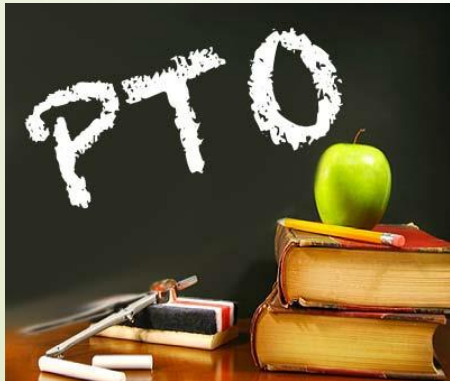


Support Group Financial Training

2023-2024





Dr. Ben Boone

Director of Finance

Henry County Public Schools

Phone: (276) 634-4710

Email: bboone@henry.k12.va.us

Lisa Williams

Accounting Technician

Henry County Public Schools


Phone: (276) 634-4749

Email: lwilliam@henry.k12.va.us





Thank you

- Thank you for volunteering and for the hours you put in for the children and staff of Henry County Public Schools. Each of you contributes personal time to help support our schools. It is greatly appreciated by all. I can't thank you enough for all you do.
- 

Annual Training

- Seminars will be held annually for Support groups – President , treasurer and authorized check signers are required to attend/participate, but any officer of the organization may attend these meetings.
- Included in this training we review Internal controls that were put into place as of January 2009 to strengthen areas of weakness and protect the volunteers.
- “It is important to note that while internal controls are cumbersome to follow, especially when someone is dealing with the public, it is critical not only to the safeguarding of the assets but also to protecting the reputation of the many volunteers. The legal protection afforded by the implementation and utilization of a quality internal (fraud) control program is immeasurable and should encourage more volunteer's participation.” *David Alga – Creedle, Jones & Alga*
- **It is ultimately the treasurer's responsibility to maintain an accurate accounting system with an accurate record of the receipts and expenditures for the Fiscal year and that the records are kept up to date.**

Volunteer Guidelines

- Goal 3 of Henry County Schools' Inspire 2025 strategic plan focuses on Safe and Innovative Learning Environments:
 - Henry County Public Schools will provide a safe, supportive and innovative learning environment for all students.
- To support this goal, individuals who wish to volunteer in any of the following capacities must first be cleared (and issued a badge) through the school division's background screening process:
 - Parent or community volunteers who will be chaperoning students or working directly with students in any way.
 - PTO, PTA, or booster club officers or members who will be handling money.

Volunteer Guidelines – Cont'd

- Beginning June 1, 2016, Henry County Schools (HCPS) began using a new two-step process for parent and community volunteers. It includes:
 - Online criminal background check using Background Investigation Bureau's SecureVolunteer platform
 - Central Registry Check through the Virginia Department of Social Services (checks for founded cases of child abuse or neglect)
- Volunteers may access the online background screening process via the HCPS website at www.henry.k12.va.us
- Click on the Volunteer button to the right → follow of the picture and follow the instructions
- Central Registry Check can take at least 6 weeks, so volunteers should plan ahead to assure they are cleared to volunteer when they're ready.





GREAT NEWS!!

- Henry County Public Schools will pay for background checks for up to five support group officers for each support group. The principal would need to verify the individual is an officer for the support group by notifying Tanya Verlik at tverlik@henry.k12.va.us. For further information about volunteer background checks please contact Tanya Verlik.

Volunteer Guidelines – Cont'd



- There are fees for completing the background screens:
 - SecureVolunteer criminal background check \$18.30
(pay online using personal credit card)
 - DSS Central Registry Check
 \$10.00
(DSS requires a cashier's check or money order – must be mailed)
 - Total Cost \$28.30
- Once both screens have cleared, SecureVolunteer will mail a badge directly to the address provided by the volunteer. Volunteers working in our schools or with our students should wear the volunteer badge and also present a government-issued ID to be scanned when signing in at the school office.

Volunteer Guidelines – Cont'd

- To ensure the safety of students, faculty and staff, volunteers will be approved for a maximum of three (3) years (this is the maximum allowed by SecureVolunteer). SecureVolunteer will notify volunteers when the expiration is nearing, so that the volunteer can complete a new screening.
- If there are questions of whether you are on the volunteer list, please contact the school. The principal and office staff will have this information.
- Your Secure Volunteer Card should have an expiration date on it.

Bank Accounts

- Annually the check signature card at the bank should be reviewed by the group to ensure no one is still on the card that is no longer authorized to sign checks on behalf of the support group.
- Bank statements will need to have copies of checks written on them, or bank provide copies of these.
- Suggest at least three officers be listed as authorized signers.
- Each Support Group makes the decision as to which bank they will use.



Revenues/ Receipts

- Revenues (ALL money received by support group) should be receipted using pre-numbered receipts.
- Should have duplicate copies of the receipts maintained in the receipt book for tracking and audit purposes.
- Cash, checks, money orders etc. should be deposited on a daily basis.
- **Deposits are to match supporting documentation and documentation should be attached to the deposit slips for the annual audit (receipts, individual fundraising forms, report of ticket sales, concessions money count form, etc.).**





Revenues/ Receipts –Cont.

