school employee may be involved in the handling of money or
5 merchandise for fundraising activities sponsored by school-allied
6 organizations.

7 B. Music

8 The music program is part of the curriculum of the school. Proceeds
9 from performances and activities of student musical groups and the
10 respective expenditures must be recorded in the schools' Internal
11 Fund under the Music Program and procedures must follow the
12 Manual of Internal Fund Accounting. This includes revenue
13 generated from the sale of admission tickets to student music group
14 performances.

15 School-allied organizations may not handle revenue generated from
16 the sales of admission tickets to student musical performances.

17 Schools may not contract out the services of student musical groups
18 for specified compensation to be received either by the school or
19 individual students. However, donations may be received from non-
20 school agencies for the services of a student music group, director
21 and assistant director in conjunction with the music group
22 performance.

23 Revenue generated from other fundraising activities conducted by
24 student music clubs may be recorded under Music Program
25 functions, or may be accounted for under the respective student
26 music club in the Classes and Clubs Program.

27 Revenue generated from activities recorded in the Music Program
28 functions may be used to pay for items directly associated with the
29 school's music program activities (i.e., musical equipment, travel
30 expenses for music group competitions, uniforms and accessories
31 for student use in performances, etc.).

32 Fees assessed to students for the use of school property, such as
33 instruments and/or uniforms, must be presented to the Region
34 Center for written approval.

1 Music department equipment assigned temporarily to students and
2 used off campus must be documented according to the Manual of
3 Property Control and records maintained for audit purposes.

4 Remaining balances in dormant/inactive Music Program functions
5 may be transferred to (a) other functions within the Music Program,
6 (b) a related student class/club in the Classes and Clubs Program
7 (i.e., Band Activity to the Band Club), or (c) the General
8 Miscellaneous function.

9 C. Classes and Clubs

10 Revenue generated from the activities of student classes and clubs
11 must be accounted for through the schools' Internal Fund. The
12 principal must approve the creation of all student clubs and their
13 activities pursuant to Board policy and comply with the Manual of
14 Internal Fund Accounting and Policy 5840.

15 All student clubs must have a faculty sponsor responsible for
16 overseeing the students' activities, ensuring that Internal Fund
17 policies and procedures are followed, as well as maintaining the
18 required financial documentation for the club's activities. The
19 District's Office of Athletics, Activities, and Accreditation is Student
20 Activities Handbook establishes guidelines for conducting student
21 activities.

22 The revenue in the Classes and Clubs Accounts shall be expended
23 for the benefit of the students in the class or club that participated
24 in generating the revenue or for purposes designated by such
25 students as allowed by Board policy. Authorization from a student
26 club officer and the faculty sponsor is required as documentation for
27 expenditures to be paid from classes and clubs funds.

28 At the principal's discretion, any remaining balance in the function
29 of a graduating class may be transferred to either the next year's
30 graduating class function or to the General Miscellaneous function,
31 when no other written instructions have been provided by the
32 student officers of the class that graduated.

1 For other functions in the Classes and Clubs Program that become
2 inactive/dormant, the remaining funds shall be transferred to
3 General Miscellaneous.

4 Expenditures for the purchase of property items of \$1,000.00 or
5 more are not to be made directly from any Classes and Clubs
6 Program functions. The funds are transferred from the respective
7 function to the General Program Equipment function and purchased
8 according to the Manual of Property Control Procedures.

9 D. Trust

10 As part of a school's Internal Fund activities, money is often
11 collected or received for specific purposes or for restricted uses. In
12 many instances, the school acts purely in a trustee capacity.
13 Consequently, all funds collected or received for a specific, restricted
14 purpose shall be accounted for in the school's Internal Fund under a
15 Trust Program and comply with the Manual of Internal Fund
16 Accounting.

17 Trust funds shall be expended only for the purpose for which
18 collected or received.

19 If any Trust Account funds are to be used beyond the year in which
20 they were received, adequate financial records must be maintained
21 for the duration of the project or until the purpose of the funds have
22 been met.

23 When remaining balances in Trust Program functions exceed
24 \$1,000.00, authorization, in writing, to transfer these balances must
25 be obtained from the Region Center Superintendent, as well as the
26 Internal Fund Accounting Section.

27 Expenditures for the purchase of property items of \$1,000.00 or
28 more are not to be made directly from any Trust Program functions.

29 E. Property Fund

30 Financial transactions related to fees collected from students for the
31 use of school-owned property or for items required to be used by
32 students (i.e., towels, locks, etc.) must be conducted through the
33 school, accounted for in the school's Internal Fund and comply with
34 the Manual of Internal Fund Accounting. These transactions shall
35 be recorded in an appropriate Property Fund Program.

