

# Financial Policies and Procedures



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**100 INTRODUCTION**

Liberty STEAM Charter School (the School, also known as LSC) is a not for profit corporation, organized under the laws of the State of South Carolina and is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

South Carolina charter schools and systems are subject to all provisions outlined in state law. In particular, charter schools may not waive state laws or State Board of Education rules pertaining to health and safety, funding formulas, or accountability provisions, including financial accountability.

In an effort to support these requirements, the LSC's Board of Directors has developed this *Fiscal Policies and Procedures Guide (Guide)* to provide the school and its administration, faculty and staff with a central, written depository of fiscal policies and procedures. This *Guide*—though not prescriptive or regulatory—has been adopted by the Liberty STEAM Charter School Board of Directors as policy.

**101 *Scope and Organization***

The *Guide* consists of three sections: Part I contains the recommended policies; Part II contains the recommended procedures; and the Appendices contain the Recommended Chart of Accounts and sample forms.

**102 *Purpose of Guide***

- A. The *Guide* serves as the official document for the accounting and administrative functions conducted by Liberty Steam Charter School. The *Guide* can be modified where the Liberty Steam Board of Directors deems appropriate.
- B. The *Guide* provides standards and directives for sound management and promote consistent, prudent financial and administrative practices. Also, it provides guidance to the school in the application of various federal and state laws and regulations and the Department of Education's requirements for the administration of grants and contracts awarded by the U.S. Government and other funding sources.
- C. The *Guide* is to be used in conjunction with and referenced to Liberty Steam existing personnel policy manual, job descriptions and other policy manuals maintained by the school.

**103 *Amending the Guide***

This *Guide* contains the essential fiscal policies and procedures for the School. From time to time, as additional matters require changes to this *Guide*, the board of the School should amend this *Guide*.

## **PART I- FINANCIAL POLICIES**

### **PART I – POLICIES**

#### **200 INTERNAL CONTROL POLICIES**

The School, under the direction of the Board of Directors, is required to establish and maintain adequate accounting records and internal control procedures. Internal control consists of five components: control environment, risk assessment, control activities, information and communication, and monitoring. The objectives of internal control relate to financial reporting, operations, and compliance.

The School and all levels of management are responsible for preventing and detecting instances of fraud and related misconduct and for establishing and maintaining proper internal controls that provide security and accountability of the resources of the school. Management is also responsible for recognizing risks and exposures inherent to these areas of responsibility and for being aware of indications of fraud or related misconduct.

Any employee with reasonable basis for believing fraudulent or related misconduct has occurred should report such incidents to the designated authorities within the School, SC Department of Education or the Office of the Inspector General in accordance with South Carolina's whistleblower statutes: 41-15-510 and Title 8.

Internal control policies provide the School with the foundation to properly safeguard its assets, implement management's internal policies, provide compliance with state and federal laws and regulations and produce timely and accurate financial information. The following policies will highlight some of the areas of internal control that the School should consider:

Specific/detailed operating procedures will be developed and documented to support key financial and internal control policies as needed.

#### **201 *Compliance with Laws***

The School will follow all the relevant laws and regulations that govern charter schools within South Carolina State. Additionally, U.S. Government laws and regulations that relate to grant funding will be adopted as the grant funding is received. The following are specific policies of the School:

##### **A. Political Contributions**

No funds or assets of the School may be contributed to any political party or organization or to any individual who either holds public office or is a candidate for public office. The direct or indirect use of any funds or other assets of the School for political contributions in any form—whether in cash or other property, services, or the use of facilities—is strictly prohibited. The School also cannot be involved with any committee or other organization that raises funds for political purposes.

Following are examples of prohibited activities:

1. Contributions by an employee that are reimbursed through expense accounts or in other ways.
2. Purchase by the organization of tickets for political fundraising events.
3. Contributions in-kind, such as lending employees to political parties or using the school's assets in political campaigns.

**B. Record Keeping**

To provide an accurate and auditable record of all financial transactions, the school's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the South Carolina State's statutes, applicable to the School.

Further, the School specifically requires that:

1. No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the School
2. Receipts and disbursements must be fully and accurately described in the books and records.
3. No false entries may be made on the books or records nor any false or misleading reports issued.
4. Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

**202 *Organizational Conflict of Interest or Self-Dealing (Related Parties)***

The School may not be operated for the benefit of an affiliated or unaffiliated organization or an individual in his or her own private capacity or individuals related to the School or members of its management, unless the private benefit is considered merely incidental. The School will follow the South Carolina Public Charter School District's conflicts of interest policy.

Conflict of interest and state government ethics laws and disclosures restrict public officials and employees from taking advantage of their position to gain improper benefits for themselves, relatives, their associates, or their friends. The law also restricts board members from voting on matters affecting their financial interest and limits the circumstances under which they can receive anything of value because of their official position. A board member may not vote or enter into any discussion if one of the following groups will receive financial benefit:

- A. The board member, his/her immediate family, or his/her business partner;

- B. A business organization in which the board member is serving as an officer, director, trustee, partner or employee; or
- C. Any person or organization with which the board member is negotiating or has any arrangement concerning prospective employment.

The private benefit preclusion will extend to:

- A. Sale or exchange, or leasing, of property between the School and an affiliated or unaffiliated organization or a private or related individual.
- B. Lending of money or other extension of credit between the School and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- C. Furnishing of goods, services or facilities between the School and an affiliated organization (excluding component units) or unaffiliated organization or a private or related individual.
- D. Payment of compensation, unless authorized by the Board or its governing body, by the School to an affiliated or unaffiliated organization or a private or related individual.
- E. Transfer to, use by, or for the benefit of a private or related individual of the income or assets of the school.

Thus, the School will be guided by the principle of arms-length standards with all affiliated or unaffiliated organizations or with a private or related individual(s). Annually, each member of the Board of Directors will sign a conflict of interest statement disclosing any conflicts or possible conflicts that the Director may have.

Related party transactions shall include transactions between a school and members of the board, management, contracted management organization, employees, related individuals and affiliated companies. Related individuals within the scope of this definition include spouses, parents, and children, spouses of children, grandchildren, siblings, father-in-law, and mother in law, sister-in-law and brother-in-law of a board member or school employee.

## **203     *Board Authorities***

The Board is responsible for the operation of the School in accordance with the provisions of state and federal laws and regulations and conditions as the Board or Commissioner of Education may establish from time to time. The Board is also responsible for operating the School in accordance with the representations made in its application submitted to and approved by the South Carolina Public Charter School District Board.



Specifically, the Board shall have the sole authority to approve and will incorporate into its own minutes such matters as (i) change of the School's name, with the Department of Education's and district office approval (ii) adoption of the annual operating and capital budgets, (iii) selection or termination of key employees (iv) key employees' salary and salary changes, (v) incurrence of debt, mortgages or other encumbrances and their covenants and restrictions, within the terms of the charter (vi) investment policies, (vii) depository and investment banks, (viii) purchase or sale of property (ix) opening up or closing checking or savings accounts, and (x) selection of the School's certified public accountants and (xi) other activities associated with the operations of the School.

The Board will meet regularly to ensure that its fiduciary duty is maintained. The Board will review the following: prior meeting minutes, business items, educational items, subcommittee reports, School Executive Director report, new business and other items. For additional guidance on the regulatory and statutory obligations of a Board.

#### **204     *Signature Authorities***

To properly segregate duties within the school, the Board Chairperson, the Treasurer of the Board and the Executive Director are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Beyond the planning year and outside of facility construction costs, individual disbursements of a non-recurring nature greater than \$5,000 will require dual approvals prior to check issuance.

To properly segregate duties within the School, the following officers of the School;

Board Secretary, Cammy Chandler  
Business/Finance Coordinator, Harmony Gadson  
Financial Consultant, Gantt Williams  
Managing Director Operations. Dixie Hardy

are the only individuals that either the Executive Director or Board Chair may assign with signatory authority to authorize all transactions. Individual checks of a non-recurring nature greater than \$10,000 require board approval,

#### **205     *Government Access to Records***

The Executive Director will provide access to the School's records if requested to the Inspectors and provide supporting records, as requested by government auditors, to facilitate the completion of such audits or reviews in a timely manner.

#### **206     *Security of Financial Data***

- A. The school's accounting software should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse only functions.)
- B. The Board of Directors or its designee will ensure that the accounting system has sufficient data preservation and recovery controls in place to insure the

recoverability of financial information in case of hardware, software or network failure.

- C. All other financial data, unused checks and unclaimed checks will be secured by the Business/Finance Coordinator from unauthorized access.
- D. All financial system access and transaction authorization will be approved by the Executive Director and the Financial Consultant. A “Security Access Authorization Matrix” will be maintained by the Business/Finance Coordinator and reviewed periodically by the Financial Consultant. This matrix will include all authorized users, their specific access, and transaction authority.

#### **207    *Security of School Documents***

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

- A. Charter and all related amendments
- B. By-laws
- C. Minutes of the Board and subcommittees
- D. Banking agreements
- E. Leases
- F. Insurance policies
- G. Vendor invoices
- H. Grant and contract agreements
- I. Fixed asset inventory list
- J. Contract and grant billings

#### **208    *Use of School Assets***

School employees should not use any of the school’s assets for personal use without prior approval of the Board and with proper justification.

#### **209    *Use Of School Credit Cards***

Purchasing & credit cards issued to LSC should only be issued with the formal approval of the Board of Directors and with proper justification. The cost/benefit to the school should be fully reviewed to ensure that no other method is appropriate. If credit cards are issued they should be assigned to certain school employees and should be used only for school-related expenditures. All charges must be supported by invoices or travel reports to be eligible for payment by the school.

Monthly credit card statements are reconciled to invoices and travel reports and are approved by the Executive Director, unless not deemed independent; then the approval would be performed by the Chairperson of the Board of Directors.

The School Board recognizes the value of credit cards as an efficient method of payment and record keeping for certain expenses. The Board, therefore, authorizes the use credit cards. The authorization, handling, and use of credit cards is approved in order to provide a convenient and efficient means to purchase goods and services from vendors.

- A. The Board affirms that credit cards shall only be used in connection with Board-approved or school related activities and that only those of expenses that are for the benefit of the School and serve a valid and proper public purpose shall be paid for by credit cards.
- B. Under no circumstances shall credit cards be used for personnel purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.

Any use of the credit card that violates Board policy or procedures or State statute shall result in disciplinary action up to and including termination, personal responsibility for any and all charges, including finance charges and fees assessed in connection with late payment resulting from such use, and / or possible referral to law enforcement authorities for prosecution.

School Admin is defined as the School Leadership Team (Executive Director, Business/Finance Coordinator, & Academy Director, Financial Consultant).

The Board directs the School Admin to determine and specify those employees authorized to use credit cards. The School Admin shall be responsible for giving direction to and supervising such employees' use of credit cards.

