



TO: All Principals and Bookkeepers

FROM: Linda LaMarr *LL*

SUBJECT: Year-End Information

DATE: June 24, 2025

The following is important year-end information that is being sent to you to ensure that your General Fund Accounting records for the 2024-2025 Fiscal Year are adequately maintained and properly submitted for audit. Please read this information carefully.

By adhering to the guidelines provided, you will be able to eliminate many errors and discrepancies with regards to your General Funds Accounting records. Please keep these guidelines in your Bookkeeper's Handbook for future reference. As noted in the instructions, all school records must remain on the school's premises and be available for examination at any time. Internal Auditing will call your school, when we are ready to audit your General Funds Records.

Consequently, please ensure that your school's General Fund Records are complete by the end of the school year.

If you have questions, please do not hesitate to call my office.

Thank you for your cooperation.

1. Audit of General Fund Checking Account

All Elementary, Middle, and High Schools will be notified when they are to submit their 2024-2025 General Fund Checking Account books and records for audit. **Any school records submitted without the following information will be returned for completion and noted in the audit files.**

REMINDER: A Fundraising Financial Report Form should be completed **for all fundraisers held during the school year**. In addition, if there are any outstanding accounts payables or receivables at year end, they should be listed on the appropriate forms and included in your General Fund records. (Reference the RCBE Bookkeeping and Accounting Handbook).

IMPORTANT: All of the documents listed below must be included in your school records for audit review.

Please note that you must complete your reconciliation as of June 30, 2025 for the school year. In addition, all of the reports listed below should also be printed prior to your year-end rollover.

- **Detail Category Summary Report #2** (printed from July 1, 2024 – June 30, 2025)
- **Range of Date - Report #11B** (printed from July 1, 2024 – June 30, 2025)
- **Trial Balance – Report #9** (printed from July 1, 2024 – June 30, 2025)
- **Transfer Report – Report #13** (printed from July 1, 2024 – June 30, 2025)
- **Transaction Report – Report #11A** (printed from July 1, 2024 – June 30, 2025). When printing, check select all transaction type, sort report by the date, in the show area show receipt number. Transfer approvals.
- Check Stubs should be in numerical order
- Bank Statements and Bank Reconciliations (July 2024 – June 2025 bank statement)
- All Receipt books and yellow copies of receipts (if you used them)
- Disbursement documentation (Payment Authorization Forms, Invoices, Receipts, & Vouchers)
- Fundraising Financial Reports
- Cash Receipt Forms & Teacher Receipt Books, as well as the log indicating the receipt books that were assigned to teachers.
- Deposit Slips
- Canceled checks or copies of canceled checks
- General Fund Ledger Control Logs
- My School Bucks Report
- Year-End Accounts Payable Balances Form. Please attach a copy of the outstanding invoices to the form. *
- Year-End Accounts Receivable Balances Form. Please attach documentation to the form. *

* These must be completed even if you have no outstanding balances. You should put N/A on the forms and return them with your audit records. **They must also contain the principal's signature and bookkeeper's signature.**

PLEASE review your records to ensure that everything that is required is present.

- A. All bank statements have been accurately reconciled and signed by the principal.
- B. Receipts have been issued for all monies received. The copies of all receipts should be attached to the corresponding bank deposit slip. **Any difference between the total of the funds receipted and the amount of money deposited should be explained. In addition, all Cash Receipt Forms should be footed to ensure accuracy.**
- C. All receipts must be accounted for. Please group receipts according to the Deposit Number that is shown on your Schoolcash.net ledger sheet. **Also ensure that the receipt number is listed on each Cash Receipt Form.**
- D. If Teacher Receipt books are utilized, the yellow copy of the Teacher Receipt must be attached to a Cash Receipt form, as well as, the corresponding bank deposit slip. In addition, the Bookkeeper/Principal must ensure that all receipts written from Teacher Receipt books are accounted for or explained.
- E. Every disbursement must be supported with a Payment Authorization Form and an original invoice or receipt. Only in cases where the original documentation has been submitted to the Budget and Finance for reimbursement are copies of invoices and receipts allowed. **An explanation stating that the original documents for your expenditures have been remitted to Budget and Finance and a copy of the requisition form that they were submitted with should be included in your General Fund records, when applicable.**

In addition, please note that the ***PAYMENT AUTHORIZATION FORMS do not take the place of invoices and receipts and used alone are an inadequate form of documentation. In addition, all advances given for which funds were not spent should be returned to the school.***

- F. Invoices or receipts should be attached to the Payment Authorization Form. The Payment Authorization forms should be filed in numerical order and documented with the account number, check number, and date paid. If the check amount differs from the invoiced amount or other supporting evidence submitted, please give an explanation.