- No anonymous donations, individual/organization must be receipted
- Checks from Box Tops, etc. must be receipted.
- Square-monthly reports showing the collection of funds are to be provided to correlate with monthly statements –still provide a receipt (would keep a separate receipt book for square sales)
- Monies should be counted by two persons – preferably not married spouses or family members.
- Any online fundraiser, have to include the report provided by the company to go along with the check that is deposited for documentation.
- ***NO MONIES SHOULD BE TAKEN TO A PERSON'S HOUSE.***

FUNDRAISING REQUESTS



New Requirement

- Written Consent if “students” are fundraising
- -Template of a letter you can use and adjust accordingly found on the Henry County Public Schools Website to obtain written consent
- -No cash prizes (monetary prizes)for fundraisers for students who sell the most items, etc.

Date:

Reference: (School Name/Organization Here) Fundraiser

To: Parents/Guardians of (School Name and/or club name here)

From: (School Name/Organization Here)

Dear Parents/Guardians of **(School Name/Organization Here)**,

In an effort to raise funds to help **(reason for a fundraiser here)**, the **(School Name/Organization Here)** is collaborating with school families to **(fundraiser activity here, for example, sell candles for baseball equipment)**. If you give consent for your child to participate in this fundraiser, please include the attached permission slip below.

Please return the attached permission form by **(Date Here)**.

Sincerely,

(School Name/Organization Here)

Student's Name _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

This form is to indicate that I have given my child permission to participate in the (School Name/Organization Fundraiser Here)



New Fundraiser Form To Be Used Starting This Year

- “If applicable, written consent will be obtained from the parent/guardian prior to the fundraiser beginning”.
 - Yes_____ Not Applicable _____
- ***To help remind support groups throughout the year to include items such as receipts and money count forms with deposit slips for the audit, the fundraiser request form includes the following two lines, which are located below.***
- ***Describe the documentation for the collection of funds that will accompany each deposit for this fundraiser (receipts, report of ticket sales, concessions money count form, etc.)***
- ***As a reminder, deposits are to match supporting documentation and documentation should be attached to the deposit slips for the annual audit (receipts, report of ticket sales, concessions money count form, etc.). List the individual names of persons responsible for overseeing this procedure for the group below.***

FUNDRAISING REQUEST

School _____ Date _____

Club/Organization _____

Sponsor/Monitor _____

Describe fundraising proposal (specifically include student role, if any, in proposed fundraising activity):

Vendor(s) (if applicable): _____

of previous fundraisers by this organization this year: _____

Planned date of fundraiser: Beginning: _____ Ending: _____

Intended use of funds, other than general club/organization use (must be for a specific purpose): _____

Describe the documentation for the collection of funds that will accompany each deposit for this fundraiser (receipts, report of ticket sales, concessions money count form, etc.).

As a reminder, deposits are to match supporting documentation and documentation should be attached to the deposit slips for the annual audit (receipts, report of ticket sales, concessions money count form, etc.). List the individual names of persons responsible for overseeing this procedure for the group below.

If applicable, written consent will be obtained from the parent/guardian prior to the fundraiser beginning.

Yes _____ Not Applicable _____

Percent of Profit: School _____ % Vendor _____ %

I understand that fundraising may not infringe on instructional time. It is further understood that no fundraising activities are to be announced or held until the principal and sponsor have received approval of this form. A minimum of 2 weeks processing time should be allowed.

Signature of Sponsor/Monitor

Date

Application is:

☐ Approved

☐ Denied

Principal

Date

☐ Approved

☐ Denied

Director of Finance

Date

☐ Approved

☐ Denied

Superintendent/Designee

Date

To find the fundraiser form, go to the Henry County Public Schools website at <https://www.henry.k12.va.us/> and click on the family tab at the top, a drop down menu will appear, Support Group Information. From there, click on the Fundraising Form.

The screenshot displays the Henry County Public Schools website. The top navigation bar is blue with white text for 'HOME', 'ABOUT', 'SCHOOL BOARD', 'STUDENTS', 'STUDENT SERVICES', 'FAMILY', 'HUMAN RESOURCES', and 'ADULT EDUCATION'. The 'FAMILY' tab is circled in red. Below this bar, the Henry County Public Schools logo and name are visible, along with a 'District Home' button and links for 'Join Our Team', 'Webmail', and 'Staff Login'. A breadcrumb trail reads 'Home > Family > PTO/Support Group Information > Important Documents'. On the left, a blue box contains the text 'PTO/SUPPORT GROUP INFORMATION'. To the right, a list of documents is shown, with 'Fundraising Form' circled in red. Other documents in the list include 'Audit Spreadsheet for Support Groups (22-23)', 'Concessions Money Count', 'Concessions Money Count with JV and Varsity', 'Report of Ticket Sales Form', 'Support Group Check Requisition Form', 'Support Group Financial Training FY22 PDF', 'Support Group Financial Record Keeping & Internal Controls', and 'Confirmation Form for Support Groups 2021'.

Translate User Options

HOME ABOUT SCHOOL BOARD STUDENTS STUDENT SERVICES **FAMILY** HUMAN RESOURCES ADULT EDUCATION

RETURN TO SCHOOL - COVID19 REVERSION CALENDAR

Henry County Public Schools #Inspired

District Home

Join Our Team Webmail Staff Login

Home > Family > PTO/Support Group Information > Important Documents

PTO/SUPPORT GROUP INFORMATION

Important Documents

- Audit Spreadsheet for Support Groups (22-23)
- Concessions Money Count
- Concessions Money Count with JV and Varsity
- Fundraising Form**
- Report of Ticket Sales Form
- Support Group Check Requisition Form
- Support Group Financial Training FY22 PDF
- Support Group Financial Record Keeping & Internal Controls
- Confirmation Form for Support Groups 2021

Fundraisers

- **Records should be maintained to track income and expenditures and documentation included in with receipts and expenses.**
- **Example:** Movie night at the school and the Support Group sells concessions
 - Must track how much sold and at what price via:
 - Using prenumbered ticket sales to track amounts sold – i.e. have one color tickets for drink, one color for pizza, tickets for one price meal including entrée and drink, etc. Use Report of Ticket Sales to reconcile and include with documentation.
 - Manually track at each window how many of each type concessions sold and calculate what proceeds should have been collected.
 - Use beginning and ending inventory amounts to track how much should be collected.
 - This documentation should be stapled with the deposit slip and match the deposit.