The employees who are authorized to use credit cards must sign- in and sign- out the credit card form from the Business Office. When returning the credit card, all receipts for related purchases must be submitted.

If credit cards are issued they should be assigned to certain employees and should be used only for school-related expenditures. All charges must be supported by invoices to be eligible for payment by the School.

Monthly credit card statements must be reconciled and approved by the Executive Director.

## FINANCIAL MANAGEMENT POLICIES

### **300    *Basis of Accounting***

The School will maintain its accounting records and related financial reports in accordance with Generally Accepted Accounting Principles (GAAP). Financial reports on the cash basis may also be generated for management purposes as often as deemed necessary.

### **301    *Accounting Policies***

The accounting policies and financial reporting adopted are consistent with the special purpose governmental entity requirements of the Governmental Accounting Standards Board (GASB), including Statement of Governmental Accounting Standards No. 34 – *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*. GASB is the recognized standard setting body for establishing governmental accounting and financial reporting principles. Pursuant to GASB

Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting*, the School has elected to apply the provisions of all relevant pronouncements of Financial Accounting Standards Board (FASB) that do not conflict with or contradict GASB pronouncements.

### **302 Basis of Presentation**

The accounts of the Charter School are organized in a manner consistent with an independent, governmental accounting entity. The operations are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues and expenditures.

**Note on Component Units:** All non-profit agencies associated with the Charter School should be evaluated during the planning stage of the audit to determine if they should be included as a component unit of the school. If they are considered a component unit, then all of their financial information should be reported in conjunction with the Charter School's financial statements and accounted for in accordance with *GASB No. 's 14 and 39*. If they do not meet the criteria of a component unit, then all the transactions incurred between the non-profit and the School should be evaluated as related party transactions and disclosed in accordance with GAAP and the *Guide*. USDOE requires that all related party transactions, whether material or immaterial, be disclosed in the notes to the financial statements.

The School is legally a separate entity organized as a special purpose governmental entity that engages in *Governmental Activities*. The School is a component unit of South Carolina Public Charter School District. The operations are accounted for by providing a separate set of self-balancing accounts, which comprise its assets, liabilities, net assets, revenues and expenditures. The School uses the following funds:

- General Fund
- Special Revenue Fund
- Education Improvement Act Fund
- Fiduciary Fund (Pupil Activities)

### **303 Revenues**

Under the modified accrual basis of accounting revenues are recognized when earned, consistent with generally accepted accounting principles.

### **304 Expenditures**

Under the accrual basis of accounting, expenses are recognized when services are incurred or goods are received.

### **305 In-Kind Expenses**

In accordance with GAAP, the School recognizes services that are donated, if these services would have been purchased by the School (e.g., transportation, professional fees, etc.). These expenses are recorded when incurred. the School recognizes non-cash

donations as contributions at their estimated fair value at the date of donation, and general volunteer hours are not recorded.

**306    *Incurred Costs***

For the purpose of invoicing funding sources for allowable costs under cost reimbursement grants or contracts, the term "costs incurred" is defined as follows: costs related to items or services incurred directly for the grant or contract and received at the time of the request for reimbursement and not specifically disallowed by the funding source.

**307    *Cash Management***

- A. The school shall maintain a checking account for the use in paying operating expenses and payroll. It is not a requirement that separate accounts be maintained for payroll. No bank account may be opened or closed without the approval of the Board of Directors.
- B. A schedule of aged accounts payable and accounts receivable is to be prepared monthly and reviewed by the Board Treasurer. Appropriate collection procedures for outstanding accounts receivable are to be initiated, if necessary.
- A. The School maintains cash accounts at the following banks:
  - 1. Synovus Bank of Sumter (1 Washington Street; Sumter, SC 29150)
- B. Grant and other receivables are reviewed in the monthly balance sheet provided to the board of directors.

**308    *Accounts Receivable Aging Criteria***

Accounts receivables (if any) are aged on a thirty, sixty, ninety, and over-ninety-day basis.

**309    *Grant/Contract Invoicing***

In accordance with grant finance regulations, (recipients of state and federal grant funds may only receive payment for the time period and specified expenditures contained in the original grant executed by the granting authority) grant recipients may expend state, federal, and other grant funds in accordance with the grant agreement. In the case of the Department of Education, this means the date that the grant is entered as **approved** into the Department of Education's grants management system.

- A. Invoices, claims, or other required information are submitted to the grantor based on the grant agreement.
- B. The invoicing format to be used is that specified by the funding source.

### **310    *Investments***

The School shall follow, the state and federal statutes in regards to purchasing investments, which includes the following:

1. Obligations of the United States and agencies thereof;
2. General obligations of the State of South Carolina or any of its political units;
3. Banks and savings and loan association deposits to the extent insured by the Federal Deposit Insurance Corporation;
4. Certificates of deposit and repurchase agreements collateralized by securities of the type described in (1) and (2) above held by a third party as escrow agent or custodian, of a market value not less than the amount of the certificates of deposit and repurchase agreements so secured, including interest; and
5. No-load open and closed-end management type investment companies or investment trusts registered under the Investment Company Act of 1940, as amended, where the investment is made by a bank or trust company or savings and loan association or other financial institution when acting as trustee or agent for a bond or other debt issue of that local government unit.

### **311    *Budgets***

- A. The School (with the assistance of the School's fiscal management provider) prepares an annual operating budget of revenues and expenses and a cash flow analysis. These budgets and projections are reviewed and approved by the Board at an annual monthly meeting and modified, if necessary.
- B. Financial statements displaying budget vs. actual results are prepared by the School's fiscal management provider and presented to the Board at each board meeting.

### **312    *Insurance and Bonding***

- A. The School maintains the required levels of coverage, as deemed appropriate by SCDE, SCPCSD, and the Board, for the follow policies:
  1. General liability
  2. Business & personal property (including auto/bus)
  3. Computer equipment
  3. Workers' compensation
  4. Personal injury liability
  5. Unemployment
  6. Fidelity bond

7. Board Errors and Omissions Insurance
8. Director and Officers Insurance
9. Educator's Legal Liability
10. Student Accident
11. Facilities Insurance
12. Cyber Insurance
13. Sexual Misconduct
14. Umbrella Premium

- B. The School requires proof of adequate insurance coverage from all prospective contractors, as deemed applicable by the Board.

### **313 *Retirement Benefit***

The School participates in a competitive 401K program sponsored by American Funds and managed by Spectrum where employees contribute through payroll deductions and the School contributes the state mandated percentages each year on the employee's behalf. Currently, the employer matches 1:1 percent up to 4%.

### **314 *Record Retention and Disposal***

- A. Records are maintained for the following minimum periods:

Books, records, documents, and other supporting evidence including paid, canceled, or voided checks, accounts payable records, vendors' invoices, payroll sheets and registers of salaries and wages, tax withholding statements, employee timesheets and other public documents are retained for seven years after the original entry date.

- B. The following records supporting federal contracts, as required by U.S. Office of Management and Budget, are retained for the indicated minimum periods:

1. For seven years after submission of the final report of expenditures: general ledger, trial balance, accounts payable and accounts receivable ledger, payroll register, and petty cash book, check register and checks, invoices. Except for:
  - a) If any litigation, claim, or audit is started before the expiration of the 5-five-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
  - b) Records for real property and equipment acquired with Federal funds shall be retained for seven years after final disposition.
2. Permanently: Audit reports, annual corporate reports, charter, board minutes, tax and legal correspondence, labor contracts, insurance claims and policies, and retirement and pension records.

- C. The disposal date determined under this policy is the end of the fiscal year, or the date of final payment of government grants.
- D. All records not supporting government grants or otherwise covered by rules of the Internal Revenue Service are retained for seven years from the end of the fiscal year in which the records were originally prepared.
- E. All financial records are maintained in chronological order, organized by fiscal year.
- F. In connection with the disposal of any records, a memorandum of record disposal is prepared by the School Executive Director listing the record or the class of records disposed of. The Board certifies this memorandum of records disposal.

### **315    *Financial Reporting***

The School Administration and/or fiscal management provider is to maintain supporting records in sufficient detail to prepare the School's financial reports, including:

- A. Annually:
  - 1. Financial statements for audit
  - 2. Annual budget
  - 3. Depreciation
  - 4. Annual payroll filings (W-2's, 1099's, etc.)
- B. Monthly:
  - 1. Monthly/Quarterly Financial Reports as required by the District and/or DOE. (Trial Balance)
  - 2. Internally generated budget vs. actual financial statements with explanations for significant variances
  - 3. Billing invoices to funding sources
  - 4. Updating cash flow projections
  - 5. Accounts receivable aging report
  - 6. Accounts payable listing
  - 7. Reconciliation Reports
  - 8. Amended Budget (if applicable)
  - 9. Cash Flow Analysis
  - 10. Capitalized Fixed Asset Listing
- C. Quarterly:



1. IRS Form 941 and payroll tax returns and comparable state taxing authority returns
2. Other reports upon request

### **316    *Audit***

The School Board contracts annually with a qualified independent certified public accounting firm to conduct an audit of the School's financial statements in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* issued by the Comptroller General of the United States, 2011 Revision (GAS) and, if applicable, the *U.S Office of Management and Budget's Circular A-133*. The selected audit firm must be familiar with these standards and also the required elements provided by the South Carolina Department of Education (SCDE) in order to properly conduct the audit engagement.

### **317    *Audit Review and Follow up***

The School Administration and Governing Board receive notice of any consequential irregularities and management letter comments that the auditor noted during the engagement. Additionally, The Governing Board will develop a corrective action plan to address all relevant weaknesses noted by the auditor. The School Administration and/or financial consultant will also review all financial information of the School and provide recommendations to the Board.

### **318    *Chart Of Accounts***

LSC will adhere to and record all transactions in accordance with the South Carolina Financial Accounting Handbook.

The chart of accounts is in accordance with the SCDE and is maintained in the School's accounting software. Guidance for appropriate account numbers and structure is located on the SCDE's website ([www.ed.sc.gov/agency/as/](http://www.ed.sc.gov/agency/as/)) under the auditing services area. The chart of accounts will assist schools in their operations, preparing financial statements and also facilitating their preparation of the audited financial statements required by SCDE.

## **400    *POLICIES RELATED TO ASSETS, LIABILITIES, AND NET POSITION/FUND BALANCE***

### **401    *Assets***

Economic resources that are recognized and measured in conformity with generally accepted accounting principles. Assets also include certain deferred charges that are not resources, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of assets.

### **402    *Bank Accounts***

- A. Bank accounts for the indicated purpose(s) and limitation(s) have been authorized by the Board of the School and are maintained at the indicated Federal Deposit Insurance Corporation (FDIC)-insured banks:

<i>Name of Bank(s)</i>	<i>Purpose/Limitation of Account</i>
Synovus Bank	Operations, Personnel, Reserve & Donations

#### **403    *Petty Cash Payments***

The School is allowed to maintain a petty cash fund with a maximum amount of \$200.00. The Business/Finance Coordinator will manage the petty cash account and reconcile the funds with appropriate receipts and documentation on a regular basis. At a minimum the account will be reconciled monthly and reviewed and approved by the Financial Consultant.

