

SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING

STANDARD PRACTICE BULLETIN
AUGUST 1, 2000

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INTERNAL ADVANCES AND BUDGET PETTY CASH

TOPICS IN BULLETIN:

- I. INTERNAL ADVANCES
- II. BUDGET ISSUED PETTY CASH - AMANDA'S PLACE
AND PLACE/SALT

EXHIBIT REFERENCED:

- 1 Expense Reimbursement/Payment Request Form

I. INTERNAL ADVANCES

A. GENERAL INFORMATION

It is sometimes necessary to advance funds to expedite expenditures for:

Small purchases.

To make change.

Issue refunds.

Pay for student travel when the actual expenditure amount is unknown and certified documentation is not available at time of request.

Field trip entrance fees when certified documentation is not available at time of request.

Generally, advances for payment of small purchases or for change funds for a community school's school store are issued for the duration of the school term. Single activity internal advances (issued as change funds for dances, variety shows, etc.) **MUST** be cleared within ten (10) days after the conclusion of the activity.

- 1. The Internal Advance account should reflect a zero balance at the end of the fiscal year. **EXCEPTIONS:**
 - a. Summer school internal advances.
 - b. Vocational centers and Community school change funds.

I. INTERNAL ADVANCES (Continued)

HOWEVER: The exceptions listed above are **REQUIRED TO BE CLOSED IN AUGUST** and reissued for the new school year.

B. ESTABLISHING AN INTERNAL ADVANCE

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1. Obtain a completed Expense Reimbursement/Payment Request Form (Exhibit 1) stating the purpose of the internal advance request.
2. Issue a check to the requesting party (custodian of the advance) for the amount requested and approved from the Internal Advance account. The payee's name must appear in the reference section.
3. The requesting party (custodian) cashes the check. **NOTE:** This check is **NOT** to be cashed by the bookkeeper.
4. The requesting party (custodian) is responsible at all times for the dollar amount issued. The amount issued may consist of all cash; cash and receipts/invoices; or all receipts/invoices; **HOWEVER**, if called in, the custodian must be able to account for the dollar amount issued.

C. REPLENISHING AN INTERNAL ADVANCE

1. The requester/custodian of the internal advance should seek replenishment when the funds have been depleted.
2. The dollar amount to be replenished will be the amount of receipts/invoices reflecting the expenditure(s) and a completed Expense Reimbursement/Payment Request form (Exhibit 1).

I. INTERNAL ADVANCES (Continued)

3. The receipts/invoices used to document the expenditure(s) of the internal advance may be applicable to more than one internal account.
4. Upon receipt of the completed Expense Reimbursement/Payment Request form and applicable expenditure(s) documentation (receipts/invoices), the bookkeeper will issue a replenishment check from the applicable internal account(s). The payee's name must appear in the reference section.
5. The requester/custodian is issued the replenishment check and cashes the check as described in B3 above.

D. CLOSING AN INTERNAL ADVANCE

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**TRANSFERS AND ADJUSTMENTS ARE PROHIBITED FROM BEING
USED TO CLOSE OR CLEAR AN INTERNAL ADVANCE**

1. The procedures detailed in C1 through C4 above will be followed.
2. The requester/custodian endorses the check on the back in the presence of the bookkeeper and then returns the check and any unused cash to the bookkeeper.
3. The bookkeeper will issue the requester/custodian an official receipt. The check/money will be receipted into the Internal Advance account. The internal advance custodian's name must appear in the reference section.

II. BUDGET ISSUED PETTY CASH - AMANDA'S PLACE AND PLACE/SALT.

If the school has an Amanda's Place or **PLACE/SALT** program, budget (FTE) funds may be requested. In most instances, the District departments responsible for control of these petty cashes will forward information to the applicable schools. Instructions for requesting the funds, expenditures allowed and dollar amount cap are included in the information

The monies, when received from the School Board, must be receipted to an appropriate internal fund trust account. Contact the Internal Accounts Instructor's office for the applicable fund account number.

EXPENSE REIMBURSEMENT/PAYMENT REQUEST_____
Account_____
Date**SECTION I - (Complete For Reimbursement Request Only)**

I, _____, request reimbursement for the disbursement of funds as shown on the attached documents (i.e. receipts, invoices, refunds, etc.), which total \$_____. Funds were disbursed for the purpose(s) of:

SECTION II - (Complete For Payment Request Only)

Amount: _____

Pay To: _____

Description: _____

[Attach documentation to support disbursement (i.e. invoice, club minutes, etc.)]

SECTION III - Authorizations (Complete For All Requests)_____
Signature Of Sponsor/Teacher_____
Signature of Principal**ATTACH CHECK STUB TO TOP OF THIS FORM**