- G. Descriptions of purchases should be included on all invoices and receipts that do not contain them.
- H. School Contract/Purchase Bid forms should be included for all purchases of \$5,000 or more and must be handled through the Purchasing Department.
- I. All voided and canceled checks should be accounted for.
- J. All reimbursements for expenditures related to athletics, Title I, and the CTAE area, etc., should be obtained prior to the end of the school year. In addition, please ensure that any other board reimbursements are posted to your school books before closing them for the year.
- K. Lost and Damaged Text Books and Virtual Equipment monies **must be** Remitted to the Central Office at the end of the school year, prior to closing your books. This balance at year end should be zero (0).
- L. **All travel expenses for which reimbursement is expected must be recorded on a travel form in accordance with the guidelines established by the Richmond County Board of Education.** All out of town travel must be pre-approved by the Superintendent. As such, a copy of the pre-approved travel form should be included in your General Fund Accounting records. In addition, any reimbursement for local travel must be reported on the local travel form. A copy of this form should also be included in your General Fund Accounting records.
- M. **All payroll records should be maintained and include payroll reports and Certificate of Absence Forms.** Please note that Certificate of Absence Forms should be signed by the employee, and supervisor, as well as, contain the substitute identification number, if utilized.
- N. **Print and submit My School Bucks Reports by month.** The funds should match your monthly bank statement.

2. Safe Storage of General Fund Checking Account Records

ATTENTION – ALL PRINCIPALS: It is imperative that you store your school's books/records in a safe place. You are responsible if the records are misplaced or destroyed. School records should never be taken home. All financial records must remain on the school premises at all times and be available for audit review. Please ensure that your records are in order and complete at the end of the school year.

Year – End Accounts Payable Balances



School Name _____ Fiscal Year _____

This form should be used to list all outstanding balances (accounts payable) at the end of the fiscal year. Please attach a copy of all invoices to this form.

Name	Invoice Number	Date of Origination	Outstanding Balance
Total			

Preparer's Signature / Date

Principal's Signature / Date

Year – End Accounts Receivable Balances



School: _____

Fiscal Year: _____

This form should be used to list all amounts owed to the school that have not been received at the end of the fiscal year. Attach all documentation of funds owed to the school.

Name	Invoice Number/ Description	Date of Origination	Outstanding Balance
Total			

Preparer's Signature / Date

Principal's Signature / Date

Check-In Sheet of General Fund Records

Name of School _____

Fiscal Year - 2024 - 2025

Date _____

Items Required	Included with records	Not included need to provide	Comments
Bookkeeper Receipt Book (if used)			
Receipts from SchoolCash.net in numerical order			
Check stubs in numerical order			
Report #2, Detailed Category Summary			
Trial Balance #9			
Transaction Report #11A			
Report #11B, Range of Date Transactions			
Transfer Report, Report #13			
My School Bucks Batch Detail Report for 7/1/2024-6/30/25			
Teacher Receipt Books, with log indicating the receipt books that were assigned to teacher.			
Deposit documentation - Cash Receipt Forms, receipts and validated deposit slips			
Truist Bank Transfer Forms with all documentation attached.			
Bank statements, reconciliations and canceled checks (July - June), as well as, My School Bucks Deposit Reconciliation			
Fundraising Financial Reports			
Disbursement documentation - Payment Authorization Forms with invoices or receipts			
Outstanding Account Receivable Balances Form			
Outstanding Account Payable Balances Form			
Accounts 13 and 13a have been cleared to a zero balance with funds having been remitted to the County Office.			
Locker Rental Master Log/Assignment Sheets			
Parking Permit Applications			
Payroll documents - Certificate of Absence Forms and Payroll Batches. July 1, 2024 - June 30, 2025			
Did your school have a PTO/Booster/PTA?			
General Fund Ledger Control Logs			

***Please ensure that My School Bucks Reports have the General Ledger Number beside each Account Title. You may either do a quick title change in My School Bucks or you may send a list of your products with the General Ledger Number listed beside the title.**

Bookkeeper _____ Date _____
(Signature)

Principal _____ Date _____
(Signature)

Internal Auditing Staff _____ Date _____
(Signature)