- A. Petty cash payments are made from a fund not to exceed \$200, and should be for cash advances, local expense reimbursement, and small-dollar vendor purchases, provided proper documentation is furnished with each request. No individual payment shall be greater than \$100.
- B. The petty cash account is balanced on a monthly basis by the petty cash custodian. The replenishment check is made out to Liberty Steam Charter School and the memo line shall denote "*Petty Cash Account*".

#### **404    *Criteria for PP&E***

All tangible personal property with a useful life of more than one year and a unit acquisition cost of \$5,000 or more is capitalized and recorded in the Statement of Net Position. Depreciation associated with the fixed asset will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the Statement of (revenues, expenses, and changes in net assets.) Activities for audit purposes.

#### **405    *Impairment of Assets***

A recognized impairment of an asset is reflected when circumstances warrant. The appropriate adjustment is made for any impaired assets, accompanied by a description of the impaired asset and the measurement assumptions used in determining the impairment. All impairments should be reported to the Board for approval of the adjustment to the fixed asset subsidiary ledger.

#### **406    *Statement of Activities and Changes in Net Assets***

Expenditures for significant betterments of existing leased/owned properties are recorded in fixed assets at cost. Maintenance and repairs are expensed as incurred. Depreciation associated with the betterment will be calculated based on its useful life and straight-line depreciation method. The depreciation expense will be recorded in the Statement of revenues, expenses, and changes in net assets. Activities for audit purposes.

**407    *Liabilities***

Economic obligations that are recognized and measured in conformity with generally accepted accounting principles. Liabilities also include certain deferred amounts that are not obligated, but are recognized and measured in conformity with generally accepted accounting principles. The following sections describe policies related to the recognition of liabilities.

**408    *Accounts Payable***

Only valid accounts payable transactions based on documented vendor invoices, receiving reports, or other approved documentation are recorded as accounts payable.

**409    *Accounts Payable Payment Policy***

Vendors and suppliers are paid as their payment terms require, taking advantage of any discounts offered. If cash flow problems exist, payments are made on a greatest dependency/greatest need basis.

**410    *Unearned Revenues***

Unearned revenues arise when resources have been received but not yet earned. Federal, state, local and private program grant revenues received and not yet expended by the School are recorded as unearned revenue. In subsequent periods, when both revenue recognition criteria are met, or when the School has a legal claim to the grant proceeds, the liability for unearned revenue is removed from the balance sheet and revenue is recognized.

**410    *Accrued Liabilities***

Salaries, wages earned, and payroll taxes, together with professional fees, rent, and insurance costs incurred, but unpaid, are reflected as a liability when entitlement to payment occurs.

**410    *Debt***

- A. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- B. All short-term and long-term debt is approved by the School Board.
- C. Loan agreements should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

#### **411    *Liability for Compensated Absences***

- A.    Compensated absences arise from employees' absences from employment due to vacation leave or other school-designated circumstances. When the school expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:
1.    The employee's right to receive compensation for the future absences is attributable to services already performed by the employee.
  2.    The employee's right to receive the compensation for the future absences is vested or accumulates.
  3.    It is probable that the compensation will be paid.
  4.    The amount of compensation is reasonably estimable.

#### **412    *Accrued Teachers' Salary***

The portion of any teachers' salaries paid for a school year that extends into the next fiscal year (e.g., a twelve-month salary schedule from July 1 to June 30 of the following year) should be accrued at the end of the fiscal year for which services were rendered.

#### **413    *Debt***

- A.    When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year.
- B.    All short-term and long-term debt is approved by the Board of Directors and may not exceed the duration of the charter.
- D.    Loan agreements approved by the Board of Directors should be in writing and should specify all applicable terms, including the purpose of the loan, the interest rate, and the repayment schedule.

#### **414    *Net Positions***

Net assets are recorded in accordance with generally accepted accounting principles applicable to special purpose governmental units. Net assets include the following:

- Unrestricted
- Restricted
- Investment in Capital Assets, net of related debt

## 414 *Equity*

The School's equity is recorded in two manners, one is Net Position which is included in government-wide financial statements the other is fund balance which is included in the fund financial statements. The School operates their day to day activities under fund basis of accounting.

Equity when classified as net position is displayed in three components:

- a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.
- b. Restricted net position – Consists of net position with constraints placed on the use either by (1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or (2) law through constitutional provisions or enabling legislation.
- c. Unrestricted net position – All other net position that does not meet the definition of “restricted” or “net investment in capital assets”.

Equity when classified as fund balance is displayed in the following categories:

- a. *Non-spendable* – includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints (such as inventories, prepaids, long-term loans and notes receivable and property held for resale).
- b. *Restricted* – includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.
- c. *Committed* – includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision making authority and does not lapse at year-end.
- d. *Assigned* – includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund Balance may be assigned by the Director.
- e. *Unassigned* – is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

## **500 COST ACCOUNTING POLICIES**

### **501 *Consistency in Cost Accounting***

Practices used by the School in estimating costs in grant/contract proposals are consistent with its accounting practices used in accumulating and reporting costs. Accounting practices used by the School in accumulating and reporting actual costs are consistent with its practices used in estimating costs in its grant and contract proposals.

### **502 *Unallowable Costs***

Costs expressly unallowable or mutually agreed to be unallowable, are identified in separate general ledger accounts and excluded from billings to a grant or contract with the respective funding source. Available guidance includes, but is not limited to, OMB Circular A-87 - *Cost Principles for State, Local and Indian Tribal Governments*, OMB Circular A-102 - *Grant and Cooperative Agreements with State and Local Governments*, OMB Circular A-133 - *Audits of State and Local Governments and Nonprofit Organizations*.

### **503 *Separate Records of Unallowable Costs***

The school maintains separate records of all expressly and mutually agreed upon unallowable costs.

### **504 *Cost Accounting Period***

The fiscal year of the School is July 1st through June 30th. The same accounting period is used for all adjusting entries and accruals.

### **505 *Gain or Loss on Disposition of Assets***

Gains and losses from the sale or other disposition of property are recorded as revenue in the year in which they occur, and are reflected as such on the *Statement of Activities*.

## **600    PROPERTY MANAGEMENT POLICIES**

### **601    *Property and Equipment***

The School maintains detailed records of all government-furnished property and equipment, with an identification and segregation of property and equipment acquired through government contracts.

### **602    *Identification of Property***

The School tags all property in accordance with SCPCSD and/or grantor's policy upon receipt and assigns an identification number to the property and all applicable documents.

### **603    *Recording and Reporting of Property***

A. The School maintains a log identifying all property in its possession, as follows:

1.    Name and description
2.    Serial number, model number, or other identification if applicable
3.    Whether title vests with the School or a governmental entity
4.    Vendor name, acquisition date, and cost
5.    Location and condition of the equipment
6.    Ultimate disposition data, including date of disposal and sales price or method of disposal

### **604    *Physical Inventories***

- A.    The School performs a physical inventory of all property in its possession or control on an annual basis.
- B.    The physical inventory records include each asset, the related control number, location, and a brief description of its condition.
- C.    The physical inventory is reconciled to the detailed fixed asset subsidiary ledger, and differences, if any, are investigated and reconciled on an annual basis.

### **605    *Disposal of Property and Equipment***

- A.    No item of property or equipment shall be removed from the premises without prior approval from the School Executive Director and/or the Board.
- B.    The School has adopted standard disposition procedures for the School staff to follow, which include a Fixed Asset Disposal Form (appendix F in SCPCSD's Fixed Assets Accounting Procedures), which identifies the condition of the asset, and supervisory approval or denial.  
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- C.    When property is retired, the appropriate asset in the fixed asset list will be adjusted and properly reflected in the general ledger.

## **700    PROCUREMENT POLICIES**

### **701    *Procurement – Goods and Services***

The School procures only those items and services that are required to perform the mission and/or fill a bona fide need. The procurement officer will be the School Executive Director and will oversee and be accountable for all purchasing. Whenever possible, the school will use a competitive procurement process. For purchases less than \$10,000 sound business practices and reasonable comparison of vendors and value will be conducted in the absence of competing, multiple, written proposals. For purchases between \$10,000 and \$25,000 at least 3 quotes will be obtained and evaluated. A formal bid process will be used for goods and services expected to be valued at greater than \$25,000, in which multiple bids will be sought and evaluated using a formal evaluation process. Services over \$25,000 must be advertised at least once in the South Carolina Business Opportunities publication.

- A.    The School adheres to the following objectives:
  - 1.    Procurements will be completely impartial based strictly on the merits of supplier and contractor proposals and applicable related considerations such as delivery, quantity, etc.
  - 2.    Make all purchases in the best interests of the School and its funding sources.
  - 3.    Obtain quality supplies/services needed for delivery at the time and place required.
  - 4.    Buy from responsible and dependable sources of supply.
  - 5.    Obtain maximum value for all expenditures.
  - 6.    Deal fairly and impartially with all vendors.
  - 7.    Be above suspicion of unethical behavior at all times; avoid any conflict of interest, related parties or even the appearance of a conflict of interest in the School supplier relationships.
- B.    The School will execute a *Purchase Order* when required by the vendor and it shall be approved by the Executive Director according to school budget.
- C.    All lease agreements will be evidenced by a lease or sublease agreement approved by the Board and signed by the Executive Director. The agreement will identify all the terms and conditions of the lease.



## **702    *Emergency Purchases***

An “emergency purchase” is the purchase of goods or services that are so badly needed that the School will suffer financial or operational damage if they are not secured immediately. A decision to purchase may be declared in an emergency at the school’s discretion and “best value” procurement guidelines must be followed. In addition, the purchase must be authorized by the Treasurer or another designee.

## **703    *Procurement – Construction***

The School is required to comply with certain laws while constructing a new facility or performing construction on its current facility. These laws include numerous federal and state laws. When undertaking construction or renovation projects, the school should seek advice from private and public resources as well as trade organizations and consumer advocacy bureaus familiar with school construction procurement best-practices.

## **703    *Procurement – Educational Services***

The Board *or Executive Director* must approve the terms of the contracts with individuals or organizations that provide “substantially all educational services” that exceed \$2,500 to be paid out of the General Operations Fund. These contracts are not valid or in effect prior to receiving final approval from the Board or Executive Director.

