



# SAF News and Views

A monthly newsletter highlighting information relevant to managing School Activity Funds

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

## Money Handling Reminders for Faculty & Staff

Every school must establish, communicate, and implement written money handling procedures. As the new school year begins, please remember to update your money handling procedures and review them with faculty and staff. Listed below are some important points to review:

1. **All funds** collected by Faculty & Staff must be submitted on a daily basis to the Administrative Secretary/Bookkeeper. Under no circumstances is money to be left overnight in classrooms or taken home.
2. Faculty & Staff must count all funds before submitting them to the Administrative Secretary/Bookkeeper. Faculty & Staff must also complete a cash collection data sheet to record the type of funds collected.
3. Money envelopes must be used when submitting funds to the Administrative Secretary/Bookkeeper.
4. At the end of the school year, money envelopes should be submitted to the Administrative Secretary/Bookkeeper to be retained for a period of three years.
5. Faculty & Staff must maintain their own records of money collected and bills paid for each activity that they sponsor. Additionally, official BCPS receipts must be retained by Faculty & Staff for a period of three years.
6. All purchases must be pre-approved by the Principal.
7. Appropriate documentation, such as ORIGINAL store receipts or invoices, must be attached to check vouchers.
8. Faculty & staff must be provided with a monthly financial summary report for their activity(ies). They should reconcile these reports to their own financial records and discuss any discrepancies with the Administrative Secretary/Bookkeeper.

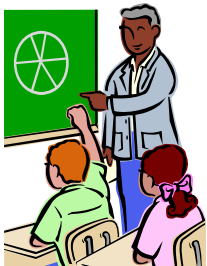
### Reminder:

July SAF reports are due to the Office of Accounting by Monday, **August 20, 2007.** The general ledger 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 to the Office of Accounting.

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

**Q: If a teacher leaves the school, what should they do with their financial records?**

**A: The teacher should turn over all records, such as receipts and money envelopes, to the Principal for retention.**



*"A journey of 1,000 miles begins with a single step."  
Have a great school year!*