XYZ School

Report of Ticket Sales

Event: _____ Date: _____

First Number	Last Number*	Number Sold	Ticket Price	Total Amount
100	205	105	\$6.00	\$630.00

*Last number left on the roll, not the last number sold.

Sales:	___630.00___
Change Fund:	___100.00___
Total:	___730.00___
Box Manager	_____
	NAME

Total Value of Tickets Sold ___\$630.00___

Beginning Change Fund ___\$100.00___

Total Accountability ___\$730.00___

Cash Remitted This Report ___\$730.00___

Cash Over (Under) ___\$0.00___

Certified Correct by (Ticket Seller's Signature) _____

Complete all areas except Box Manager Section.



Fundraiser Examples



WINTER WORKSHOP FUNDRAISER

- This can be done in excel spreadsheet or handwritten.
- Start quantity **should** match your receipts for items purchased(unless you have some on hand from prior fundraiser, in which case it should be noted).
- All items must be receipted.

2020 Winter WORKSHOP

ITEM	START QUANTITY	PRICE SELLING FOR	END QUANTITY	TOTAL AMOUNT SOLD	TOTAL AMOUNT MONEY RECVD
Candy Cane Pencils	100	\$ 1.00	32	68	\$ 68.00
Santa Pencils	200	\$ 1.00	0	200	\$ 200.00
Reindeer Pencils	100	\$ 1.00	0	100	\$ 100.00
Mom Magnets	20	\$ 2.00	4	16	\$ 32.00
Dad Magnets	20	\$ 2.00	1	19	\$ 38.00
Sister Magnets	20	\$ 2.00	5	15	\$ 30.00
Brother Magnets	20	\$ 2.00	0	20	\$ 40.00
Picture Frames	100	\$ 3.00	13	87	\$ 261.00
Notebooks	110	\$ 2.00	4	106	\$ 212.00
Dad Flashlights	200	\$ 3.00	13	187	\$ 561.00
Stuffed animals	220	\$ 4.00	0	220	\$ 880.00
Journals	50	\$ 4.00	7	43	\$ 172.00
TOTAL					\$ 2,594.00



WINTER WORKSHOP FUNDRAISER

- Total amount on your sheet should match the total amount of money deposited for the fundraiser.
- Investigate discrepancy.
- Completed daily as cash is to be deposited daily.
- Daily documentation should match, and go with the deposit slip.
- All items must be receipted.



BENGAL CARD FUNDRAISER EXAMPLE

- Ensure each individual signs for how many they are taking.
- When bringing left over cards and money back, have individual sign saying they brought X number back as well as receipt them for money you are receiving from them.
- Start quantity **should** match your receipts for items purchased.
- Be careful to ensure to add receipts correctly to match your deposit and deposit slip for the audit.
- Account for any discrepancy with each individual.

BENGAL CARD SALES FUNDRAISER

NAME	CARDS GIVEN OUT	CARDS RETURNED	AMOUNT CARDS S	AMOUNT SHOULD HAVE RECEIVED
Smith, Joe	50	10	\$ 5.00	\$ 200.00
Smith, Joann	50	0	\$ 5.00	\$ 250.00
Duncan, E.	50	2	\$ 5.00	\$ 240.00
Jones, C.	50	4	\$ 5.00	\$ 230.00
Williams, L	50	1	\$ 5.00	\$ 245.00
Boone, B.	50	16	\$ 5.00	\$ 170.00
Hairston, C.	50	0	\$ 5.00	\$ 250.00
Wood, R.	50	2	\$ 5.00	\$ 240.00
Elliot, F.	50	15	\$ 5.00	\$ 175.00
Wilson, J.	50	2	\$ 5.00	\$ 240.00
Gardner, T.	50	0	\$ 5.00	\$ 250.00
Young, E.	50	0	\$ 5.00	\$ 250.00
Manning, T.	50	1	\$ 5.00	\$ 245.00
Bowles, A.	50	9	\$ 5.00	\$ 205.00
TOTAL	700	62	\$	3,190.00

Expenditures

- All purchases should be approved by the support groups in advance.
- Original invoice marked as approved and items received by the group before the invoice is paid.
- If you are paying an individual for a service such as a security guard that does not submit an invoice, write/type up an invoice stating what you are paying the person for, time frame in which the duties occurred and have the person sign when they pick up his/her check.
- Gift Cards for staff members are not allowed.
- Check number and date paid should be noted on the invoice.

HENRY COUNTY PUBLIC SCHOOLS

CHECK REQUISITION FORM FOR USE BY SUPPORT GROUPS

School _____

Support Group _____

Person Requesting Check _____

Check Payable to _____

Check Number/Amount _____ Check Date _____

Purpose of Check _____

Approved By:

President _____ Date: _____

Treasurer _____ Date: _____

Expenditures

- Check receipts to ensure an auditor will know what you purchased and the intended use of the item (itemized receipt)
- Ex. Receipt from Wal-Mart indicates a purchase where the description is not evident.
- Mario World
- These items were used by the group as prizes the student could purchase from their winnings from the activities.