## **800 PAYROLL AND TRAVEL POLICIES**

### **801 *Payroll Policies***

- A. Employees are paid on a 12-month, monthly schedule. The employee's pay cycle may go from July 1 to June 30 or from August 1 to the following July 31 and these details are included in the Employee's work agreement.
- B. Hourly Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative via Namely.
- C. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- D. Any changes to the pay rates or benefits are properly authorized by the Executive Director.
- E. All payroll taxes and benefits are properly calculated and any deposits made in a timely manner.
- F. Payroll liabilities and expenses are recorded in the general ledger and balanced with the payroll register
- G. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.
- H. Prior to actual running of the bi-monthly payroll cycle, the following steps will be performed. The Business Finance Coordinator will run the payroll calculation cycle on the Namely system and then print a copy of the corresponding "Payroll Excel Report" which contains specific detailed payroll information for all employees. This report will be reviewed and signed by the Business Finance Coordinator, the Finance Director, and the Executive Director in a timely manner. Once approved, the Business Finance Coordinator will execute the payroll cycle.

### **802 *Employee Mileage Reimbursement***

- A. All employees are reimbursed at the IRS standard mileage rate for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if properly supported. The current approved rate is 58 cents per mile.
- B. All employees requesting such mileage reimbursement are required to furnish an employee reimbursement form containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within two weeks after the travel date. Each employee is responsible for detailing the travel and related expenses and including the required supporting documentation. Additionally, MapQuest or Google directions to/from the destination must be included that shows the

employee's work location as the origin to be also supported with a meeting agenda that outlines the purpose of the meeting.

- D. The travel report must be signed by the employee and approved by their direct supervisor.
- E. The business/finance coordinator shall now approve any mileage reimbursement without the supporting documentation.

## **900 CONSULTANTS AND CONTRACTORS POLICIES**

### **901 *Consultant Utilization***

The utilization of all consultants and contract personnel are sufficiently evidenced by:

- A. Details of all agreements (e.g., work requirements, rate of compensation, and nature and amount of other expenses, if any) with the individuals or organizations providing the services and details of actual services performed.
- B. Invoices or billings submitted by consultants, including sufficient detail as to the time expended and nature of the actual services performed.
- C. The use of a management contract for educational and administrative services will clearly identify the contractor's performance requirements, including students' academic achievement, contractor's compensation and the School's rights to educational curricula and intellectual property developed. A consultant scope of work must be signed by both the consultant (s) and Executive Director for services being rendered.
- D. Payment plan of contracts must be clearly identified by the contractors.

### **902 *Independent Contractors***

The use of consultants is closely monitored so as not to vary from the rules of the Internal Revenue Code. In particular, contractor will:

- A. Be free from the employer's control and direction in performing the service, both under a contract and in fact.
- B. Provide a service that is outside the employer's usual course of business.
- C. Must be engaged in an independent trade, occupation, profession, or business of the same type.
- D. Not receive any fringe benefits as such, although their fee may include provision for fringe benefits.
- E. Not be assigned a permanent workstation.

- F. Use his or her own stationery or time sheet in billing for services.
- G. Independent contractors will be paid as a 1099 employee and not be subject to tax withholdings.
- H. A 1099 work agreement must be signed by both the Executive Director and independent contractor for services being rendered.

## **PART II – RECOMMENDED PROCEDURES**

The following section of the *Guide* will provide procedures, which will support the policies contained in Part I of the *Guide*.

### **1100 GENERAL ACCOUNTING PROCEDURES**

In this section, procedures are described for the overall accounting system design, General Ledger activity and General Ledger closeout for the School. Where the procedures note a specific job title (e.g. Finance Officer) another individual may be substituted provided a sufficient separation of duties is maintained.

#### ***1101 Overall Accounting System Design***

##### **Control Objective**

To establish a coding structure that supports financial reporting and management's decision-making.

##### **Major Controls**

##### **A. The Uniform Chart of Accounts/Coding Structure – Finance Officer Role**

To support decision-making, the Executive Director, along with assistance from additional resources, including the School Board, management, and outside consultants, should be involved from the outset in setting the School's chart of accounts/coding structure. The coding generally follows SCDE requirement with classes designated for grants or other funding to be accounted for separately. Various guidance materials on the chart of accounts structure is located at the SCDE's website [www.ed.sc.gov/agency/as](http://www.ed.sc.gov/agency/as).

##### **B. Establishment of Control Accounts**

Control accounts for fixed assets, accounts receivable and accounts payable will be established with subsidiary detail listings and will be reconciled monthly to these control accounts.

##### **C. Use of Contra Accounts**

If necessary, the accounting structure provides for offsetting contra accounts (e.g. an allowance for doubtful accounts, accumulated depreciation) to adjust historical cost to current levels for financial reporting purposes.

##### **D. Segregation of Unallowable Costs**

Accounts are established to capture and segregate unallowable costs.

**Control Objective**

To ensure that all General Ledger entries are current, accurate, and complete.

**Major Controls**

**A. Timeliness of Entries**

All entries are made soon after the underlying accounting event to ensure the financial records and reporting is current.

**B. Support Documentation**

All entries are supported by adequate documentation that clearly indicates the justification and authorization for the transaction.

**C. Audit Trail**

A complete audit trail is maintained by the use of reference codes, from source documentation through the books of original entry and general ledger, to periodic reporting statements.

**Procedures**

1. Financial data on source documentation is verified against original documents (e.g., invoice, purchase order, donation letters... etc.) by the fiscal management provider before entering into the accounting system.
2. The accounting system is reviewed and approved by the fiscal management provider and monthly reports are given to the School Executive Director and Board.
3. Provision is made for using recurring General Journal entries for certain transactions, such as recording the monthly portion of prepaid insurance.
4. Non-recurring entries, such as for correcting entries, recording accruals, and recording non-cash transactions, are prepared as circumstances warrant and on an as needed basis.
5. All entries in the books of original entry (e.g., cash receipts journal and disbursements) are made soon after the accounting event from authorized forms, and are prepared and reviewed by qualified accounting personnel.
6. All General Journal entries are supported by General Journal Vouchers that have supporting documentation attached, and are approved by the Finance Officer or financial contractor.

## **1103 General Ledger Close-Out**

### **Control Objective**

To ensure the accuracy of financial records and reports.

### **Major Controls**

#### **A. Trial Balance**

Monthly, a trial balance is prepared to ensure the accuracy of the general ledger account balances.

#### **B. Reconciliation of General Ledger Control Accounts with Subsidiary Ledgers**

Reconciliations are prepared on a monthly basis.

### **Procedures**

1. Monthly closing procedures with specific deadlines and accountability established to facilitate the month-end closing of the “Fund Ledger” by the 15th each month. This will enable the generation of timely financial statements to include but not limited to Revenue and Expenditure, Trial Balance, and Balance Sheet.
2. Reconciliation between the general ledger control accounts and the subsidiary ledgers are completed by the Finance Officer or financial contractor.
3. At fiscal year end and after completion of the annual audit, all income and expense accounts are closed out with the general ledger balances agreed to the audited financial statement.

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## **1200 CASH MANAGEMENT PROCEDURES**

In this section, procedures are described for cash receipts, cash disbursements, and petty cash funds and prepaid items.

### **1201 Cash Receipts**

#### **Control Objective**

To record cash receipts completely and accurately and to prevent the diversion of cash assets.

#### **Major Controls**

##### **A. Cash Flow Projection**

The school annually prepares and updates monthly a cash flow projection for operations and capital cash needs to monitor and ensure adequate cash flow.

##### **B. Cash Receipts Policies**

The School has internal control systems in place to monitor cash receipts, and ensure that deposits are made in a timely manner. The School also uses electronic fund deposits (where applicable) to accelerate deposits.

**C. Internal Accounting Controls**

- (i) Opening of mail is assigned to an employee with responsibilities independent of access to files or documents pertaining to accounts receivable or cash accounts.
- (ii) Listed receipts and credits are compared to accounts receivable and bank deposits.
- (iii) General Ledger control accounts are reconciled with Accounts Receivable Subsidiary Ledger.

Procedures

1. Mail is opened by the School Secretary who sorts the checks and restrictively endorses each check immediately. Checks are photocopied by the School Secretary and then forwarded to the Finance Officer or financial contractor.
2. The Finance Officer prepares a listing of each check, codes the check in accordance with the chart of accounts and prepares a deposit slip.
3. A copy of the deposit slip is provided to the School Secretary who then attaches it to the photocopies of all checks.
4. The School Secretary forwards a copy of the deposit slip and the checks to the financial contractor or to the Finance Officer.
5. The Finance Officer or financial contractor inputs journal entries.
6. Either the Executive Director or the Finance Officer makes deposits on a daily or no later than on a weekly basis. If deposits are made other than daily, the deposit should be maintained in a secure area with limited access.
7. Reconciliation of cash receipts to deposit slips and bank statements are performed by the Board Treasurer on a monthly basis.

Check Receipt Procedures

8. Any incoming checks are collected by respected responsible person for that event or duty. For example, a field trip may require teachers to collect field trip contributions. Staff in charge makes a list of checks and customer names, and forwards them to the Business/Finance Coordinator.
9. That individual reviews the collection list, makes a copy of it and signs off on the package and endorses all the checks immediately upon receipt.
10. The package is then given to a separate individual to prepare the deposit and provide the details to the fiscal management firm.
11. Once deposited the Executive Director reviews the collection package against the validated deposit slips.
12. The Business/Finance Coordinator or authorized designee makes deposits on a daily basis, if possible. If deposits are made other than daily, the deposit will be maintained in a secure area with limited access.



### Cash Receipt Procedures

1. Any incoming cash is collected by respected responsible person for that event or duty. For example, a field trip may require teachers to collect field trip contributions. Staff in charge makes a list of cash and customer names, and forwards them to the Business/Finance Coordinator.
2. The Business/Finance Coordinator reviews the collection list makes a copy of it and signs it off; and provides the collecting staff with receipts for each in the list.
3. Briefly describe the purpose of the receipts in the description area provided at the bottom of the receipt. List the currency and coins making up the total amount of the receipt. Write the name of the student on the description side of the receipt.
4. If there is more than one purpose, list the amount to be distributed to each reason.
5. Sign or initial the receipt Please print name by signature.
6. The cash collected is being kept in a safe that has limited access.
7. The Business/Finance Coordinator prepares deposit slips. and information for the fiscal management provider.
8. The Business/Finance Coordinator makes deposits on a daily or no later than on a weekly basis. If deposits are made other than daily, the deposit should be maintained in a secure area with limited access.
- 9.

### Voiding a Receipt

1. All receipts must be accounted for at all times.
2. When voiding a receipt, write VOID and keep all copies with receipt book
3. Executive Director will review the receipt book occasionally to ensure voiding receipts isn't a common occurrence.

## **1202 Cash Disbursements**

### Control Objective

To disburse cash for authorized purposes and record cash disbursements completely and accurately.

### Major Controls

#### **A. Cash Disbursement Policies**

All disbursements are to be made by checks, EFT, or debit/credit cards, no cash is to be given. The School issues its own check service to manage accounts payable.

Payments are delayed until the due date, consistent with discounts, if available.