1 Mandatory property items to be used by students in school may be
2 purchased by the school and made available for sale/rental to
3 students. These items include physical education uniforms, locks,
4 and towels.

5 The fees charged to students for these items must be submitted on
6 the Special Fees and Charges School Request (FM-2396) form to the
7 Region Center Superintendent for approval.

8 Locks used on all school lockers must be official locks available
9 through the school.

10 The rental fees for locks must not exceed one-third (1/3) of the cost
11 (inclusive of sales tax). Fees should be adjusted annually as needed
12 to avoid accumulation of excessive carryover balances.

13 F. School Store

14 Elementary and secondary schools may operate school stores to sell
15 essential school supplies, workbooks, paperback books, and
16 miscellaneous merchandise to students. At the discretion of the
17 principal, the operation of the school store may be sponsored by the
18 school or by a school-allied organization (i.e., PTA/PTSA) that
19 desires to conduct the activity. The financial transactions of a
20 school-operated store must be recorded in the school's Internal
21 Fund in the School Store Program and comply with the Manual of
22 Internal Fund Accounting.

23 The operations of school stores handled by the school may be
24 sponsored by a department/student club or operated by a
25 designated school employee, other than the treasurer, for the
26 general benefit of the school.

27 The financial transactions of school stores operated by school allied
28 organizations shall be handled independently by non-school
29 employee members of the organization, and not through the school's
30 Internal Fund.

- 1 G. Instructional Aids and Fees
- 2 The financial transactions associated with fees charged to students
3 for materials and supplies needed for certain academic subjects, as
4 well as extracurricular activities offered as part of the school's
5 educational and athletics programs, must be accounted for through
6 the schools' Internal Fund. Board policies establish guidelines for
7 instructional fees and charges imposed on students. The collection
8 and administration of instructional fees is the responsibility of each
9 school and shall comply with the Manual of Internal Fund
10 Accounting and Policy 6152.
- 11 The Board strives to provide all instructional equipment, books,
12 materials, and services needed to maintain the school's instructional
13 program. If it becomes necessary to collect fees from students:
- 14 1. A schedule setting the maximum fee which can be charged for
15 any subject area, activity, or service shall be submitted yearly
16 to the respective Region Center Superintendent for written
17 approval.
- 18 2. At the start of every school year, each school shall send to the
19 parents of all students a letter informing them of the various
20 fees to be charged.
- 21 All revenue from fees and/or charges collected must be used only for
22 the purpose for which the fee/charge was imposed. When
23 necessary, fees must be adjusted to avoid accumulation of excessive
24 carryover balances. When the purchase of any item is required, it
25 must be sold to the student at school cost.
- 26 Expenditures from fee revenue are limited to purchases of
27 consumable classroom materials that are used by the students in
28 the instructional program.
- 29 H. General
- 30 The General Program in the schools' Internal Fund is used to
31 account for general revenue not restricted for a specific purpose or
32 required to be accounted for in another program due to Internal
33 Fund policy. General Program revenue is mainly generated from
34 general school activities or from unrestricted donations, and is to be
35 utilized for the general welfare and benefit of the school and student
36 body.

- 1 Revenue generated from general school activities must be accounted
2 for in General Program functions and follow The Manual of Internal
3 Fund Accounting. These activities include the following:
- 4 1. sale of picture packages of the general student body,
5 including class group pictures
 - 6 2. sale of memory books (elementary or middle schools only)
 - 7 3. operation of vending machines that dispense food and
8 beverage items
 - 9 4. accrual of interest revenue from school bank accounts
 - 10 5. receipts of unrestricted, monetary donations
 - 11 6. fees charged for transcripts
 - 12 7. sale of parking decals
 - 13 8. sale of I.D.s (elementary schools only, secondary schools
14 account for I.D. sales in the Instructional Aids and Fees
15 Program)
- 16 General Program revenue must be spent on items or services that
17 will benefit the school and the student body in general, not a specific
18 or select group.
- 19 At the principal's discretion, General Program revenue may be used
20 as follows:
- 21 1. to pay for trips to competitions or events associated with the
22 school's educational, athletic or student activities program, as
23 long as the students participating will do so in representation
24 of the school and not for individual or personal recognition;
 - 25 2. to subsidize expenditures for specific school activities
26 including yearbook, newspaper, and athletic supplies and
27 equipment.

1 Functions in the General Program that generate revenue (i.e., School
2 Pictures, Memory Books, Interest, Vending Machines, Donations),
3 must maintain positive balances during the school year. Other
4 functions within the General Program that are mainly used to record
5 general school expenditures may carry deficit (negative) balances
6 during the year. The total net amount must always remain positive.