Expenditures-Cont'd

- Every check should be recorded in the check book at the time it is written with an explanation for the purchase.
- ***All purchases should be paid with check and never by cash.***
- No reimbursements should be made to an individual based on a copy of a store receipt or an individuals credit card statement.
- Two check signatures are required on all checks. ***NO BLANK CHECKS SHOULD BE SIGNED IN ADVANCE BY ANY MEMBER OF THE SUPPORT GROUP.***

Reporting

- Minutes of the Support Group meetings should be turned into the auditors. The minutes should include a treasurer's report showing the following:
- Balance on hand at the beginning of the year, month or as of the last meeting.
- List all receipts in detail and total .
- List all disbursements, itemized and totaled.
- End with the balance on hand as of the date of the report.
- Balance on the Treasurer's Report should agree to check Register and agree to Bank Reconciliation.
- (If you use the excel spreadsheet to maintain your records, this report is acceptable and you are not required to prepare another summary. Please refer to the memo sent this month)

Audit Information/Forms Required

- For the year end audit the following information/forms are to be provided:
 1. Checkbook – *(**only need the register not remaining blank checks.**)
 2. Copies of Minutes for the entire year.
 3. Bank statements June 2023 through July 2024 with cancelled checks.
 4. Vendor invoices and approved purchase requisitions/vouchers. (sample check requisition included in your packet.)
 5. Cash receipts records with pre-numbered individual and/or grouped receipts including deposit tickets.

Audit information/Forms Cont'd

6. Bank reconciliations – June 2023 through July 2024.
7. Cash receipts and cash disbursements journals.
They must be summarized by month and for the year by account category.
8. Deposits are to match supporting documentation and documentation should be attached to the deposit slips for the annual audit (receipts, individual fundraising forms, report of ticket sales, concessions money count form, etc.).



Audit information/Forms

Cont'd

9. Cash Receipts and Cash Disbursements Journal in sequential number order.

10. Pre-numbered purchase orders and requisitions.

11. Budget for the year if applicable.

**Summary, and Annual Income-Expense Summary, which can all be entered into the spreadsheet provided. If you are unable to use this spreadsheet you must use something that includes all the information that the spreadsheet contains. The auditors request that the Annual Income-Expenses Summary be completed in the same format (separated) as indicated in the presentation and spreadsheet*.*

Audit information/forms cont'd

12. Reconciliation of cash receipts and disbursements for the year with beginning and ending cash balances in the format below:

Cash – July 1, 2023	\$ xxx
Cash Receipts	\$ xxx
Cash Disbursements	<u>\$ xxx</u>
Cash June 30, 2024	\$ xxx

13. Auditors now require a copy of the support group Federal Tax ID number to be included with audit paperwork.

Missing Items requested by auditors during audit

- Groups missing the required Internal Control Checklists - list goes out in the spring of each year along with the Support Group Certification Memo.
- Monthly/Annual Summary of Income and Expenses missing - some groups only had the monthly summary or missing months.
- Missing supporting documentation for receipts and/or expenditures.
- Receipts not adding up correctly to deposit slip.
- Missing bank statements.



**DO NOT INCLUDE
YOUR BLANK
CHECKS WITH
AUDIT MATERIALS**

Support Group 2021-2022 July 2021

	Receipt				Fall		Annual	Harvest				Spring			
Date	Number	Depositor	Description	Amount	Festival	Magnets	Fundraiser	Festival	T-Shirts	Yearbooks	Chocolates	Festival	Miscellaneous	Total	Difference
July Income				\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.00	\$ -
				\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -
				\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -
				\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add new lines here														\$ -	\$ -
Total Income July 2021				\$ 1,000.00	\$ 100.00	\$ 200.00	\$ -	\$ -	\$ 300.00	\$ 400.00	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -

July Expenses

[illegible]

Excel spreadsheet

Support Group 2021-2022 Annual Summary

INCOME

	Fall Festival	Magnets	Annual Fundraiser	Harvest Festival	T-Shirts	Yearbooks	Chocolates	Spring Festival	Miscellaneous	Total
2021-2022 School Year										
July	100.00	200.00	0.00	0.00	300.00	400.00	0.00	0.00	0.00	\$ 1,000.00
August	0.00	100.00	0.00	0.00	300.00	0.00	0.00	0.00	200.00	\$ 600.00
September	0.00	0.00	1000.00	500.00	0.00	0.00	0.00	0.00	0.00	\$ 1,500.00
October	0.00	400.00	0.00	0.00	0.00	0.00	600.00	0.00	0.00	\$ 1,000.00
November	0.00	0.00	200.00	0.00	0.00	0.00	400.00	0.00	0.00	\$ 600.00
December	0.00	0.00	0.00	500.00	800.00	0.00	0.00	0.00	0.00	\$ 1,300.00
January	800.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 1,000.00
February	200.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 500.00
March	500.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00	\$ 1,500.00
April	400.00	0.00	0.00	0.00	0.00	0.00	1100.00	0.00	0.00	\$ 1,500.00
May	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 100.00
June	0.00	100.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	\$ 300.00
Total Income 2021-2022	\$ 2,000.00	\$ 900.00	\$ 1,800.00	\$ 1,000.00	\$ 1,400.00	\$ 900.00	\$ 2,600.00	\$ -	\$ 300.00	\$ 10,900.00