1. Received invoices are emailed or uploaded to the Business/Finance Coordinator.
2. The Business Finance Coordinator then codes the invoice and sends to the Executive Director for approval.
3. The Executive Director reviews the invoice and approves which authorizes the Business/Finance Coordinator to release for payment.
4. The Business/Finance Coordinator is prohibited to release disbursements without the Executive Director's approval.
5. The school keeps physical checks locked on site. If a manual check is needed either the Business/Finance Coordinator or board treasurer will issue the check.
6. The Executive Director reviews the invoice with the check and signs.

7. If the expense is greater than \$10,000 then the manual check requires a board member's signature.
8. Check is then mailed by either the Business/Finance Coordinator or Secretary.

**B. Internal Accounting Controls**

- (i) 2 dedicated staff members to perform financial duties.
- (ii) Match disbursement records against accounts payable/open invoice files.
- (iii) Bank statements reconciled to cash accounts and any outstanding checks verified by the Business/Finance Coordinator and reviewed with the Executive Director.
- (iv) Supporting documentation canceled to prevent resubmission for payment.
- (iv) Detailed comparison of actual vs. budget disbursements on a periodic basis.

## **1203 Petty Cash Funds**

### **Control Objective**

To control the use of petty cash funds for valid transactions.

### **Major Controls**

#### **Internal Accounting Controls**

Reconciliation of petty cash funds by employees with responsibilities independent of cash receipts, disbursements, or custody.

### **Procedures**

1. The school will maintain a petty cash fund with a balance of \$200, which will be maintained and secured by the Finance Officer.
2. The Finance Officer maintains a log of all disbursements made from the petty cash fund and uses a *Petty Cash Voucher* for all petty cash disbursements. No disbursements will be greater than \$100.
3. When the fund needs to be replenished, a check request is prepared by the Business Finance Coordinator, attaching the log of disbursements and the supporting vouchers. It is approved by the Finance Officer.
4. Fund disbursements are entered into the general ledger by expense category when the fund is replenished.

## **1203 Company Credit Card Usage**

### **Summary and Procedures**

1. The corporate card cannot be used for cash advances, personal or non-business-related purchases or the purchase of alcohol
2. Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts to which others have access.
3. The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.
4. A Monthly "P Card Usage Log" will be maintained by the card holder which records date, description of expenditure, and account code.
5. Supporting receipts, which should be taped to a sheet of 8.5x 11" white paper, should be attached to the log with the \$ amount circled.
6. The completed log is dated & signed by the cardholder and should be submitted to the Business Finance Coordinator no later than one week of the bank statement closing date. The logs will be reviewed and approved by the applicable manager, verified to the pc card bank statement, and reviewed by the Finance Officer and the Executive Director.
7. Any receipts for meals or entertainment must clearly indicate the names of all persons involved and business purpose..

## **Background**

The preferred payment method is through vendor invoices and corporate checks. This method allows for budget compliance and ensures that the organization gets certain discounts. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with corporate credit cards.

## **Eligibility**

Only personnel specifically authorized by the governing board are provided with corporate credit cards.

## **Allowable Uses**

Corporate credit cards are for business purposes only of the entity for which the card is issued (joint purchases related to multiple entities are acceptable). Corporate cards may not be used for cash advances for any reason. **Under no circumstances shall a school corporate card be used for the purchase of alcohol.** Corporate credit cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases.

## **Card Number Security**

The person whose name the corporate credit card is in is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone other than their official designee. In addition, the credit card should not be stored in an online account that anyone other than the cardholder and their designee have access to.

## **Approvals**

All purchases with corporate cards are to be expressly approved by the card holder along with the budget manager (if different). No purchases shall be made for amounts not included in the entity's budget.

## **Statements**

Credit card statements are mailed directly to the Business/Finance Coordinator, who then scans the statements and emails it to the card holder and their designee.

## **Receipts**

The credit card holder or their designee is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder or their designee shall label all receipts with a description of what it is for to ensure proper coding by the Business/Finance Coordinator. **All receipts must be submitted to the Business/Finance Coordinator within one week of the closing date of their statement.** If a receipt is accidentally lost, a written description of the items and cost must be submitted by the chief executive officer (or their designee) or the respective principal. Please understand that we routinely are audited on our credit cards and thus

it is especially important that all food and large purchases are properly documented with the receipt.

### **Termination**

Upon the termination of employment of a cardholder for any reason, all cards must be canceled and returned to the designated person, along with any other company owned items.

### **Policy Violations**

1. Violations of this policy may result in anything from a warning to cancellation of the card to termination, depending on the severity of the violation. The following is the progression of violations:
2. A cash advance, use of the card for non-business purposes, or use of a school card for alcohol – Either cancellation of the card or termination, at the discretion of the Executive Director or finance officer.
3. Use of the card by an unauthorized person (or transaction) – Any instances will be reported to the Business/Finance Coordinator or Finance officer along with the cardholder and may result in termination.
  - a. First minor offense: If all receipts are not provided by the deadline (receipts under \$25 exempted), a warning will be issued.
  - b. Second minor offense within 6 months: If all receipts are not provided by the deadline (receipts under \$25 exempted) a second time, a second warning will be issued along with a reduction in the credit line.
  - c. Third minor offense within 6 months: If all receipts are not provided by the deadline (receipts under \$25 exempted) a third time within 6 months, the card will be canceled.

### **Tax Exemption**

The School is exempt from federal and state taxes, but is not exempt from sales tax in the state of South Carolina. If the school purchases goods and does not pay sales tax then the school is responsible to submit a SC use tax and remit the appropriate amount of taxes. Note the purchase of textbooks are tax exempt in SC.

## **1204   *Prepaid Items***

### **Control Objective**

To ensure proper accounting for prepaid expenses.

### **Major Controls**

#### **Internal Accounting Controls**

- (i) Preparation and updating of an amortization schedule to reflect the incurring of expenses for prepaid items (e.g., prepaid insurance).
- (ii) Detailed prepaid expenses reconciled with the general ledger control account.

### **Procedures**

1. Vendor invoices are reviewed by the School Executive Director to identify all required prepayments.
2. For payment of prepaid items, the transaction is coded to reflect the appropriate portion of the payment representing the prepaid portion.
3. An amortization schedule is prepared to reflect the incurring of an expense for prepaid items.
4. A standard journal entry is prepared by (Finance Officer/ contractor) at the end of each month.
5. A reconciliation is performed on a monthly basis between the subsidiary ledger and the prepaid expense General Ledger control account.

## **1300 ACCOUNT RECEIVABLE MANAGEMENT PROCEDURES**

In this section, the procedures are described that cover revenue recognition and invoicing, billing, accounts and contributions receivable.

### ***1301 Revenue Recognition and Invoicing***

#### **Control Objective**

To ensure that grant and contract billings are adequately supported, recorded on a timely basis, and reflect the terms and conditions of the grant or contract.

#### **Major Controls**

##### **A. Invoicing Policy**

Invoices are prepared based on accrued and timelines basis.

##### **B. Invoice Format**

Invoice formats vary depending on the funding source.

##### **C. Segregation of Unallowable Costs**

Accounts are maintained for explicitly unallowable costs.

##### **C. Internal Accounting Controls**

- (i) Verification of services performed before invoice processing.
- (ii) Reconciliation of expenditures incurred or units billed to invoices prepared.
- (iii) Control of revenue with use of General Ledger control accounts.
- (iv) Separation of duties between the preparation of the invoice and its review and approval to the extent possible for an organization the size of the school.

#### **Procedures**

1. On a monthly basis, program costs, or an electronic spreadsheet noting total units served, type of service and terms due is reviewed by the Business/Finance Coordinator and recorded on an invoice format prescribed by the funding source.
2. The invoice is entered in the Account Receivable ledger, which, depending on the accounting software, should automatically prepare an entry to record the corresponding revenue.
3. Arithmetic extensions are verified and invoices are reviewed for accuracy and completeness by the Finance Officer or billing contractor and signed by the the Executive Director.
4. Invoices maybe mailed to the funding source by the Executive Director.
5. Copies of invoices and supporting documents are filed by funding source.

## **1302 Grants Receivable**

### **Control Objective**

To ensure the accuracy, completeness, and timeliness of grants receivable balances and collection.

### **Major Controls**

#### **A. Separation of Duties**

To the extent possible, the responsibility for posting invoices is kept separate from those with responsibilities for cash functions.

#### **B. Use of Control Accounts**

A General Ledger control account is reconciled to individual receivable balances within the Grants Receivable subsidiary ledger.

### **Procedures**

1. The 3<sup>rd</sup> Party Providers prepares the appropriate grant claims, records the receivable in the general ledger, and submits to the Executive Director for approval.
2. Payments and other adjustments are posted to the Grants Receivable subsidiary ledger.
3. Once approved the claim is sent to the corresponding Grantor for processing and payment.
4. The Grants Receivable subsidiary ledger is reconciled monthly to the General Ledger control account on a monthly basis.
5. Any Grants Receivable balance greater than 90 days old is followed up and investigated.
6. A final report is submitted to the respective funding source after the end of the project period.

## **1400 PAYROLL PROCEDURES**

Payroll procedures are organized under six categories: personnel requirements, personnel data, timekeeping, and preparation of payroll, payroll payment, and payroll withholdings.

### **1401 Personnel Requirements**

#### **Control Objective**

To ensure that the school hires only those employees—full or part-time—that it absolutely needs and exerts tight control over hiring new employees.

#### **Major Controls**



## **Payroll Policies**

The School has adopted payroll policies for installing new employees on the payroll system and removing terminated employees from the system, as well as monitoring vacation and sick pay.

### **Procedures**

#### **New Employees**

New employees are responsible to supply all required documents in the employee file checklist. New Hire Forms are to be completed and submitted through the fiscal management company's online link.

1. Requests for new employees are initiated by the Executive Director and compared with the approved annual personnel budget.
2. A *Personnel Action Form* is initiated when hiring a new employee. Included on this form are the job description, approved pay rate, and grant funding, if any. Information on this form is reviewed by the Finance Officer and communicated to the outside payroll service provider, if applicable, or entered into in-house payroll software.
3. New employees complete an *Application for Employment*.
4. New employees complete an *IRS W-4 Form* and *US Department of Homeland Security Citizenship and Immigration Services Form I-9*.
5. A criminal record background check is conducted on new employees and the report are placed in their employment files.

#### **Personal and Sick Pay**

1. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet via Namely and reviewed by the Executive Director.
2. The Academy Director, Managing, Business/Finance Coordinator, & Executive Director monitors sick time by maintaining a log for each individual.
1. Employees accrue vacation time based on personnel policy of the school.
2. Employee is required to provide at least two weeks advanced notice to supervisors for a vacation request.
3. Regular part-time employees do not earn vacation time.
4. Employees' earned vacation balances are adjusted monthly to reflect vacation time earned and taken and reviewed by the Executive Director.
7. Sick leave taken is monitored against each employee's available sick time on an electronic spreadsheet and reviewed by the Executive Director.
4. Before vacation time is paid, a *Vacation Authorization Request* is to be prepared by the employee, which is reviewed and approved by the Executive Director.