7 Transfers are not allowed to be made between General Program
8 functions, but may be made between the General Program and other
9 Internal Fund programs as allowed by Internal Fund policy.

10 I. Instructional Materials

11 The Instructional Materials and Educational Support (Fund 9)
12 Program whose revenue is an advance of school-tax dollar
13 discretionary fund was established in the school's Internal Fund to
14 provide principals with increased purchasing flexibility at the school
15 site level and must comply with the Manual of Internal Fund
16 Accounting. To obtain the revenue for the school's Fund 9 Program
17 principals are permitted to "transfer" specified amounts of their
18 allocated tax-dollar budget funds appropriated for supplies into the
19 Internal Fund.

20 Threshold limits have been established by school level.
21 Replenishments must be processed during the fiscal year when
22 twenty-five percent (25%) of the threshold limit has been expended
23 by the school. All Fund 9 expenditures, even if they do not reach
24 the twenty-five percent (25%) threshold, must be reported before
25 June 30th of every year.

26 The ending balance in the Fund 9 Program will be carried forward to
27 the following school year. No transfers are allowed to/from the
28 Fund 9 Program.

29 Expenditures are limited to goods/services necessary to support the
30 instructional program

31 At the principal's discretion, Fund 9 revenue may be used to
32 establish a limited petty cash fund for small allowable purchases in
33 accordance with Policy 6620.

1 Individual purchases made from Fund 9 revenue must not exceed
2 \$2,999.00. Splitting purchases to circumvent this threshold is
3 prohibited. Only the signature of the employee who verified that the
4 goods/merchandise was received "as specified" is required on the
5 invoice when acknowledging receipt of goods.

6 J. Adult Education

7 The District's Adult/Vocational Centers operate under the
8 District/School Operations/Adult and Community Education, and
9 offer various programs to the community that are not typically
10 available through elementary and secondary schools. These
11 programs include vocational and technical training courses and
12 workforce development initiatives. Although the programs and
13 operations of Adult/Vocational Centers differ from those in
14 elementary and secondary schools, the financial transactions
15 associated with Adult/Vocational Center activities must be
16 accounted for in the schools' Internal Fund. In addition to typical
17 program structures used by elementary and secondary schools,
18 specific accounting programs have been created within the Internal
19 Fund to account for those activities particular to the
20 Adult/Vocational curriculum.

21 Senior high schools that have been authorized to conduct activities,
22 as part of their curriculum, similar in nature to those offered by
23 Adult/Vocational Centers, must use designated program
24 classifications, accordingly.

25 Ending balances in Adult/Vocational program functions will carry
26 over to the next fiscal year.

27 Transfers out of revenue from an Adult/Vocational Program
28 structure to another Internal Fund programs are not allowed.

29 In addition to the Manual of Internal Fund Accounting, all
30 procedures must follow the Adult and Career Technical Education
31 Procedures Handbook, and Policy 2450.

- 1 K. Community School
- 2 Community schools offer programs for the community that are
3 funded by tuition fees, grants, and donations. The programs are
4 operated on school campus sites, adult centers, and in off-campus,
5 non-School Board property locations throughout Miami-Dade
6 County. The assistant principal for community education has the
7 responsibility, under the direction of the principal, for administering
8 the community school program activities, including both operational
9 and administrative aspects. All procedures must follow the
10 Community School Procedures Manual issued by the
11 District/School Operations/Adult Community and Education, which
12 establishes the procedural guidelines for administering community
13 school program activities, the Manual of Internal Fund Accounting
14 and Policy 2262. In addition, the financial transactions related to
15 community school program activities must be accounted for in the
16 schools' Internal Fund. Within the Internal Fund, all financial
17 transactions associated with community school activities must be
18 recorded in Community School Program.
- 19 L. Field Trips
- 20
- 21 Policy 2340 allows field trips for students as long as these trips (1)
22 have value in meeting educational objectives, (2) are directly related
23 to the curriculum, (3) or are necessary the fulfill obligations to the
24 interscholastic athletic and activity programs. The District's
25 Division of Athletics/Activities and Accreditation's Field Trip
26 Handbook addresses the Board's guidelines regarding the approvals,
27 transportation, field trip forms, etc. All schools must obtain and
28 comply with this handbook, the Manual of Internal Fund
29 Accounting, and Policy 2340.
- 30 All monies collected from students, donations received by schools,
31 and student fundraising proceeds raised to cover the costs for
32 participating in school-sponsored field trips must be accounted for
33 in the school's Internal Fund.
- 34 1. Members of school-allied organizations may not
35 independently collect and deposit money from students in
36 their organization's checking account to subsequently pay for
37 a school-sponsored field trip.

