

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
OFFICE OF THE CHIEF FINANCIAL OFFICER

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TO: Area Superintendents

FROM: I. Benjamin Leong  
Chief Financial Officer

VIA: James F. Nutter  
Superintendent of Schools

**SUBJECT: A-510 PROCEDURES FOR REIMBURSING THE GENERAL FUND FOR  
SCHOOLS' INTERNAL ACCOUNTS ACTIVITIES**

Attached please find the new Business Practice Bulletin A-510, Procedures for Reimbursing the General Fund for Schools' Internal Accounts Activities. The purpose of this bulletin is to provide procedures for remittance of funds generated by schools' internal accounts activities.

The School Board of Broward County's Audit Committee raised concerns regarding the outstanding balances owed by schools to the District for Internal Accounts expenditures. Therefore, the attached bulletin was prepared with the objective to prevent these outstanding balances from accumulating, as it occurred in the past.

The new Business Practice Bulletin, Procedures for Reimbursing the General Fund for Schools' Internal Accounts Activities, was reviewed and approved by the Audit Committee at its meeting on March 24, 2011, and by the Executive Leader Team at its meeting on April 1, 2011.

The bulletin is available on the ERP Department's website at <http://www.broward.k12.fl.us/erp/>. Any questions regarding the content of this bulletin should be directed to Diana Martens, Accounting and Financial Reporting Department, at 754 321-8245.

JFN/IBL/OG:sc

Attachment

c: School Board Members  
Audit Committee Members  
Executive Leadership Team  
Area Budget Analysts  
Bookkeepers/Budgetkeepers

**SUBJECT: PROCEDURES FOR REIMBURSING THE GENERAL FUND FOR SCHOOLS'  
INTERNAL ACCOUNTS ACTIVITIES**

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**GENERAL**

The purpose of this bulletin is to provide procedures for remittance of funds generated by schools' internal accounts activities. School's internal activities include but are not limited to field trips, athletic related activities such as ticket takers, ticket sellers, crowd control, game officials, etc. Most of these expenditures are wages for staff participating in the internal accounts activities (athletic events, field trips, etc.) charged to the District's payroll. Although the District pays these expenditures as incurred, schools have the ultimate financial responsibility of reimbursing the District for services and payroll paid on behalf of the schools.

This bulletin does not cover future schools' band loans. A separate process is set up for future band loan requests.

The procedures for reimbursing the General Fund are as follows:

- I. Schools must remit funds due to the District at the end of each month.
- II. The Accounting and Financial Reporting Department (AFRD) will distribute the Due From Internal Accounts report (KSB1) to the schools via email on a monthly basis. Schools should expect to receive the report by the 10<sup>th</sup> day following the end of each month. This report is also available to schools via the KSB1 transaction in SAP, using the variant IA\_ALL\_SCH.
- III. At the end of each fiscal quarter, the AFRD will promptly notify schools and the Area Offices of any outstanding liability. After the 30 calendar days following the end of each fiscal quarter, the AFRD in conjunction with the Area Offices will charge the remaining balances to the school's General Fund allocation.