



June 2005
Volume 4, Issue 6

SAF News and Views

A monthly newsletter highlighting information relevant to managing School Activity Funds

Reminder:

The May SAF reports were due to the **Office of Accounting** by Monday **June 20, 2005**.

The balance report and bank reconciliation report must be **signed and dated by both the preparer and the Principal**. Send copies of these reports, along with a copy of the bank statement.

Check out our web site at: www.bcps.org/offices/audit for newsletter archives, frequently asked questions, and information about the Office of Internal Audit

Q: Our school has several retirees this year. We would like to purchase gift cards for their retirement gifts. Is this allowed?

A: BCPS funds may not be used to make these purchases. According to Item #532 in the June 3, 2005 Superintendent's Bulletin, "Gift cards and gift certificates provided to employees are treated as cash equivalents by the IRS, and accordingly, are considered compensation subject to federal and state income tax. Therefore, BCPS funds cannot be used to purchase gift cards or gift certificates of any kind (e.g., movie passes, restaurants, grocery stores, calling cards) for BCPS employees."

Baltimore County Public Schools
Office of Internal Audit 410-887-4043

What to do When a Principal Retires, Resigns, or Transfers

When a Principal announces a retirement, resignation, or transfer, there are several financial-related tasks that should be completed before he or she leaves the school.

1. Complete a "Transfer of Financial Responsibility" form. A hard copy of this form was sent to all schools in April by the Office of Accounting and Financial Reporting. The purpose of this form is to prompt a discussion between the outgoing and incoming Principals regarding the school's financial status. It is also used to provide written documentation of the transfer of financial responsibility from the outgoing Principal to the incoming Principal.
2. Conduct a meeting between the incoming and outgoing Principals and the Administrative Secretary/Bookkeeper. During the meeting, discuss current financial policies and procedures. This can help to ease the transition and make sure everyone is on the same page.
3. Go to the bank and remove the outgoing Principal's name from the list of authorized check signers. Put the new Principal's name on the list. Obtain a copy of the new authorized signature card for the school's records.
4. Ensure that the outgoing Principal has returned all BCPS property.
5. Provide copies of all audit reports to the incoming Principal.
6. Contact the Office of Purchasing to cancel or transfer existing procurement cards.

Upcoming School Activity Funds Training Sessions

The Office of Accounting and Financial Reporting offers a variety of training classes for new and seasoned bookkeepers. Here are some upcoming training dates:

New Bookkeeper Training

August 16, August 23, September 13, October 12, November 29

SAF Refresher Training

November 1, December 13

Sales & Use Tax Seminar

November 9

Space is limited!!! If you are interested in attending, please contact Gail Peterson in the Office of Accounting by email at gpeterson@bcps.org or at 4345 ext. 343 for time, location, and availability.