

USFR Auxiliary Operations:

The Basics

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Outline

- ∞ What's Included in Auxiliary Operations?
- ∞ Importance of Controls for Auxiliary Operations
- ∞ Cash Receipt Process
- ∞ Expenditure Process
- ∞ Questions



Auxiliary Operations Includes:

Monies raised with the approval of the school district governing board in connection with the school bookstore, athletic activities and miscellaneous district operations.



Auxiliary Operations Examples

Vending

RENTALS

Bookstore

Deposits

FEES

Gate Receipts

Auxiliary Operations & Tax Credit

May also include:

Tax credit monies paid or donated for extracurricular activities and charter education

Auxiliary Operations Does NOT Include:

- ∞ Donations (other than Tax Credit)
- ∞ Raffles
- ∞ PTOs and Booster Clubs
- ∞ Student Activities



Auxiliary Operations vs. Student Activities



Public Money-
Belongs to the **District**



Student Money-
Belongs to the **Student Clubs**

Joint Fundraisers

- ∞ Decide roles before sales
- ∞ Determine % allocation
- ∞ Document agreement

Proceeds can be *allocated* to Auxiliary Operations and Student Activity Club(s)

Separation of Duties

3 Key Duties

Cash-handling



Recordkeeping



Authorization



Documenting Cash Collections

- ∞ Cash Register
- ∞ Receipt Book/Form
- ∞ Tickets



Change Fund(s)

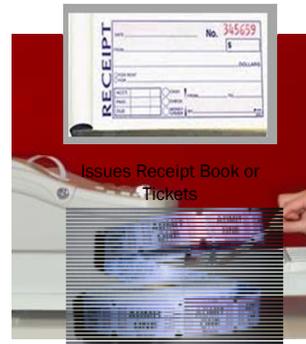
- Funded by check from AO bank account
- Can be established for each school, as necessary
- Cannot be used to make payments!
- Money returned/accounted for after each use
- Money reclassified in records
 - From - Cash in Bank (0102)
 - To - Cash on Hand (0101)



Bookstore Manager Before Sales



Issues Change Fund



Issues Receipt Book or Tickets

Cashier/Ticket Seller Before and During Sales

Verifies Change Fund



Signs for Change Fund





Conducts and Documents Sales




Cashier/Ticket Seller After the sales

Counts all Cash





Completes cash count on Sales Report



Returns all cash and Receipt book, if used



Bookstore Manager After the Sales

Counts and verifies all Cash



Completes Reconciliation of Sales to Collections on Sales Report



Determines Total Sales




Investigates Cash Over/Short



Bookstore Manager Safeguards Monies



REPORT NO. _____

SCHOOL DISTRICT NO. _____

DAILY SALES REPORT

SCHOOL ACCOUNT NAME _____ ACCOUNT CODE _____
 EVENT _____ DATE _____
 CASHIER _____
 CHANGE FUND RECEIPT NUMBER _____ AMOUNT \$ _____

CASH COLLECTIONS	
Denomination	Cash Returned
Checks \$100.00	
50.00	
20.00	
10.00	
5.00	
2.00	
1.00	
.50	
.25	
.10	
.05	
.01	
TOTALS	
LESS CHANGE FUND ISSUED	
COLLECTIONS	

TAPE AUDIT

- Ending Cash Register Reading \$ _____
- Beginning Cash Register Reading \$ _____
- Tape Adjustment +/- _____
- Total to Be Accounted For = _____
- Less Collections = _____
- Cash Overage (Shortage) = _____
- Total Deposit \$ _____

Reason for Overage (Shortage): _____

RECEIPT BOOK SUMMARY

Beginning Number: _____ Ending Number: _____

Last Number Used: _____

Quantity Sold: _____ Price: \$ _____

Total Sales (Quantity X Price) \$ _____

Less Collections \$ _____

Cash Overage (Shortage) \$ _____

Total Deposit \$ _____

Reason for Overage (Shortage): _____

Reconciliation Completed By: _____

Change Fund and Cash Collections Received By: _____

REPORT NO. _____

SCHOOL DISTRICT NO. _____

ATHLETIC TICKET SALES REPORT

School _____ Account Name _____ Account Code _____ Date _____
 Event _____
 Ticket Seller _____
 Change Fund Receipt Number _____ Amount \$ _____

Ticket Type	Ticket Numbers Issued From	To	Next No. To Be Issued	First Ticket Number Issued	Number Sold	Price	Total Sales
FB Adit	12100	12300	12205	12100	105	2.50	\$262.50

Denomination	Cash Returned
Checks \$100.00	
50.00	
20.00	
10.00	
5.00	
2.00	
1.00	
.50	
.25	
.10	
.05	
.01	
Total	
Less Change Fund	
Total Deposit	

Total Deposit \$ _____

Less Total Sales \$ _____

Cash Overage (Shortage) \$ _____

Reason for Overage (Shortage): _____

Reconciliation Completed By: _____

Ticket Seller Signature _____

Date _____

Change, Tickets, and Cash Collections Received By: _____

Athletic Director or Bookstore Manager Signature _____

Date _____



SCHOOL DISTRICT NO. _____

SCHOOL _____

AUXILIARY OPERATIONS DAILY CASH COLLECTIONS SUMMARY

Month _____ Day _____ 19 _____

Part I — Cash Collections Held for Deposit to the Auxiliary Operations Fund Account

Report Number	Account Code	Description (issued to)	Net Cash Collections
101		Bookstore	\$ 350
102		Athletics - FB Game	200
103		Yearbook	150
Total Net Cash Collections (Part I)			\$ 700

Part II — Cash Count

Checks \$	
\$100.00	
50.00	
20.00	
10.00	
5.00	
2.00	
1.00	
.50	
.25	
.10	
.05	
.01	
TOTAL	\$

Part III — Reconciliation

Total Net Cash Collections (Part I) \$ _____

Total Cash Count (Part II) \$ _____

Cash Overage (Shortage) \$ _____

Reason for Overage (Shortage): _____

Summary Prepared By: _____ Date _____

Reviewed By: _____ Date _____

Deposit Process

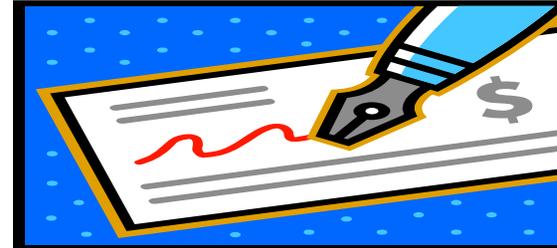
Prepares and Makes Deposit



Reviews Deposit & Reports then
Records in Accounting Records



Expenditures



Centralized at District
or Processed at Each Campus?

Expenditure Process

- ⌘ Requisition
- ⌘ Authorization
- ⌘ Procurement
- ⌘ Ordering
- ⌘ Receiving
- ⌘ Verification
- ⌘ Payment



AO Revolving Fund(s)

- ⌘ Funded by the AO Fund
- ⌘ Governing Board may establish 1 for each school
- ⌘ Account Custodian
- ⌘ Maintained on an imprest basis
- ⌘ Account is replenished periodically
and @ June 30
- ⌘ Simplified processing



Revolving Account Example

Authorized amount	\$800
Checks written from account this month	- 425
Bank Service Charge	- 10
End Balance	= 365



Replenishment = \$435

Requisition/Authorization

Prepares Requisition



Reviews Requisition

Procurement/Ordering

Procurement:

- Check for Contract
- Purchase <\$5,000
- Like Item purchases
- Document Quotes



Receiving/Verification/Payment

Received at School Office



Binders Given to
Bookstore



Documents to
Account Custodian



