

The School Board of Broward County, Florida  
**Treasurer's Office**  
7720 West Oakland Park Blvd. Suite 319  
Sunrise, FL 33351

March 15, 2006

TO: Principals  
Bookkeepers

FROM: Nell Johnson, Director

VIA: Area Superintendent

SUBJECT: **PRINCIPAL'S DISCRETIONARY ACCOUNT**

A Principal's Discretionary Committee comprised of Principals, District Auditors, and Internal Accounts staff met on several occasions to discuss the purpose and use of the Principal's Discretionary account.

In order to comply with rules and regulations governing internal accounts, the committee has recommended that the Principal's Discretionary account be discontinued. **The Principal's Discretionary account must be closed before the end of the current school year.** Principals may transfer the balance of the Principal's Discretionary account to any internal account(s) they deem appropriate. Funds transferred into an internal account must be disbursed in accordance with established policies or bulletins governing the internal account. If funds are to be used for food for staff or for the purchase of items which become the personal property of staff, then funds must be receipted into and disbursed directly from a faculty controlled account such as Faculty Account, Faculty Sunshine, etc.

Standard Practice Bulletin I-311 (Donations) has been revised to specifically address how to document, receipt and disburse donated funds.

Both the Office of the Chief Auditor and the Internal Accounts departments will continue to work together to make the Internal Accounts and Audit processes more efficient. We are eager to assist District schools in their efforts to achieve financial success!

Information concerning internal accounts and upcoming audits is now being sent to all Bookkeepers via the Internal Accounts CAB e-mail site. Bookkeepers should monitor their e-mails for important information concerning internal accounts and upcoming audit issues.

If you have questions concerning bookkeeper training, internal account procedures or interpretation thereof, please contact the Internal Accounts Office at 321-0590. Questions related to audits should be directed to the Office of the Chief Auditor at 321-8300.

Thanks for your continued cooperation.

NJ:vgp

C: Patrick Reilly, Chief Auditor  
Henry Robinson, Treasurer  
Pat Roberts, Supervisor

**Darlene Steinlage, Manager**  
Systems & Procedures  
754-321-0578

**Henry L. Robinson**  
Treasurer  
754-321-0581  
Department Fax 754-321-0933

**Nell Johnson, Director**  
Internal Funds  
754-321-0590

# **STANDARD PRACTICE BULLETIN**

The School Board of Broward County, Florida

BULLETIN NO.: I-311

Page 1 of 3

## **SUBJECT: DONATIONS**

### **DONATIONS**

#### **TOPICS IN BULLETIN:**

- I. MONETARY DONATIONS
- II. NON MONETARY DONATIONS (EQUIPMENT, ETC.)
- III. TANGIBLE PROPERTY LOSS/EQUIPMENT ACQUISITION

#### **EXHIBITS REFERENCED:**

- 1 TANGIBLE PROPERTY LOSS/EQUIPMENT ACQUISITION FORM

#### **I. MONETARY DONATIONS**

##### **A. DOCUMENTING, RECEIPTING AND DISBURSING OF DONATED FUNDS**

1. Documentation from the donor must be obtained that stipulates the intention of the donation.
  - a. The documentation provided may mean a note, memo, letter or even a notation in the memo section of the check.
  - b. All checks received as donations are to be copied and the donation documentation must be attached to the check copy. All copies **MUST** be maintained in a file labeled "Donations" and be retained for audit.
  - c. If the donation received is cash, a copy of the official receipt with applicable documentation attached is to be retained in the "Donations" file for audit.
2. Donations received by school personnel must be properly receipted into the school's internal account.
  - a. Earmarked donations received by school personnel are to be receipted into an appropriately designated trust fund account. The Principal may also choose to receipt the donation into a specific class, club or department account if the placement in these accounts are in accordance with the donor's wishes.

**Issued By:**

**Internal Accounts Department**

# **STANDARD PRACTICE BULLETIN**

The School Board of Broward County, Florida

BULLETIN NO.: I-311

Page 2 of 3

---

## **SUBJECT: DONATIONS**

---

- b. If the donors intention is that a portion of the donation be used for food for staff or for the purchase of items which become the personal property of staff, that portion of the donation must be receipted into and disbursed directly from a faculty controlled account.
  - c. Unearmarked donations should go into the general account and be used for the general welfare of the student body. (See SPB I-205)
- 3. Disbursement of faculty funds will be at the discretion of the faculty and minutes of faculty meetings must be maintained to support all purchases.
- 4. Disbursements from all accounts must include purpose, approval, invoice, minutes etc. as required (See SPB I-305).
- 5. Outside organizations such as Booster Clubs, PTA, and Partners in Excellence can be a source of funding for activities involving refreshments or other items for school staff. The school's faculty controlled account can also be used for this purpose.

### **B. SAMPLES OF RECEIPTS WHICH ARE NOT TO BE CLASSIFIED AS DONATIONS**

- 1. Monies received in payment for the performance of a service (i.e. Car Wash monies). Car Wash monies are fund-raisers.
- 2. Scholarship monies are to be receipted into a scholarship account.
- 3. Vending Machine commissions are not donations and should be receipted in the appropriate internal account.

## **II. NON MONETARY DONATIONS (EQUIPMENT, ETC.)**

- A. Before accepting any donation that will require service, written approval from the Maintenance Department is

<b>Issued By:</b> <b>Internal Accounts Department</b>
--

## STANDARD PRACTICE BULLETIN

The School Board of Broward County, Florida

BULLETIN NO.: I-311

Page 3 of 3

---

### SUBJECT: DONATIONS

---

required and must be retained for audit. Refusal of the Maintenance Department to assume responsibility for the service of the donated item(s) **should** cause the school to seriously reconsider the acceptance of the item(s).

- B. If the gift being acquired requires installation (including trees and shrubs), the school **MUST** have the Maintenance Department conduct a site inspection prior to the installation to identify installation problems. Written approval is required and must be retained for audit.

### III. TANGIBLE PROPERTY LOSS/EQUIPMENT ACQUISITION FORM

- A. Any item donated which has a value of \$1,000 or more is considered to be high risk. These items, such as computers, **MUST** be reported to Capital Assets on a TANGIBLE PROPERTY LOSS/EQUIPMENT ACQUISITION Form (Exhibit 1).
- B. Likewise, any item **PURCHASED** which has a value over \$1,000 or is considered to be high risk (See III-A above) **MUST** be reported to Capital Assets on a TANGIBLE PROPERTY LOSS/EQUIPMENT ACQUISITION Form (Exhibit 1).

<b>Issued By:</b> <b>Internal Accounts Department</b>
--

## Location Name and Number



## Tangible Property Loss



## Equipment Acquisition

for equipment valued at \$1,000 or more that is acquired with internal funds or by donations

Date of Loss:

[illegible]

Loss Acknowledged By: \_\_\_\_\_

Name of Donor: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Acquisition Approved By:

Principal, Director (per policy 3204))

**Loss: Submit to Capital Assets Accounting**

### Acquisition: Submit to Capital Assets Accounting

**NOTE: Attach copy of Invoice(s)**

## Retain a copy for your records