- 1 2. School-allied organizations may not independently make
2 travel arrangements or respective payments to vendors for
3 school-sponsored field trips.
- 4 3. School-allied organizations can make monetary donations to
5 the school, accompanied by a donation letter specifying the
6 intent to fund entirely or partially the cost of school-
7 sponsored student field trips. However, all field trip
8 arrangements (i.e., transportation, admission, lodging, etc.)
9 and respective payments for school-sponsored student field
10 trips must be made by the school in compliance with all
11 applicable Board policies and procedures.
- 12 4. At the principal's discretion, members of school-allied
13 organizations may be allowed to assist school staff in
14 collecting money from students for school-sponsored field
15 trips as long as Internal Fund procedures are followed and all
16 collections are submitted to the school treasurer for deposit.
- 17 The amount collected from students for a field trip must only
18 include actual expenses for the trip (i.e., admission fees,
19 transportation, lodging, when applicable), including a provision to
20 cover the expenses of the allowable ratio of chaperones
21 accompanying the students.
- 22 At the principal's discretion, senior high school students only may
23 be authorized to conduct up to two (2) out-of-county field trips each
24 fiscal year as fundraising activities to assist in defraying the cost of
25 senior class activities (i.e., prom, gradnite/gradbash, senior class
26 award banquets, etc.) and graduation expenses.
- 27 Students shall not be denied the privilege of participating in a field
28 trip or school activity because of financial need. Provisions shall be
29 made when necessary to finance the field trip through fundraising
30 activities; or, at the principal's discretion, the Special Purpose
31 Account.
- 32 When an authorized field trip is scheduled to take place on school
33 grounds, in order to minimize risk to students and reduce cost, the
34 in-house field trip must comply with the following:
- 35 1. meet educational objectives, be directly related to the
36 curriculum or be necessary to the fulfillment of obligations to
37 the athletic and activity programs (Policy 2340);

1 Fundraising activities must be conducted during non-instructional
2 class time, preferably before and after school.

3 The fundraising activities should be limited to two weeks per
4 activity.

5 All allowable fundraising activities must be presented to the school
6 principal for approval. In addition, authorization from the Region
7 Superintendent is required for fundraising activities that will extend
8 out in the community.

9 All monies collected by school employees in connection with any
10 school program or school sponsored activity must be documented
11 and submitted to the school treasurer.

12 The following student activities must be school-sponsored, and
13 therefore may not be conducted by school-allied organizations:

- 14 1. The sale of school pictures of the general student body,
15 including class group pictures
- 16 2. The sale of school memory books and/or yearbooks
- 17 3. The operation of vending machines accessible to students
18 that dispense food and beverage item in schools

19 Except when contributing to the District's annual United Way
20 campaign, schools may not make monetary donations to outside
21 third parties or other organizations.

22 No student, school organization or member of the school staff may
23 solicit funds from the public in the name of the school for any
24 purpose without the prior approval of the principal and the Region
25 Center Superintendent/designee.

26 N. Vending Machines

27 The operation of vending machines in schools, as well as the nature
28 of items sold through vending machines, are limited based on the
29 grade levels of the school and must follow the Manual of Internal
30 Fund Accounting and Policy 8540. The operation of vending
31 machines that dispense food and beverage items are subject to
32 additional restrictions. Vending Machine Contracts will be awarded
33 by the Office of Procurement Management Services.

1 Commissions received from the operation of vending machines in
2 areas not accessible to students may be used at the principal's
3 discretion and may be transferred entirely into the Special Purpose
4 ~~Accounting Account~~ or allocated in full to a school Faculty Club
5 Account.

6 For food and vending machines that are accessible to students, the
7 principal is limited to twenty-five percent (25%) of the profit for use
8 in the Special Purpose Account. Under circumstances of financial
9 need, the Principal may request authorization, in writing, from the
10 Region Center Superintendent and the Deputy Superintendent
11 District/School Operations to transfer an additional percentage to
12 the Special Purpose Account.

13 O. Student Travel

14 When travel by students is necessary for an approved student
15 activity, advance travel arrangements shall be made when possible
16 and must follow the Manual of Internal Fund Accounting. Advance
17 arrangements shall include transportation, meals, registration or
18 entrance fees, and lodging. Checks may be prepared in advance for
19 the exact amount and payable to the corporation or proprietor
20 providing the service. The faculty sponsor accompanying the
21 students shall be the temporary custodian of the checks and
22 responsible for obtaining an invoice for the exact amount of the
23 check from the corporation or proprietor upon presentation of the
24 check.

25 Under no circumstances may the amount paid from District or
26 Internal Funds be in excess of rates established in F.S. 112.

27 | F.S. 1011.18, 1011.07, 1011.051
28 | F.A.C. 6A-1.085, 6A-1.087