

SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING

STANDARD PRACTICE BULLETIN
AUGUST 1, 2000

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CERTIFICATE OF LOSS

TOPICS IN BULLETIN:

- I. USE OF CERTIFICATE OF LOSS FORM

EXHIBIT REFERENCED:

- 1 Certificate of Loss

GENERAL INFORMATION

In accounting for merchandise sold and tickets sold there may be some instances when a person responsible for specific items or collections is not able to completely account for the items or collections. In such cases, it will be the responsibility of the employee/sponsor in charge of the activity (collection, sale) to obtain or give a statement explaining the loss to the best of their ability. The **CERTIFICATE OF LOSS FORM (EXHIBIT 1)** is the standard form to be used for obtaining such statements.

I. USE OF CERTIFICATE OF LOSS FORM

When any person is unable to account for all items issued to them or explain monies receipted/collected but not deposited, a Certificate of Loss Form **MUST** be completed explaining the particulars of the loss.

- A. The Certificate of Loss is to be completed in incidences of theft or loss. **IN INCIDENCES OF THEFT, A SECURITY REPORT IS ALSO REQUIRED AND MUST BE RETAINED FOR AUDIT.**
- B. The Certificate of Loss must be presented to the School Principal for his/her signature and any action deemed appropriate.

I. USE OF CERTIFICATE OF LOSS FORM (Continued)

- C. The Certificate of Loss must be retained for audit.
- D. It is recommended a **copy** of the completed Certificate of Loss be attached to or included with any initial receipting document (Monies Collection Envelope; BC-40P Receipt Book, etc.).

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DATE:

Items Issued To:

Student ☐
Teacher ☐

Part 1 - Merchandise Loss

Number Issued

TOTAL ISSUED

BALANCE UNACCOUNTED FOR

Part 2 - Receipt Or Cash Loss

Cash Amount Unaccounted For (If Applicable):

Part 3 - Statement

I acknowledge the above as an accurate record of the said items issued into my custody, and the following is my best explanation of this discrepancy:

Signature:

Signature Of Employee In Charge Of Distribution

Signature Of Principal