Expense

	Fall Festival	Magnets	Annual Fundraiser	Harvest Festival	T-Shirts	Yearbooks	Chocolates	Spring Festival	Miscellaneous	Total
2021-2022 School year										
July	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 500.00
August	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 500.00
September	0.00	0.00	400.00	0.00	100.00	0.00	0.00	0.00	0.00	\$ 500.00
October	0.00	200.00	0.00	500.00	300.00	0.00	0.00	0.00	0.00	\$ 1,000.00
November	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -
December	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00	0.00	\$ 500.00
January	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 500.00
February	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 200.00
March	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ 500.00
April	0.00	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	\$ 200.00
May	0.00	0.00	800.00	200.00	0.00	300.00	0.00	0.00	0.00	\$ 1,300.00
June	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	\$ 500.00
Total Expense 2021-2022	\$ 1,800.00	\$ 400.00	\$ 1,800.00	\$ 900.00	\$ 1,000.00	\$ 300.00	\$ -	\$ -	\$ -	\$ 6,200.00
Net Proceeds(Loss)	\$ 200.00	\$ 500.00	\$ -	\$ 100.00	\$ 400.00	\$ 600.00	\$ 2,600.00	\$ -	\$ 300.00	\$ 4,700.00

<i>July 2021 Bank Reconciliation</i>	
Beginning Balance	\$ 5,000.00
Deposits	\$ 1,000.00
Disbursements	\$ (500.00)
Subtotal	<u>\$ 5,500.00</u>
Add:	
O/S checks	\$ -
Ending Balance	<u>\$ 5,500.00</u>
Bank Stmtnt Balance	\$ 5,500.00
Difference	<u>\$ -</u>

A	D	C
<i>Support Groups 2021-2022 Bank Balance Summary</i>		
Certificate of Deposit	\$	-
Beginning Bank Balance 07/01/2021	\$	5,000.00 ▼
Total Deposits	\$	10,900.00 ▼
Total Disbursements	\$	6,200.00 ▼
Ending Balance	\$	<u>9,700.00</u>

Be sure to fill spreadsheet across for each month (must put the dollar amount in the column that says amount and in the column for what it is for (this is your deposit amount), in order for the information to transfer to the Annual Income-Expense Summary.

Support Group 2021-2022 October 2021

Date	Receipt Number	Depositor	Description	Amount	Fall Festival	Magnets	Annual Fundraiser	Harvest Festival	T-Shirts	Yearbooks	Chocolates	Spring Festival	Miscellaneous	Total	Difference
October Income				\$ 400.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400.00	\$ -
				\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 600.00	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add new lines here															
Total Income October 2021				\$ 1,000.00	\$ -	\$ 400.00	\$ -	\$ -	\$ -	\$ -	\$ 600.00	\$ -	\$ -	\$ 1,000.00	\$ -

October Expenses

Date	Check Number	Payee	Description	Amount											
				\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ -
				\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ -
				\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 300.00	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add new lines here															
Total Expenses October 2021				\$ 1,000.00	\$ -	\$ 200.00	\$ -	\$ 500.00	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ -

Excel Spreadsheet Reminders

- If changing a heading on one of the month's pages, you must change the headings to be the exact same for all of the pages including the annual summary.
- Entries on the excel spreadsheet should be listed in order in which they occur and not as they cleared the bank statement.
- If you do not use the spreadsheet, you **MUST** use something that includes all the information that the spreadsheet contains.



Concessions



- Start up money taken out for concessions must be deposited with money collected from concessions for that day/event.
- It should be evident with your documentation that the start money is going back into the account (should not be kept out and locked in a closet, concession stand, etc.)

CONCESSIONS MONEY COUNT FORM

EVENT _____

DATE _____

\$100 _____

\$20 _____

\$10 _____

\$5 _____

\$1 _____

Quarters _____

Dimes _____

Nickels _____

Pennies _____

Grand Total \$ _____

Start Up Change _____

Total Money Deposited \$ _____

Person(s) counting money _____

CONCESSIONS MONEY COUNT FORM

EVENT _____

DATE _____

\$100 _____

\$20 _____

\$10 _____

\$5 _____

\$1 _____

Quarters _____

Dimes _____

Nickels _____

Pennies _____

Grand Total \$ _____

Start Up Change _____

Total Money Deposited \$ _____

Person(s) counting money _____

•For use if different people work a JV and Varsity Game

JV Game Amount Collected	
Person Counting Money JV Game	
Person Counting Money JV Game	
Varsity Game Amount Collected	
Person Counting Money Varsity Game	
Person Counting Money Varsity Game	
Total Between Both Games Including Start Up Funds.	

Report of Ticket Sales

Support Group Name Here

Event:

Date:

First Number	Last Number*	Number Sold	Ticket Price	Total Amount

*Last number left on the roll, not the last number sold.

Total Value of Tickets Sold

Beginning Change Fund

Total Accountability

Cash Remitted This Report

Cash Over (Under)

***2 signatures for the counting of money**

Certified correct by (Ticket Seller's Signature)

Certified correct by (Ticket Seller's Signature)

HENRY COUNTY PUBLIC SCHOOLS

CHECK REQUISITION FORM FOR USE BY SUPPORT GROUPS

School _____

Support Group _____

Person Requesting Check _____

Check Payable to _____

Check Number/Amount _____ Check Date _____

Purpose of Check _____

Approved By:

President _____ Date: _____

Treasurer _____ Date: _____

MEMO NO. JM24-13

TO: All Support Groups and Principals

FROM: Dr. Benjamin D. Boone, Director of Finance *DB*
Dr. David Scott, Assistant Superintendent for Operations and Administrative Services *DS*
Dr. Blake-Lewis, Superintendent *BL*

SUBJECT: Support Group Financial Recordkeeping and Internal Controls

DATE: July 21, 2023

The purpose of this memo is to provide guidance for Support Groups in financial record keeping and internal controls. The items discussed below are informed by feedback from our annual audits over several years. This memo contains information regarding training dates for support groups, internal controls, treasurer responsibilities, and guidelines for volunteers, revenues/receipts, expenditures, financial reporting, audits, and fundraisers.