5. The Finance Officer monitors vacation and sick time by maintaining a log for each individual.
6. A General Journal entry is prepared at year-end to record the accrued vacation liability.
7. Unused vacation time is based on personnel policy of the school as adopted by the Board.

### **Terminations**

1. For each terminated employee, a *Termination Form* documenting the reasons for termination is completed and routed to the Finance Officer for approval.
2. The approved *Termination Form* is communicated to the payroll service provider or entered into in-house payroll software for updating of payroll data, including the effects on the fringe benefits including health, dental, retirement, COBRA, etc.
3. The approved *Termination Form* is maintained in the terminated employee's personnel file.

## **1402 Personnel Data**

### **Control Objective**

To calculate and record payroll data accurately and completely for all employees.

### **Major Controls**

#### **Internal Accounting Controls**

- (i) A precise paper trail covering all transactions.
- (ii) Changes in personnel data approved by responsible officials.
- (iii) Separate payroll and personnel files periodically reviewed and reconciled.

### **Procedures**

1. Any change records to personnel data are kept in the employee's personnel file when making changes in new hires, terminations, pay rate changes, or payroll deductions.
2. The School Executive Director or Designee authorizes any change to payroll data.
3. Authorized changes are communicated to the payroll service provider or entered into in-house payroll software.

## **1403 Timekeeping**

### **Control Objective**

To ensure that payment for salaries and wages is made in accordance with documented time records.

## Major Controls

### A. **Timekeeping Policies**

Employees are instructed on the proper charging of time to assure the accuracy of recorded time to cost objectives.

### B. **Time Sheet**

Labor hours are accurately recorded and any corrections to timekeeping records, including the appropriate authorizations and approvals, are documented.

### C. **Internal Reviews**

The School Business/Finance Coordinator monitors the overall integrity of timekeeping.

### D. **Internal Accounting Controls**

Immediate supervisor will control the accuracy of timekeeping.

## Procedures

### **Time Sheet Preparation**

1. Hourly and salary employees prepare time sheets on a monthly basis.
2. Employees who are being paid through federal funds must also keep track of their time, separating what is federal purposes versus general. (For example, a Title I coordinator may also perform general operating functions, detailed records need to be kept of the time spent on each activity. Also, called PAR reports).
3. In preparing time sheets, employees:
  - (i) Enter hours in ink and sign the completed timekeeping record
  - (ii) Make all corrections in ink by crossing out the error and initialing the change.
  - (iii) Submit the completed time sheet to the Business/Finance Coordinator.

### **Approval and Collection of Time Sheets**

1. Each employee's time sheet is forwarded to the Business/Finance Coordinator's Office on a monthly basis, which ensures all the timesheets are submitted in a timely manner. Then it is forwarded to the appropriate manager/Authorized Designee who reviews and approves them (via Namely).
2. Authorized timesheets are collected by the School Secretary and forwarded to the Business Office for processing.

### **Reconciliation of Payroll to Time Sheets**

1. Hours shown on time sheets are reconciled to the hours recorded on the Payroll Register by the Executive Director or Business/Finance Coordinator for each time sheet period.

## **1404 Preparation of Payroll**

### **Control Objective**

To ensure that payment of salaries and wages is accurately calculated.

### **Major Controls**

#### **Internal Accounting Controls**

- (i) Time records or contracts are periodically reconciled with payroll records.
- (ii) The responsibility for checking the accuracy of payroll calculations is separated from the responsibility for payroll preparation to the extent possible for the size of the School.

### **Procedures**

1. The Employee submits time sheets to the School Business Office.
2. The total time recorded on time sheets and the number of employees is calculated by the School Executive Director / Business/Finance Coordinator.
3. Recorded hours from the weekly time sheets are accumulated by the School Executive Director / Business/Finance Coordinator and communicated to the payroll service provider.
4. The payroll reports received from the payroll service provider (e.g., calculations, payrolls and payroll summaries) are compared with time sheets, pay rates, payroll deductions, compensated absences etc., by the School Executive Director/ Business/Finance Coordinator.
5. The School Executive Director/ Business/Finance Coordinator verifies gross pay and payroll deductions.
6. The total hours and number of employees are compared with the totals in the Payroll Register by the School Executive Director / Business/Finance Coordinator.
7. The Payroll Register is reviewed and approved by the School Executive Director/ Business/Finance Coordinator.
8. As noted under (801-H) Payroll Policies, prior to actual processing of the payroll cycle the payroll report will be reviewed, approved, and signed by the Business Finance Coordinator, the Financial Consultant, and the Executive Director. Once signed off, the Business Finance Coordinator will execute the payroll cycle.

## **1405 Payroll Payment**

### **Control Objective**

To ensure payment for salaries and wages by check, and direct deposit, is made only to employees entitled to receive payment.

### **Major Controls**

#### **Internal Accounting Controls**

- (i) Pre-numbered checks are used and all check numbers are accounted for.
- (ii) A complete audit trail on all payroll checks and direct deposit with authorizing signatures at each juncture is maintained.

### **Procedures**

- 1. Checks and payroll register are forwarded to the School for distribution by the payroll service provider.
- 2. Payroll payments by check or direct deposit are distributed by the School for forwarding to employees and payroll register is filed.
- 3. The School Executive Director / Business/Finance Coordinator controls and monitors all undelivered and uncashed payroll checks, respectively.
- 4. The payroll bank account is reconciled monthly by the 3<sup>rd</sup> party provider and reviewed by the School Executive Director.

## **1406 Payroll Withholdings**

### **Control Objective**

To ensure that payment withholdings are correctly reflected and paid to the appropriate third parties.

### **Major Controls**

#### **A. Reconciliation of Payment and Payroll Withholdings**

Payroll withholdings are recorded in the appropriate General Ledger accounts and reconciled with payments made to third parties.

#### **B. Internal Accounting Controls**

The payroll service provider calculates payroll withholdings, which are reviewed and verified by the School Executive Director / Business/Finance Coordinator.

## Procedures

1. The payroll service provider calculates payroll withholdings—including retirement deductions—for each employee. These are summarized by pay period and recorded in General Ledger.
2. Payments for payroll withholdings are reconciled with the amounts recorded in the General Ledger accounts by the Fiscal Mgmt. Provider.
3. The School Executive Director / Business/Finance Coordinator reviews the accuracy and timeliness of payments made to third parties including retirement for payroll withholdings.
4. Original withholding and benefit election forms, maintained in the School employee file, are prepared by employee and reviewed and approved on a periodic basis by the School Executive Director / Business/Finance Coordinator.
5. The School Executive Director/ Business/Finance Coordinator files required reports and Internal Revenue Service and South Carolina payroll tax forms..

## **1500 PROPERTY AND EQUIPMENT (P&E) PROCEDURES**

This section is organized into six parts: P&E acquisitions, record keeping over P&E, depreciation of P&E, inventory of P&E, disposal of P&E, and Government-furnished and School-acquired property and equipment.

### ***1501 Property & Equipment Acquisitions***

#### **Control Objective**

To control the acquisition of P&E and completely and accurately record fixed asset acquisitions in order to safeguard fixed assets from loss.

#### **Major Controls**

##### **A. P&E Acquisitions Tied to Budget**

All acquisitions of property and capital equipment are either designated in the School approved budget, or subsequently approved by the School Board.

##### **B. P&E Acquisitions Based on Approved Requests**

Official approval is obtained before a P & E purchase is made.

#### **Internal Accounting Controls**

##### **Procedures**

1. Capital budget requests are submitted annually for review and approval by the Board of Directors.
2. Authorization requests for the acquisition of fixed assets are reviewed against the School budget and approved by the School Executive Director.
3. Each item of property and equipment received is identified and tagged in a visible area on the asset.
4. The packing slip of the assets or inventory must be kept with the invoice and purchase order.
5. Information on each tagged asset is entered in the fixed assets subsidiary or comparable worksheet.

## **1502 Recordkeeping Over Property & Equipment**

### **Control Objective**

To completely and accurately record fixed asset acquisitions, transfers, and dispositions on a current basis.

### **Major Controls**

#### **A. Capitalization Policies**

The School follows generally accepted accounting principles as applicable to special purpose business-type activity government entities. All fixed assets purchased are capitalized in the year of purchase, and recorded in the general ledger. The School follows the policy of capitalizing all fixed assets purchased greater than \$5,000 per unit.

#### **B. Fixed Asset Classification**

Fixed assets are accounted for by the following classifications: land, building, equipment, betterment, leasehold improvements, furniture, and computer hardware and software.

#### **C. Complete Record of P&E Acquisition Costs**

The capitalized fixed assets list contains the full history of each capital asset acquired: original acquisition cost, and any costs incurred to prepare the asset for use.

### **Procedures**

1. Asset acquisitions, transfers, and dispositions are entered in the fixed assets subsidiary ledger on a periodic basis.
2. The capitalized fixed assets list is reconciled with the related asset account in the general ledger on a yearly basis. Any differences are analyzed and resolved by the Finance Officer.

## **1503 Depreciation**

### **Procedures**

The School capitalizes all fixed assets when acquired, and records the historical cost of these items in the general ledger. In accordance with generally accepted accounting principles as they relate to special purpose business-type activity, government entities, depreciation expense must be recorded in the general ledger at the end of each year. The School will use the straight-line method of depreciation over the assets useful life as determined as follow:

Computers	3 years
Office Equipment	3-5 years
Vehicles	5 years
Office Furniture	5-7 years
Leasehold Improvements	Useful life or life of lease, whichever is less
Building Improvements	20 years



Building

40 years

#### **1504 Inventory of Property & Equipment**

##### **Control Objective**

To ensure that all recorded assets exist and are in use.

##### **Major Controls**

##### **Internal Accounting Controls**

- (i) All property and equipment is tagged when received.
- (ii) Physical inventories are performed bi-annually.
- (iii) Differences between physical inventories and amounts recorded in the control account are analyzed and reconciled monthly.

##### **Procedures**

1. The School Executive Director prepares a printout of recorded fixed assets by asset classification.
2. An inventory of fixed assets is taken annually.
3. If the inventory or fixed asset is compared to the amounts recorded in the general ledger control account. Differences are investigated and resolved by the Finance Officer monthly.

#### **1505 Disposal of Property & Equipment**

##### **Control Objective**

To ensure that assets no longer in use are disposed of in accordance with existing policies.

##### **Major Controls**

##### **A. Disposal Policies**

The School has adopted policies on the disposition of property and equipment.

