

APPENDIX

SECTION D: FISCAL MANAGEMENT

<u>Code</u>	<u>Title</u>
DFA-R	Collateralization of Public Deposit
DI-R	Fiscal Accounting and Reporting Regulations
DJC-R	Petty Cash Accounts

COLLATERALIZATION OF PUBLIC DEPOSIT

This agreement is between the _____ School District and the _____ Bank of _____. The _____ School District requires collateralization of deposits of school district funds pursuant to Chapter 383 of New Hampshire Laws of 1991 in accordance with the rules of the collateralization of Public Deposits, Chapter Ban 1400, and PART Ban 1450, as adopted by the Bank Commissioner and approved by the Joint Legislative Committee in Administrative Rules on September 18, 1992.

The _____ Bank hereby agrees to provide permanent collateral in the amount of \$_____ to secure all of the School District's deposit amounts. If additional collateral is required, the District's Treasurer, or other district agent, agrees to contact the Bank CFO, treasurer by telephone, fax, or mail with the request. The bank CFO/treasurer agrees to then purchase the additional collateral requested to secure all of the School District's deposit account.

This agreement shall remain in effect until the Treasurer of the School District provides _____ Bank with a written notice canceling this agreement or until _____ Bank no longer accepts municipal deposits. _____ Bank must provide the School District with a 90-day written notice before this agreement can be cancelled. The collateralization of the municipal deposits will remain in effect until the day of cancellation.

FISCAL ACCOUNTING AND REPORTING REGULATIONS

The following purposes must be satisfied by the accounting system:

1. Administrative Control

The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available and in such form that periodic summaries may be readily made from the data.

2. Budget Preparation

The financial records must be adequate to serve as a guide to budget estimates of subsequent years, and old expenditures to the amount appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.

3. Accounting for Stewardship

The financial records of the district must be adequate to show that those in charge have handled funds within the framework of law and in accordance with School Board policy.

The district's financial records will provide the following information:

1. For each account in the district's budget: the appropriation, appropriation transfers, expenditures, encumbrances, and unencumbered balance.
2. For each purchase order: the name of vendor, description of the item involved, the amounts, the call for bids if required, and an abstract of the bids received. Purchase orders sets will be numbered and each shall be accounted for.
3. For each purchase: the purchase order information above, plus the record of receipt and condition of goods, the invoice and the record of payment.
4. For each income amount: the budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.
5. Offsetting revenues received under an abatement will be debited to the appropriate previously expended account.

PETTY CASH ACCOUNTS

Building principals will administer and be responsible for petty cash funds established for their school as follows:

1. The maximum petty cash allowable for each building is \$200.00. Petty cash may be used to purchase items costing less than \$50.00.
2. No purchase will be reimbursed through petty cash account unless accompanied by a receipt and noted on the petty cash report.
3. The petty cash report and accompanying receipts must be turned in periodically to the business office to reimburse the fund. The report must be filled out completely and funds must be reconciled and accounted for whenever the funds are depleted and at the end of the fiscal year.
4. When the petty cash account is reimbursed, the appropriate account will be charged.
5. Money received must not be put directly into petty cash. This money must be turned into the business office, and the appropriate fund will be credited.
6. Petty cash funds will be audited annually.