Annual financial trainings for support groups provided by school system business officials will be held in person at the Henry County Administration Building in the Summerlin Room for the 2023-2024 school year. The president, treasurer, and authorized check signers for the support groups will be required to attend a training but other board members of the support group may also attend. Only support groups having persons attend the seminars will be authorized to conduct fundraising activities. Meeting dates offered for trainings provided to support group presidents, treasurers, and authorized check signers are;

August 8, 2023 - 11:00 a.m.
August 8, 2023 - 6:00 p.m.
August 24, 2023 - 11:00 a.m.
August 24, 2023 - 6:00 p.m.

In January 2009, internal controls were put in place for support groups by the school system. The controls are designed to strengthen certain areas of weakness in operations and to outline procedures and internal controls on the handling of funds to protect the volunteers. The auditors included the following paragraph in a prior report concerning internal controls:

"It is important to note that while internal controls are cumbersome to follow, especially when someone is dealing with the public, it is critical not only to the safeguarding of the assets but also to protecting the reputation of the many volunteers. The legal protection afforded by the implementation and utilization of a quality internal (fraud) control program is immeasurable and should encourage more volunteer's participation."

It is the Treasurer's responsibility to maintain an accounting system with an accurate record of the receipts and expenditures for the fiscal year and that the records are kept up to date. The absence of the proper documentation from the support group for the auditors to complete the audit in a timely fashion may result in additional audit fees which will be passed onto the support group.

Tax Requirements

Establishing New Groups

New groups must receive approval prior to August 1 to operate during a school year. Groups forming after August 1 may not begin formal operation until the start of the following school year.

IRS Guidelines

All are required to review and comply with all IRS regulations governing support groups.

Tax Requirements

Groups assume the responsibility for meeting all tax requirements and making the appropriate annual filings (most groups are also not sales tax exempt unless have a 501(c)(3) designation).

501 (c) (3) Designation

Some groups may find it beneficial to seek a secure designation as a non-profit tax exempt group. This is a legal procedure that will require assistance from a trained professional and generally cost groups approximately \$800.00 to complete.

Becoming a 501(c)(3) (Tax-Exempt) Organization

- It is required by the Internal Revenue Service that each organization file for tax exempt status and file a tax return each year.
- If gross receipts are less than \$50,000 per year, a 990N postcard should be filed online each year.

Obtaining an Employer Identification Number

Every PTO must acquire an IRS Employer Identification Number (EIN, or FEIN [Federal Employer Identification Number]). That number is a part of the permanent record of the local PTO. Check with the previous treasurer for the PTO's EIN. This number should be used for bank accounts and will be required for filing IRS Form 990.

The PTO may acquire an EIN by filing Form SS-4 (Application for Employer Identification Number) with the IRS. The name of the local, council, or district PTO should be used in filling out the application. The school address may be used if only one school is involved. The only place an individual's name should appear is on the signature line where the officer making the application must sign. The "reason for applying," as requested on the form, should be completed "for banking purposes only." Check with your state PTO office to ensure that they have not already applied for an EIN for you PTO already.

Note: If your PTO does not have an EIN and needs one immediately, call the IRS at (800) 829-4933 (complete the Form SS-4 before calling). The IRS will issue EINs to authorized persons over the phone. No fee is required.

Obtaining Tax Exempt Status 501(c)(3)

Note: If you are unsure if your organization is tax exempt, you may check the following, or call the IRS:

<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>

1. The treasurer or another officer must fill out IRS Form 1023 in the name of the PTO and return it to the IRS with a check in the amount of the required fee. (As of 2015, the fee is \$400.
2. Most Boosters/PTO's will be eligible to file a Form 1023-EZ. Please look at the following questions to determine eligibility (Revised 09/28/2015):

- a. Do you project that your annual gross receipts will exceed \$50,000 in any of the next 3 years?
- b. Have your annual gross receipts exceeded \$50,000 in any of the past 3 years?
- c. Do you have total assets the fair market value of which is in excess of \$250,000?

(Note: These questions are not all inclusive, but are those that pertain to a PTO organization. For all questions please refer to IRS Form 1023-EZ Instruction Manual)

- 3. If eligible to file a Form 1023-EZ, you must first register for Pay.Gov access. The form can be found here:

<https://pay.gov/public/registration>

- 4. Once registered, enter “1023-EZ” in the search box and then complete the form.
- 5. If you are not able to file a Form, 1023-EZ, you must file a Form 1023. The form can be found here:

<http://www.irs.gov/pub/irs-pdf/f1023.pdf>

Although we are able to provide you with the information on the necessary steps to become a 501(c)(3), we **HIGHLY** recommend that a professional who is familiar with tax codes fill out all necessary forms for your organization to ensure completeness and correctness.