##### **B Internal Accounting Controls**

- (i) Use of fixed asset disposal authorization forms.
- (ii) Disposal or transfer of fixed assets only with proper authorization.
- (iv) Periodic count of fixed assets

##### **Procedures**

1. A determination is made by the School personnel as to the usefulness of a fixed asset.

2. An *Asset Disposal Form*, including a description of the asset, purpose for disposal and methodology of disposal is prepared with proper written authorization from the School Executive Director.
3. The *Asset Disposal Form* is reviewed and signed by the School Executive Director.
4. A copy of the *Asset Disposal Form* is routed to the School Business/Finance Coordinator, who keeps a log of all disposal forms and submits them to the 3<sup>rd</sup> party provider on a yearly basis to enter the reductions to the appropriate general ledger accounts.

#### **1506 Property & Equipment Acquired Through Government Grants/Contracts**

##### **Control Objective**

To assure that property and equipment are properly obtained, used, and managed during the performance of government grants or contracts.

##### **Major Controls**

###### **A. Record keeping**

The School maintains detailed records on all property and equipment.

###### **B. Custody**

All property and equipment, when not in use, is stored in a secure area.

###### **C. Inventory**

All property and equipment is inventoried.

##### **Procedures**

1. All property and equipment acquired through government grants or contracts are assigned tag numbers and properly identified with this number in the fixed asset list
2. On an annual basis, the School Executive Director inventories all property and equipment and ensures that fixed assets are being used for the purpose intended.
3. If necessary, the School Executive Director obtains approval from the Board/School District (as described by the specific grant policies) for the disposition of property and equipment acquired through a government grant or contract, and the School Executive Director and/or the Board authorizes the disposition as described in the previous section.

## **1600 ACCOUNTS PAYABLE PROCEDURES**

This section is organized into three major parts: accounts payable, purchasing, and expense reimbursement.

### ***1601 Accounts Payable***

#### **Control Objective**

To ensure that invoices are accurately recorded on a timely basis for authorized purchases.

#### **Major Control**

##### **A. A. Reconciliation of Accounts Payable Records**

Reconciliation of source data, subsidiary ledger totals, and general ledger control accounts is performed periodically to ascertain the accuracy of accounts payable entries.

##### **B Internal Reviews**

Internal reviews are conducted to determine if duplicate payments or overpayments exist.

#### **Purchase Discounts**

1. The Finance Officer or financial contractor establishes all vendors within the accounting system upon initial use of the vendor.
2. The Finance Officer reviews the invoice for any purchase discount date and ensures that the vendor file is established and properly capturing any discount allowed.

#### **Reconciliation of Accounts Payable Records**

1. The total balance in the accounts payable subsidiary ledger is reconciled with the general ledger control account monthly.
2. Debit balances in the accounts payable subsidiary ledger are resolved appropriately (e.g., an offset against other amounts due the vendor, requesting payment from the vendor, etc.)

#### **Procedures**

##### **Voucher Preparation and Review of Voucher**

1. Invoices are received by the School Administrative Assistant, who forwards them to the School Executive Director or designated personnel for approval.
2. Approved invoices are forwarded to the Business Finance Coordinator who will apply the "Invoice Stamp" which includes Date Received, Account Code, Date Processed, and Processed By.
3. The invoice is reviewed for:

- (i) The nature, quality, and quantity of goods ordered and the related price
  - (ii) Accuracy of all arithmetic calculations and extensions
  - (iii) Allow ability of expenditure
  - (iv) Proper general ledger account
- 4. The invoice is input into the general ledger through the accounts payable subsidiary ledger after it is reviewed by either the School Business/Finance Coordinator or the School Executive Director.
  - 5. Checks are run on a weekly basis, and vendors are paid based on terms of the invoices, as recorded within the system. See Cash Disbursement section for issuing of checks. In addition, it is strongly advised that the checks issued by the School have a time limitation for bank payments such as 90 days, 120 days etc.

## **1602 Purchasing**

### **Control Objective**

To ensure that goods and services are acquired at fair and reasonable prices and the highest personal standards of conduct are maintained in all relationships with vendors, suppliers, and subcontractors.

### **Major Controls**

#### **A. Purchase Requirements**

The School has developed cost-effective and efficient purchase requirements in order to achieve full and open competition, meet delivery schedules, control inventory and material, and expedite purchases.

#### **B. Required Competition**

The School utilizes the following procurement guidelines:

*Contracts under \$10,000* - The School uses sound business practices when procuring goods and services for amounts less than \$10,000.

*Contracts from \$10,000 to \$25,000*— The School seeks price quotes from at least three vendors and awards the contract to the responsible vendor offering the supply or service needed for the best value.

*Contracts from \$25,000 or more*- The School seeks written quotes from at least three vendors and awards the contract to the responsible vendor offering the supply or service needed for the best value, and must advertise at least once in the SC Business Opportunities publication.

Final selection may be made to other than the lowest quotes in circumstances where the higher quote demonstrates best value contracting procedures to the School. In such situations, the School Executive Director shall prepare a justification statement for such selection, furnishing a brief explanation of the factors leading to such a decision.

School Executive Director will inform the School Board of the purchases (of \$35,000 or more) and the final selection.

*Construction contracts* – The School follows all state and federal guidelines inclusive of the South Carolina’s public bidding laws.

**C. Selecting the Vendor**

The School selects the most responsive and responsible vendor to provide required materials and services, and promotes competition in order to obtain fair and reasonable prices. After selecting the vendor, the School may continue working with the same vendor if the increase of the service cost is not more than 3% of the current service cost for renewal.

**D. Internal Accounting Controls**

- (i) Approval by the Board of Directors of purchases equal to or exceeding \$20,000 prior to contract/purchase order finalization.
- (ii) Adoption of policy requires the reporting of unethical conduct to management and subsequent restitution of any gain resulting from such conduct.

Procedures

**Purchase Requirements**

- 1. After approval of the annual budget, the School Executive Director/ Business/Finance Coordinator reviews the School’s needs to uncover patterns of orders, and opportunities for clustering orders, to achieve volume discounts.
- 2. In preparing purchase requisitions, the School Executive Director or designee identifies minimum needs.

**Processing Purchase Requisitions**

- 1. *Purchase Requisitions* are forwarded to the Business Finance Coordinator who prepares a spreadsheet by vendor for the items requisitioned.
- 2. The *Purchase Requisitions* includes the following:
  - (i) A description of items ordered
  - (ii) A cost estimate
  - (iii) The required delivery information
  - (iv) A statement of the nature and purpose of the procurement
- 3. *Purchase Requisitions* are approved by the Finance Officer, after review of the remaining budget.
- 4. The Business Finance Coordinator presents *Purchase Requisitions* to the Executive Director for review and approval.
- 5. Approved *Purchase Requisitions* are forwarded to the Staff Accountant or Finance Officer.

### **Processing Purchase Orders**

1. A *Purchase Order* (when required by the vendor) is prepared by the School Executive Director/ Business/Finance Coordinator or approves the information that was input by the School Business/Finance Coordinator.
2. Before a *Purchase Order* is sent to a supplier, it is reviewed by the School Executive Director / Business/Finance Coordinator for accuracy of the dates, account coding, quantities listed, and arithmetic extensions.
3. *Purchase Orders* are approved by the School Executive Director / Business/Finance Coordinator.
4. A soft copy of each *Purchase Order* is maintained.
5. Two copies of the Purchase Order is attached as a supporting document when the related invoice is paid. One copy is forwarded to the vendor, and the other copy is filed alphabetically by vendor in the business office and entered in the *Purchase Order Log* by pre-assigned number to track outstanding commitments.

### **Obtaining Bids and Quotations**

1. The Finance Officer requests bids or quotations verbally on transactions not expected to exceed \$10,000. (refer to Section 701 Procurement- Goods and Services for specific quoting and bidding requirements before a purchase order is issued.
2. In evaluating bids received, the Finance Officer performs and documents a cost or price analysis.

### **Negotiation and Award**

1. Consistent with the school's goal of expanding opportunities for minority business enterprises, companies which are minority, women or locally owned, to the extent they are available locally and qualified, are given an opportunity to bid on a procurement in the school's selection process.
2. Award may be made to other than the low bidder in circumstances where the higher bid demonstrates best value contracting procedures to the school. In such situations, the Finance Officer shall prepare a justification statement for such awards, furnishing a brief explanation of the factors leading to such a decision.

## **1603 Expense Reimbursement**

### **Control Objective**

To ensure the School pays only for authorized business expenses.

### **Major Controls**

#### **A. Travel Policies**

The School has adopted policies on travel reimbursement.

#### **B. Employee Expense Reimbursement Documentation**

Employees are required to obtain and furnish documentation for individual expenses and company credit card purchases.

#### **C. Internal Accounting Controls**

- (i) Justification for travel approved by the School Executive Director / Business/Finance Coordinator.
- (ii) Documentation for incurred employee expenses.
- (iii) Documentation and approval for company credit card purchase.

### **Procedures**

#### **Expense Advance or Reimbursement**

1. Soon after traveling, but not exceeding 30 days, an employee who seeks reimbursement for authorized expenses completes a *Travel Report* detailing the expenses incurred and also attached supporting documentation.
2. All credit card purchases are supported by invoices in order to be reimbursed.
3. The School employee's Travel Report and invoices are reviewed and approved by the School Executive Director.

## **1700 OTHER LIABILITIES PROCEDURES**

This section describes procedures for recognizing and recording accrued liabilities and deferred revenue. These liability accounts are only to be used when needed.

### **1701 *Accrued Liabilities***

#### **Control Objective**

To accurately control and record accrued liabilities.

#### **Major Controls**

##### **A. Maintaining an Accrual Register**

To properly set up and monitor accrued liabilities and accrual accounts related to salaries and wages, vacation pay, and payroll taxes.

##### **B. Reconciliation of the Subsidiary Schedules with the General Ledger Control Account**

On a periodic basis, reconciliation is performed between the subsidiary schedule and the general ledger control account.

#### **Procedures**

1. An accrual subsidiary schedule is established and maintained by the 3rd party provider for each type of accrual.
2. The School records all accruals at fiscal year-end, or when determined necessary by the School's Management and 3<sup>rd</sup> party provider
3. A general journal entry is prepared at year-end to record all accruals and approved by the School Executive Director.



## **1702 Deferred Revenue**

### **Control Objective**

To accurately control and record deferred revenue.

### **Major Controls**

#### **A. Maintaining a subsidiary schedule of revenue deferred**

To properly set up and monitor deferred revenue and properly record revenue in accordance with generally accepted accounting principles.

#### **B. Reconciliation of the Subsidiary Schedule with the General Ledger Control Account**

On a periodic basis, reconciliation is performed between the subsidiary schedule and the general ledger control account.

### **Procedures**

1. A deferred revenue subsidiary schedule is established and maintained by the 3<sup>rd</sup> Party Provider for each type source of revenue for which the School receives advanced funding.
2. The School Executive Director / Business/Finance Coordinator/Finance Officer determines the extent of revenue recognized and consequently the revenue deferred for all revenue sources for which the School receives advanced funding.
3. A general journal entry is prepared at year-end to record all deferred revenue and reviewed by the School Executive Director/ Business/Finance Coordinator and Finance Officer.

