

SCHOOL BOARD OF BROWARD COUNTY, FL
INTERNAL FUNDS ACCOUNTING

STANDARD PRACTICE BULLETIN

I - 407
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SCHOOL PICTURES

TOPICS IN BULLETIN:

- I. GENERAL INFORMATION
- II. VENDOR SELECTION
- III. PICTURE RECEIPTS AND DISBURSEMENTS
- IV. PICTURE COLLECTIONS BY VENDOR
- V. RECORDS TO BE RETAINED FOR AUDIT

EXHIBIT REFERENCED:

- 1. Picture Collection Breakdown

I. GENERAL INFORMATION

The sale of student pictures as school money making projects which are authorized by the Principal should follow the rules provided in School Board Policy 3320 and procedures communicated by the Purchasing Department.

A school allied organization (e.g., PTA/PTO) which administers picture purchases for a school will use their own procedures and documents in lieu of the procedures described herein.

II. VENDOR SELECTION

- A. The Purchasing Department will solicit and evaluate the RFPs from vendors and establish a pool of qualified companies. Award and ordering information will be provided for each of the companies in the pool.
- B. The principal may choose any vendor from the recommended pool. The principal may choose to have any or all qualified companies visit the school to show samples of the awarded items.
- C. Schools will not be required to provide any information regarding their choice to the Purchasing Department.
- D. A "Confirmation of Services" letter will be completed by the principal and sent to the company chosen each school year. A sample letter is attached to the RFP.

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III. PICTURE COLLECTIONS BY SCHOOL

- A.** Picture collections **MUST** be receipted on Monies Collection Envelopes.
- B.** Picture collections and disbursements are usually recorded in the school's General Fund.

Occasionally, the group responsible for producing the school yearbook will oversee the school picture sales. In this situation, the picture collections will be recorded in the applicable yearbook account.

- C.** Procedures detailed in Standard Practice Bulletin I - 302, Cash Collections are to be followed for Picture collections.
- D.** At some time after picture collections, the Bookkeeper should complete a picture collection breakdown. The completion of this breakdown enables the Bookkeeper to compare the collections with the picture vendor's invoice.
- E.** Differences existing between the Picture Collections Breakdown (EXHIBIT 1) and the vendor's invoice **ARE** to be reconciled and noted before the invoice is paid.
- F.** Upon reconciliation of the vendor's invoice and the school's Picture Collections Breakdown, the vendor's invoice calculations should be verified. **PLEASE NOTE: Schools are authorized to PAY the Picture Vendor the sales tax reflected on the invoice.**

IV. PICTURE COLLECTIONS BY VENDOR

When a vendor takes orders directly from students, collects payments from students, and/or makes delivery directly to students **WITHOUT INVOLVING SCHOOL PERSONNEL**, a copy of the official receipt **MUST** be provided to the Bookkeeper within 24 hours after collections are made.

V. RECORDS TO BE RETAINED FOR AUDIT

The following information and documents **MUST** be available and retained by the Bookkeeper for audit:

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V. RECORDS TO BE RETAINED FOR AUDIT (Continued)

- A.** Copy of the RFP.
- B.** Copy of the "Confirmation of Services" letter.
- C.** Monies Collection Envelopes (School collections).
- D.** Copies of official receipts (Vendor collections).
- E.** Picture Collections Breakdown.

PACKAGE PICTURES FINANCIAL BREAKDOWN

_____	@	_____	\$	_____
_____	@	_____	\$	_____
_____	@	_____	\$	_____
_____	@	_____	\$	_____
_____	@	_____	\$	_____
_____	@	_____	\$	_____

TOTAL SALES

\$ _____

1. Divide TOTAL SALES by 1.06

2. TOTAL SALES figure MINUS (-) Line 1 figure.
THIS IS THE AMOUNT OF SALES TAX.

3. TOTAL SALES minus (-) SALES TAX

4. SCHOOL'S COMMISSION PERCENTAGE

_____ 40%

5. LINE 3 TIMES (x) Commission Percentage
THIS IS THE SCHOOL'S COMMISSION.

6. VENDOR'S SHARE (Line 3 MINUS (-) Line 5
PLUS (+) Line 2.