Frequently asked questions on tax Form 1023 can be found here:

<http://www.irs.gov/Charities-&-Non-Profits/Frequently-Asked-Questions-about-Form-1023>

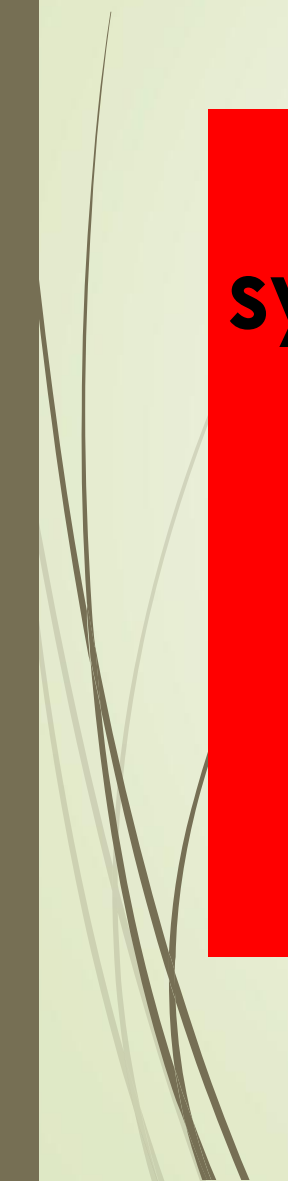
Your organization will be required to fill out a Form 990 annually if you are a tax exempt organization. Failure to do so can result in an automatic revocation of your tax exempt status.

Fund Raising

- ***NO FUND RAISERS ARE TO BE CARRIED OUT WITHOUT PRIOR APPROVAL BY THE SUPERINTENDENT.***
- IRS publication 3079 Gaming Publication for Tax-Exempt Organizations prohibits the practice of giving volunteers monetary credit for fundraising, including working at concession stands and bingo games. According to the IRS, the waiver or reduction of fees for workers or items or services normally charged to non-workers constitutes compensation and should be reported as income. School groups that violate this regulation may cause their group and the school division to be subject to large fines/penalties if audited by the IRS.



The right to use the school system's name and affiliation with the school may be revoked for any group that fails and/or refuses to comply with the policies and regulations.



FY2024 Audit Period



July 1, 2023 – June 30, 2024

Audit Information for FY2024

- Books/Records due to the School Board Office **July 11, 2024**
- Auditors onsite **July 22-26, 2024**
- If a groups completed books and requested information are not available during the time the auditors are onsite, it could result in an extra charge for the group.



Fraud



Quote



**IT IS FRAUD TO
CONCEAL
FRAUD.**



What is Fraud?

Full Definition of *FRAUD* by Cambridge Dictionary

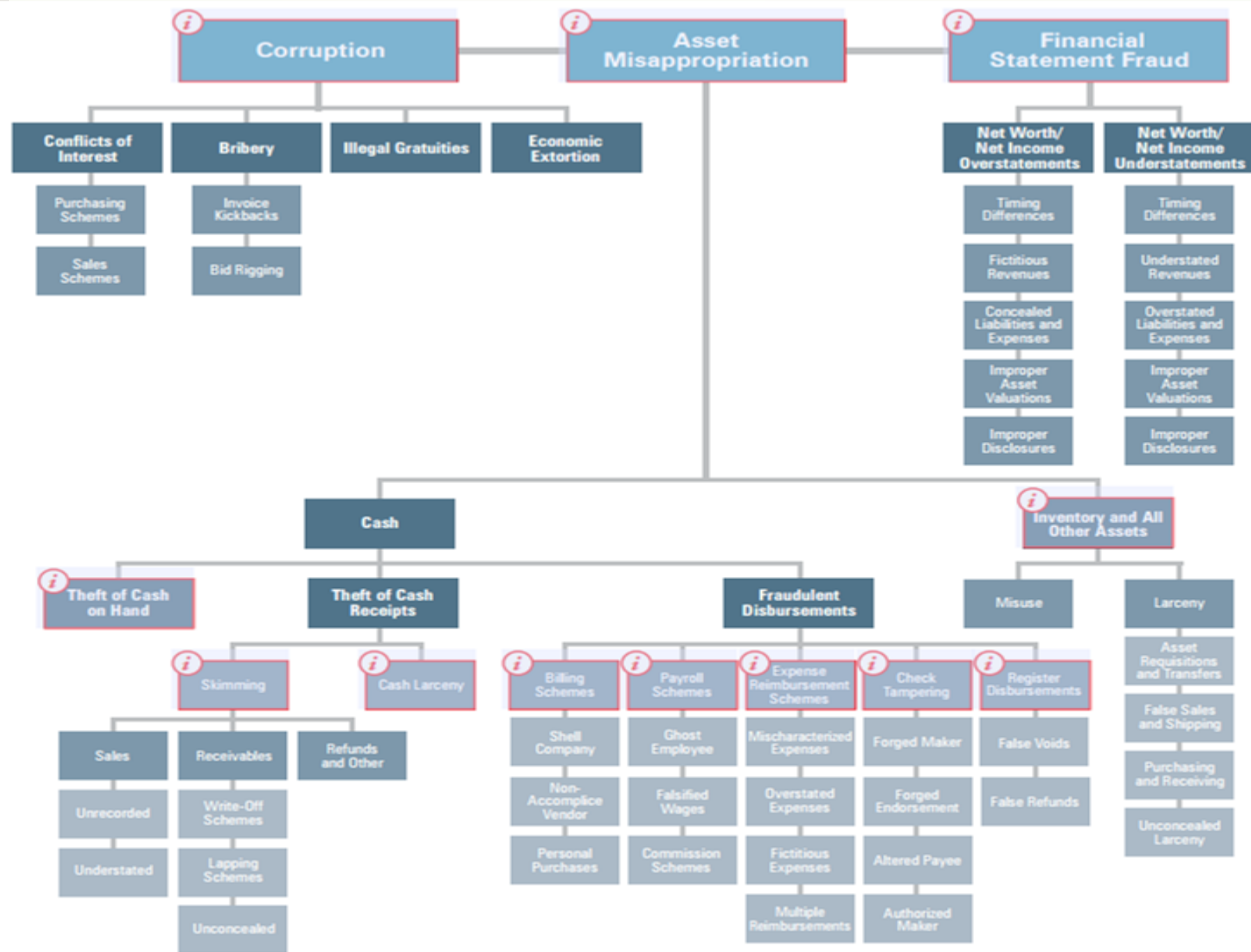
1. The crime of obtaining money or property by deceiving people.
2. A person or thing that is not what it claims or pretends to be.

