**Research Triangle High School**

**Internal Control Policy**

Research Triangle High School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that, (1) expenditures are authorized by and in accord with amounts specified in the board-adopted budget, (2) the school’s funds are managed and held in a manner that provides a high degree of protection of the school’s assets, and (3) all transactions are recorded and documented in an appropriate manner.

**Finance Committee**

The Finance Committee reviews the financial condition of Research Triangle High School. It considers and recommends approval of the budget as well as the audit review.

**Accounts Payable and Cash Disbursements**

Research Triangle High School will maintain a check request/reimbursement form to document the authorization of non-payroll expenditures. Anyone requesting a check must submit the completed form, with all receipts attached, to the Managing Director. All proposed expenditures must be approved by the Managing Director or the Chief School Officer, who will review the proposed expenditure to determine whether it is consistent with the Board-adopted budget and sign/initial the check request form. Once approved, the completed form and receipts will be given to the Finance Officer who will post all transactions in ISIS general ledger, according to the North Carolina Public School Uniform Chart of Accounts, and print the checks. The Finance Officer will return the checks to the Chief School Officer to be signed and mailed/delivered. To ensure segregation of recording and authorization, the Finance Officer may not sign check request forms or checks. All checks over $25,000 must be signed by two people, the Chief School Officer, Managing Director and/or a board member, to ensure segregation of expenditure authorization and check signing functions.

All purchase orders and invoices must also be approved and signed by the Managing Director before they are given to the Finance Officer to be recorded in ISIS general ledger and paid. The Finance Officer will return the printed check to the Chief School Officer to be signed and mailed. Alternatively, PO’s and invoices may be initialed by the CSO if the Managing Director is to sign the checks.

Pre-numbered checks should be used for all disbursements and the unused checks should be locked up at all times. Any voided checks should be indicated by writing “VOID” across the payee and signature lines. Blank checks are never to be signed in advance and checks should never be made payable to cash.

**Cash Receipts and Revenue**

Research Triangle High School will maintain its accounts with Paragon Commercial Bank or any other federally insured commercial bank, as approved by the Board of Directors. Funds will be deposited in a federally-insured checking account. The Managing Director or Office Manager will open the mail, endorse all checks, establish a record of all funds received, and prepare the deposit slip. All the deposits will then be completed at the earliest possible convenience after receipt. A copy of all checks and the deposit slip will be given to the Finance Officer to be recorded in ISIS general ledger.

The Finance Officer will reconcile the ISIS general ledger with its bank account on a monthly basis and maintain a monthly cash flow statement with year-to-date actuals and year-end projections. The Managing Director will review this statement monthly.

RTHS Clubs and Sports will maintain their accounts at a federally insured commercial bank, separately from the School Account. The Office Assistant will receive completed deposit verification forms and counted checks and cash from all Club representatives, after the Clubs have initially received and document receipts. Office Assistant will then verify and recount deposit, endorse all checks, establish a record of all funds received, and prepare the deposit slip. All the deposits will then be completed at the earliest possible convenience after receipt. Checks will be written by the Office Manager. A copy of all checks, the bank statement and the deposit slips will be given to the Managing Director for review each month. This account and all its records are to be forwarded to the School Accountant for the annual audit each year. Club representatives may refer to the Club Finance Procedures document for details about how to implement this policy.

Research Triangle High School receives funds from state, federal and local sources. Local funds are received monthly from the counties in which the students reside by mail. State and federal funds must be requested by the Finance Officer from the NC Department of Public Instruction. These funds are received by electronic transfer directly into the Research Triangle High School checking account. These funds must be used within 3 days of receipt by the Finance Officer. Financial data is transmitted monthly to the Department of Public Instruction per the Uniform Education Reporting System (UERS) by the Finance Officer.

**Payroll Services**

Research Triangle High School’s Finance Officer will perform all payroll support functions which include: process the monthly payroll, submit payroll direct deposits, submit timely payroll tax deposits, file required monthly and quarterly payroll forms, and submit health benefit and retirement withholdings to applicable agencies. All contracted employees will receive a direct deposit voucher each month showing the amount deposited into their account on the last working day of the month. All staff expense reimbursements will be on separate checks and not directly deposited into their account.

The Office Manager will maintain adequate supporting documentation (substitute hours, leave accruals, etc.) for payroll to ensure that payments are made only for services actually rendered. The Office Manager will submit substitute teacher hours to the Finance Officer monthly. The Finance Officer will prepare payroll checks and perform all payroll support functions. The Chief School Officer will review the monthly substitute payroll reports to ensure the pay amounts are consistent with substitute hourly wages. For any employee not set up for direct deposit, the Chief School Officer will sign the payroll check and mail it to the employee.

Upon hiring of staff, a personnel file with be established will all appropriate payroll-related documentation including tax withholding forms and health benefit forms. This file is maintained off-site by the Finance Officer.

**Duties 2013-2014**

Finance Officer: Nicole Lightner

CSO: Eric Grunden

Managing Director: Pamela Blizzard

Office Manager: Mila Presutti

Office Assistant: Karen Mudd