

Madison School District – Accounting Practices

Purchase orders

- Items purchased and expensed to the Madison School District General Fund, Cafeteria, or Athletic Department; please process order requests through the requisition system eFinance
- Items purchased and expensed through an Activity Account may contact the Central Office for a purchase order; please provide order information preferably by quote, estimate, or online shopping cart
- Final approval on all purchase orders are reviewed by the Superintendent
- Orders are transacted, released, or otherwise processed after Superintendent approval
- Individuals do not have authority to open accounts on behalf of the district

Quotes

- Quotes may be obtained through the vendor you are seeking to purchase product from
- Quotes can be emailed directly to Jill.Myers@madisonk12.us to begin the purchase order process
- You may contact the Central Office to acquire a list of approved vendors

Reimbursements

- Madison School District does not provide reimbursement for individuals using personal funds to support transactions as it circumvents the required purchase order process; the auditors consider the use of personal funds to be a donation and will not be reimbursed. Please contact the Central Office to discuss purchase options.

Check requests

- Check requests are processed upon the submission of support such as an invoice, receipt, contract, agreement, or other documentation detailing the nature of the transaction
- Check requests for start-up banks may be made via email to Jill.Myers@madisonk12.us

Register balances

- Account register balances may be obtained by emailing Jill.Myers@madisonk12.us to request a copy
- Checks and cash are processed weekly; My School Bucks deposits are manually entered after the bank statement becomes available
- Bank statements process on the 1st business day of each month and can take up to 2-weeks to enter remaining transactions and be reconciled

Hotels

- Team hotel accommodations can be coordinated through the Central Office
- Madison School District is a tax exempted entity; our number is 38-600-2321
- Check payments will be sent when possible

Start-up banks

- Check requests for start-up banks may be made via email to Jill.Myers@madisonk12.us
- Start-up banks may be requested for a one-time event OR for ongoing sales (ex: concessions)
- Start-up banks should be kept separate when it is time for depositing back to the account; this allows the auditors to see the funds expense and then return

Deposits & Cash Management

- When possible, My School Bucks will be used to collect funds
- Funds collected in person should be turned in to the Central Office within 1 business day of collection; funds should not sit overnight in classrooms, offices or other personal spaces
- Deposits should be separated per activity, concessions for tournaments on the weekend should have separate deposits (ex: Friday, Saturday)
- Date the deposit with month/date/year
- Give a clear description on the memo line to provide record of what the funds are for
- Two signors are requested to verify the deposit
- Funds should be recorded on the slip by cash (bills), coin (unrolled), rolled coin, and checks
- Checks made payable to Madison School District
- Cash received should not be used to fund other expenditures (ex: refunds, petty cash for supplies, start-up banks)
- Teachers should collect cash deposits in the classroom, complete a deposit slip, and deliver to the Central Office (please do not place funds in the interoffice mail)
- Student payment/attendance lists must be maintained for products such as field trips, merit trips, BSY AEO, registrations, etc. and submitted to the Central Office. Lists are examined by the auditors during reconciliation.

Student Fee/Fundraiser Forms

- A form is required any time funds are collected whether it is for a field trip, fundraiser, charity event, or program; the form is also required for passive collections such as Dining to Donate events or Box Tops for Education collections
- This form also serves as a connecting point for launching products on My School Bucks
- This form **does not** secure desired date/time of event, reservation of facilities, reserve transportation, or guarantee approval of request
- Advertising of event, distribution of flyers, or other media content can commence **after** the form is approved
- A Central Office staff member will contact the person submitting the request to confirm approval
- Please add \$1 to the cost of field trips to cover transportation; if admission for the field trip is FREE please contact your principal to help determine transportation cost and note that on the form as "transportation only"
- Forms should be completed and submitted prior to each trimester, but not less than 2 weeks prior to the desired MSB launch date

Credit card use requests

- The school maintains cards for Lowes and Walmart
- A Sam's Club membership is maintained by the District
- Cards are exclusively used for school purchases that can't be secured using a Purchase Order
- Cards are reserved by completing a Credit Card Use Request form 1 week prior to planned purchase; this allows the Central Office staff to review the request and ensure available balances on the cards
- Cards and memberships may not be used for personal use

My School Bucks (MSB)

- An email will be sent when your product has been launched to MSB
- The email will provide you cost, deadline, and other instructions to streamline questions
- Deadlines marked on the student fee/fundraiser form will not be extended; please carefully select your deadline to ensure adequate time is provided for parents to pay online
- Parents are encouraged to pay online
- Online registrations with limited space available will not be re-opened, extended, or accept late walk-ins
- Partial payments will no longer be an option

Minutes

- Meeting minutes are required to be provided to the Central Office for each meeting that takes place; this is applicable to organizations that elect officers (ex: Athletic Boosters, MYAC, PATT)
- Motions should be supported by 2 officers
- Designation of funds should be noted on the meeting agenda and detailed in the minutes (ex: transfer of funds, contributions, purchase of equipment)

Invoices for Sponsorships, Ads, or other Solicited Donations

- Groups such as Yearbook, After Prom, and sports teams may wish to draft their own letters to solicit funds; A copy of the school letterhead may be obtained through the Central Office
- Please provide copies of the letters to the Central Office, or email a file containing details of the businesses being solicited; this is helpful to the office when funds arrive to be able to designate the received funds to the appropriate activity account
- The Central Office can assist with the drafting of invoices for sponsorships, ads, or other solicited donations upon request