

INTERNAL ACCOUNTS

ALL MONIES COLLECTED OR DISBURSED BY SCHOOL PERSONNEL OR BY STUDENTS WITHIN A SCHOOL, IN CONNECTION WITH THE SCHOOL PROGRAM, FOR THE BENEFIT OF THAT SCHOOL, A CLASS, CLUB, DEPARTMENT, EMPLOYEE, OR STUDENT, SHALL BE RECORDED IN THE SCHOOL'S INTERNAL FUNDS. ALL FUNDS GENERATED FROM A PROFIT-MAKING BUSINESS OPERATING ON A CONTINUOUS BASIS ON SCHOOL GROUNDS, MUST BE DEPOSITED IN THE SCHOOL'S INTERNAL ACCOUNT. ALL OF THE AFOREMENTIONED FUNDS SHALL BE ADMINISTERED AND ACCOUNTED FOR IN ACCORDANCE WITH EXISTING LAWS, FLORIDA STATE BOARD OF EDUCATION ADMINISTRATIVE RULES AND BOARD POLICIES.

INTERNAL ACCOUNTS FUNDS SHALL NOT BE USED (1) FOR ANY PURPOSE WHICH REPRESENTS AN ACCOMMODATION, LOAN, OR CREDIT TO EMPLOYEES OF THE BOARD, OR OTHER PERSONS, INCLUDING PUPILS; (2) TO CASH PERSONAL CHECK; OR (3) TO PAY SUBSTITUTE TEACHERS. EXPENDITURES FOR CERTAIN PROMOTIONAL, PUBLIC RELATIONS, AND HOSPITALITY ACTIVITIES ARE ALLOWABLE AS AUTHORIZED BY SCHOOL BOARD POLICY AND RULES #3413 - PROMOTION AND PUBLIC RELATIONS FUNDING.

AUTHORITY: F.S. 230.22 (1) (2)

POLICY ADOPTED: 9/5/74; 10/20/83 ;6/6/89

POLICY AMENDED: 5/7/91

RULES

1. Monies collected and expended within a school by pupils and school personnel shall be used for financing the normal program of student activities, to provide necessary and proper services and materials, and for other purposes consistent with the school program as established and approved by The School Board of Broward County, Florida.
2.
 - a. Where instructional and noninstructional employees of the School Board serve in a noncontracted position in their regular place of employment other than as an independent contractor in student co-curricular activities, and the funding for such services is from the school's internal accounts, these payments shall be made by the School Board payroll warrants. The schools shall reimburse the School Board for said payments from their internal accounts. An activity shall be deemed co-curricular when the service performed is for the benefit of the students.
 - b. Individuals paid directly from internal accounts must fall under the definition of independent contractor as defined in Internal Revenue Service Publication 539 Rev. Nov. 80) which states:

The general rule of thumb is that an individual is an independent contractor if...the employer...(has) the right to control or direct only the result of the work and not the means and methods of accomplishing the result."
 - c. Where students are used under an emergency situation on a one-time basis, such students can be paid for their services directly from internal accounts. However, if the individual is to be used on a recurring basis in some form of ongoing employment, he/she must be paid by School Board payroll warrants.
 - d. The Superintendent shall be responsible for annually recommending standard countywide payroll rates for the above tasks for Board approval.
3. No teacher shall collect money for instructional materials, newspapers, magazines, etc., without receiving prior approval from the principal upon written application for permission to make such collection.
4. Two signatures shall be required on all checks for withdrawal of funds from bank accounts. The principal of each school shall designate one or more persons who shall be authorized to countersign withdrawal checks; whenever possible, the countersignature should be that of the financial agent of the school.
5. In the event of loss of equipment or of funds in charge of school personnel, a written report must be made immediately to the Police Department or Sheriff's Office and to the Superintendent describing fully the nature and extent of the loss. If a loss involves cash or inventories of school store, food or supplies, the report should itemize the materials and their respective values.

6. The destruction of an inventoriable asset shall be witnessed and signed by an administrator and a member from the Property and Inventory Control staff.
7. Purchases of furniture, equipment and other durable goods from Internal Funds shall become the property of the Board, be assigned to the school and be recorded as a fixed asset of the Board.
8.
 - a. An annual examination by the Office of Management Audits will be made of schools' Internal Funds in accordance with Florida Statutes and Florida State Board of Education Administrative Rules.
 - b. Where a change in principal occurs by reason of a predecessor principal's resignation, transfer, or termination, an audit of the school's internal funds will be conducted as expeditiously as possible. The Area Superintendents will notify the Office of Management Audits when changes of principals occur.
 - c. In addition to giving their opinion of the principal's "Statement of Changes in Fund Balances," the examination shall provide assurance of financial compliance with Florida Statutes, Florida State Board of Education Rules and School Board Policy. The school principal shall respond on a timely basis to the School Board and Superintendent to all exceptions made in the auditor's report, noting, if required, any corrective action taken. Such response, if available, should be included with the auditor's report at the time it is presented to the School Board and Superintendent in open session. The Office of Management Audits will follow up with the school to determine if corrective action taken satisfied any exceptions reported.
9. Schools are authorized to transfer funds from the General Account to the student Field Trip Account, for the payment of field trip expenditures, in an amount not to exceed \$500.00 per school year. However, the \$500.00 annual maximum expenditure shall not apply to field trips that fall within the following categories:
 - a. Internal account funds may be used for field trips when they are part of planned educational enrichment programs, such as Performing Arts Center programs, which will, over time, benefit all students in the schools.
 - b. In addition, field trips may be funded through internal funds for activities which are voted upon by the Student Council of the school.

AUTHORITY: F.S. 230.22 (1) (2)

RULES APPROVED 9/5/74; 4/23/81; 5/21/81;

1/7/82; 2/18/82

1/20/83; 6/2/83; 10/20/83; 7/14/87

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