## **1800 MANAGEMENT REPORTING PROCEDURES**

In this section, procedures are covered for supporting the annual budget, financial reporting, and tax compliance.

### ***1801 Annual Budget***

#### **Control Objective**

To effectively support the preparation of the annual budget and its periodic review.

#### **Major Controls**

##### **A. Budget Process**

The Finance Committee works with the Executive Director and Finance Officer to prepare the annual operating and capital budgets and cash flow projection. The budgets and projection are submitted to the Board of Directors for approval.

The School Executive Director, Treasurer, and Fiscal Mgmt. (finance team) provider work together to prepare the annual operating budgets. While this policy manual is not intended to extensively detail the education funding formula in South Carolina, a charter school's main source of income will be the per-pupil payments it receives from the state and the local district (when appropriate). Since state and local funding is initially determined pursuant to projected enrollment numbers for the charter school, it is important that charter school leaders conduct market research in order to determine reasonably accurate projected enrollment figures. Charter school leaders should analyze how the community's education demands are currently being met in order to determine potential demand for the school. Charter school leaders are encouraged to talk to other charter school operators in the district in order to determine what their year to year rate growth rate has been and whether or not their projected enrollment figures support the growth rate. Since overestimating student enrollment can have significant budget impacts for the charter school, it is recommended that student enrollment projections err on the conservative side and are evaluated with the 5 day count. An amended budget should be created if there are significant difference from the initial budget. It is also recommended that charter schools periodically conduct an environmental scan (to include expected poverty, vocational, gifted and talented, etc.) to determine if demographics are changing in the community or in the local schools, since these factors can impact both enrollment projections and programs that impact funding.

##### **B. Internal Accounting Controls**

Accuracy and completeness of the budgets and projection

#### **Procedures**

1. In preparation of the annual operating budgets, the finance team prepares preliminary budgets and the projection.

2. To support the budgets and projection estimates, the finance team prepares current year-to-date financial data with projections of year-end totals.
3. The Board reviews the budgets and projection submitted for completeness and reasonableness.
4. The School Board approves and adopts the final budgets and projections.
5. The adopted budget totals are entered in the general ledger by the Fiscal Mgmt. Provider or the Schools Finance Team for the new fiscal year, in order to prepare budget versus actual financial reports.

## **1802 Financial Reporting**

### Control Objective

To ensure the accuracy, completeness, and timeliness of financial reporting to support decision-making.

### Major Controls

#### **A. Schedule**

Monthly managerial reports are prepared based on a pre-determined schedule.

#### **B. Review and Approval**

Financial reports are reviewed for accuracy and completeness.

#### **C. Audit**

The annual financial statements of the School are audited by a certified public accounting firm. Form 990 is to be prepared and submitted to IRS by CPA.

### Procedures

1. The School Executive Director/ Business/Finance Coordinator/ and Finance Officer prepares monthly budget vs. actual financial reports and cash flow projection for the Board meetings.
2. The School submits to an audit of its financial statements by a qualified certified public accounting firm, in accordance with *Governmental Auditing Standards and the South Carolina Audit Guide*.
3. The School shall submit the audited financial statements to the SCPCSD Board and Office of the State Auditor and the South Carolina Department of Education Office by the required deadlines. They mention state Treasurer

## **1803 Payroll Tax Compliance**

### Control Objective

To accurately prepare and file required tax documents on a timely basis.

### Major Controls

#### **Preparation**

A. Obtain a payroll service provider through the fiscal mgmt. company to assist in the preparation of periodic payroll tax filings.

#### **B. Approval of Tax Returns**

Payroll tax documents are reviewed and approved by the Finance Officer.

### Procedures

1. The School uses a payroll service provider that maintains the following statements:
  - (i) *IRS Form W-2* - Wage and Tax Statement.
  - (ii) *IRS Form W-3* - Transmittal of Income and Tax Statements.
  - (iii) *IRS Form 941* - Employer's Quarterly Federal Tax Return for Federal Income Tax Withheld from Wages and FICA Taxes.
  - (iv) *IRS Form 1099 MISC* (also *1099-DIV*, *1099-INT*, *1099-OID*) - U.S. Annual Information Return for Recipients of Miscellaneous Income.
  - (v) Quarterly and annual state(s) unemployment tax return(s).

(Note: Charter schools are not required to pay Federal unemployment (FUTA), but are required to pay State Unemployment either by the contributory method or reimbursement method).

Retirement contributions reporting (the schools 3<sup>rd</sup> party retirement vendor assists with the retirement reporting.)

2. Before submission, all payroll tax documents and the supporting schedules are reviewed and approved by the Finance Officer for accuracy and completeness.

## **APPENDIX A: SAMPLE FORMS**

## ***Liberty STEAM Charter School Purchase Order***

DATE	P.O. NO.

<b>Vendor</b>
Name
Address
Attn:

<b>Ship To</b>
Liberty STEAM Charter School 117 North Main Street Sumter, SC 29150 Attn:

				FOB	
DESCRIPTION	QTY	RATE	ITEM #		AMOUNT
					<b>Total</b> \$0.00

The above purchase order number must appear on all correspondence, packing sheets and bills of lading. Please send three copies of the invoices. Send invoices Attn: Business/Finance Coordinator

## LIBERTY STEAM CHARTER CHECK LIST FOR EMPLOYEES

	W-4 FORM
	I-9 FORM
	DIRECT DEPOSIT FORM
	COPY OF DRIVER LICENSE
	COPY OF SOCIAL SECURITY NUMBER
	TRANSCRIPT
	TEACHER CERTIFICATE / ELIGIBILITY LETTER
	JOB DESCRIPTION
	RESUME
	JOB OFFER LETTER
	APPLICATION FORM
	SLED CHECK
	NATIONAL BACKGROUND CHECK
	SKIN TB TEST

***LIBERTY STEAM CHARTER ASSET DISPOSAL FORM***

	<b>Tag #</b>	<b>Asset Description</b>	<b>Book Valu e</b>	<b>Condition</b>	<b>Fair Market Value</b>	<b>Disposal or Sale</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

School Executive Director: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Leader Approval: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

***Business Office Use Only***

***Account Number:*** \_\_\_\_\_

***Amount:*** \_\_\_\_\_

NOTE: If the fixed assets above were originally purchased by grant funding, ensure that grant disposal policies are followed.



# Weekly Time Record

## LIBERTY STEAM CHARTER SCHOOL

117 NORTH MAIN STREET  
SUMTER, SC 29150

Week ending: \_\_\_\_\_

Employee: \_\_\_\_\_

Manager: \_\_\_\_\_

Activity : \_\_\_\_\_

Day	In	Out	In	Out	Regular Hrs.	Overtime Hrs.	Sick Hrs.	Vacation Hrs.	Total Pay
Mon									
Tue									
Wed									
Thu									
Fri									
Sat									
Sun									
Total Hrs.									
Hourly Rate									
Total Pay									

Employee  
signature

Date

Manager  
signature

Date

***LIBERTY STEAM CHARTER PERSONAL LEAVE REQUEST FORM***

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date Request Made

I request approval of the following day(s) as personal leave:

Monday

Tuesday

Wednesday

Thursday

Friday

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

Classes will be covered by:

Substitute Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Directions for Substitute:

Lesson Plans are located \_\_\_\_\_

Daily Procedures, such as attendance, lunch orders, schedule, dismissal procedures are located:

\_\_\_\_\_

Comments: (such as individual modifications, parent volunteers....)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Please submit this form at least 24 hours in advance to the Administrative Office for approval by School Executive Director.

\_\_\_\_\_  
School Executive Director/Manager

\_\_\_\_\_  
Date Approved

***LIBERTY STEAM CHARTER PROFESSIONAL DEVELOPMENT LEAVE REQUEST***

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Date Request Made

I request approval of the following day(s) as professional development leave:

Monday

Tuesday

Wednesday

Thursday

Friday

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

\_\_\_\_\_  
mo/day

List nature of professional development (workshop, observation, and meetings):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Classes will be covered by:

Substitute Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lesson Plans and daily Procedures are located: \_\_\_\_\_

Comments (individual modifications, parent volunteers, etc.):

\_\_\_\_\_  
\_\_\_\_\_

Fee: \_\_\_\_\_ P.O. Number \_\_\_\_\_

Attach copy of registration form.

Business Office will not reimburse unless pre-approved in writing.

Please submit this form at least one month in advance to the School Executive Director.

\_\_\_\_\_  
School Executive Director  
Approval

\_\_\_\_\_  
School Executive Director

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Account No. / Amount

Request not approved for the following reason: \_\_\_\_\_

\_\_\_\_\_

**LIBERTY STEAM CHARTER  
FIELD TRIP REQUEST FORM**

Teacher Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This form must be submitted to the principal **two weeks in advance** for the field trip to be considered.

Teacher(s) participating: \_\_\_\_\_

Trip Date: \_\_\_\_\_ No. of Students: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Return: \_\_\_\_\_

Destination: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No: \_\_\_\_\_

Method of Transportation: \_\_\_\_\_

Learning to be accomplished on field trip: \_\_\_\_\_

---

**ESTIMATED COSTS / FUNDING SOURCES**

	Description	Amount
Transportation		
Admission		
Other		
<b>TOTAL</b>		

Comments:

\_\_\_\_\_

☐ Approved

☐ See Me

Executive Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## LIBERTY SETAM CHARTER TRAVEL FORM

Name of Traveler: \_\_\_\_\_

Date(s) / Time(s) of Travel: Start: \_\_\_\_\_ End: \_\_\_\_\_

Travel approved by: \_\_\_\_\_

Grant to be charged (if applicable): \_\_\_\_\_

Auto Mileage (if rental car is not provided by the School): Google map from/to the School to/from destination must be attached. Reimbursement rate is \$0.54/mile

Reimbursable Miles: \_\_\_\_\_ Reimbursement  
for miles: Miles x \$0.54 = \$ \_\_\_\_\_

Meals and Incidentals per Diem: \_\_\_\_\_  
days @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Air-fare  
= \$ \_\_\_\_\_

Train, bus, MBTA, Taxi  
= \$ \_\_\_\_\_

Hotel = \$ \_\_\_\_\_

Tolls/Parking = \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Expenses** = \$ \_\_\_\_\_

**Less Advance Check # \_\_\_\_, if any** = \$ \_\_\_\_\_

**Amount Due Traveler** = \$ \_\_\_\_\_

**Note:** If a balance is due back to the School, please attach a check to this Travel Report.

**Traveler's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** If a above travel is incurred under a grant agreement, please indicate the grant name and amount to be charged as allowable grant expenditures.

\*Registration, hotels and rental car expenses are handled by the school prior to travel.

**PLEASE ATTACH ALL RECEIPTS TO THE TRAVEL REPORT WHEN SUBMITTING FOR REIMBURSEMENT. NO REIMBURSEMENT WILL BE MADE WITHOUT RECEIPTS.**