Three Types of Fraud

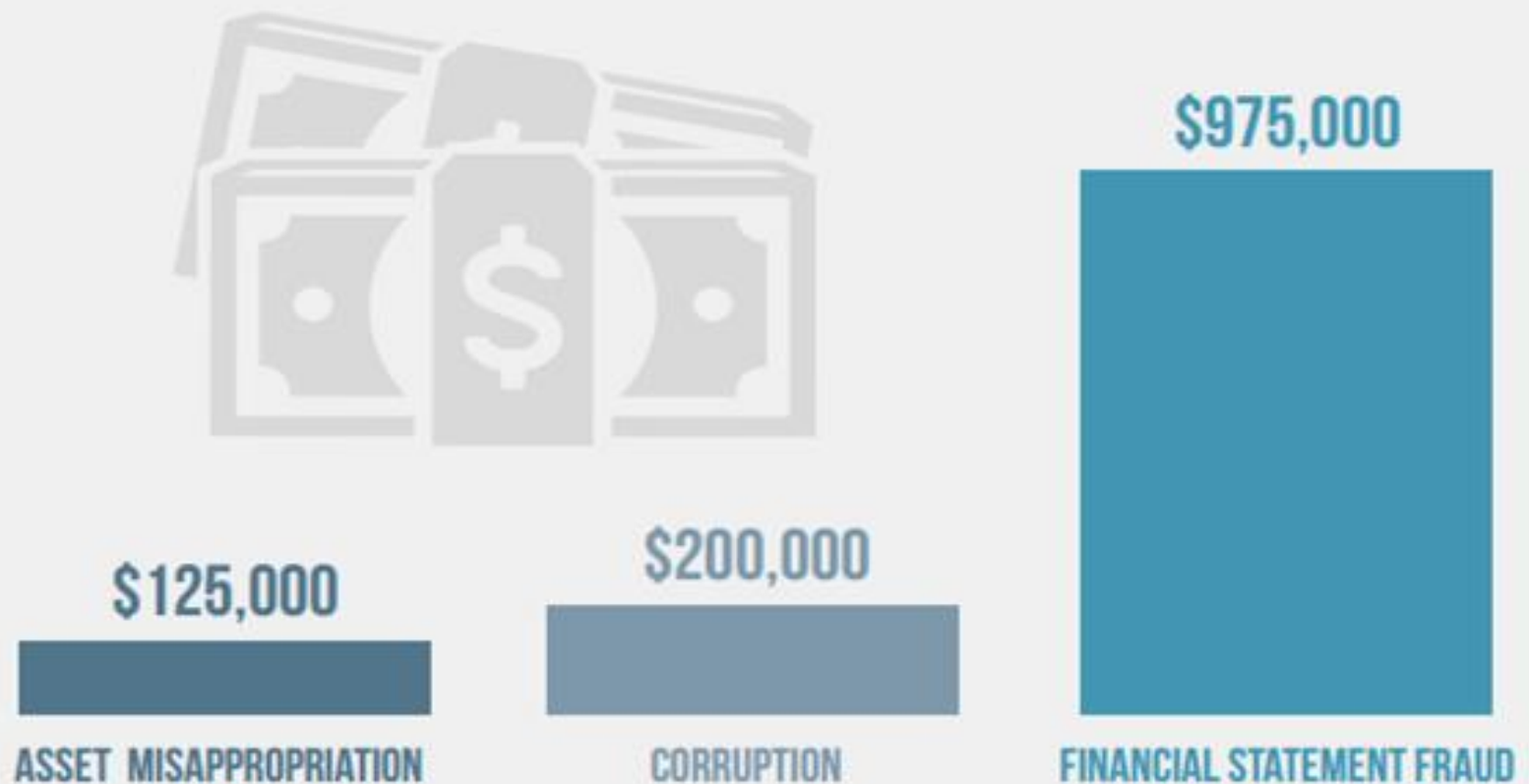
Asset misappropriation - Theft by an employee through stealing or misusing the organization's resources (e.g., theft of company cash, false billing schemes or inflated expense reports/time sheets).

Corruption - An employee misuses his or her influence in a business transaction in a way that violates his or her duty to the employer in order to gain a direct or indirect benefit (e.g., schemes involving bribery or conflicts of interest).

Fraudulent reporting - An employee intentionally causes a misstatement or omission of material information in the organization's financial reports (e.g., recording fictitious revenues, understating reported expenses or artificially inflating reported assets).



OF THE THREE MAJOR CATEGORIES OF OCCUPATIONAL FRAUD,
FINANCIAL STATEMENT FRAUD CAUSED BY FAR THE
GREATEST MEDIAN LOSS PER SCHEME

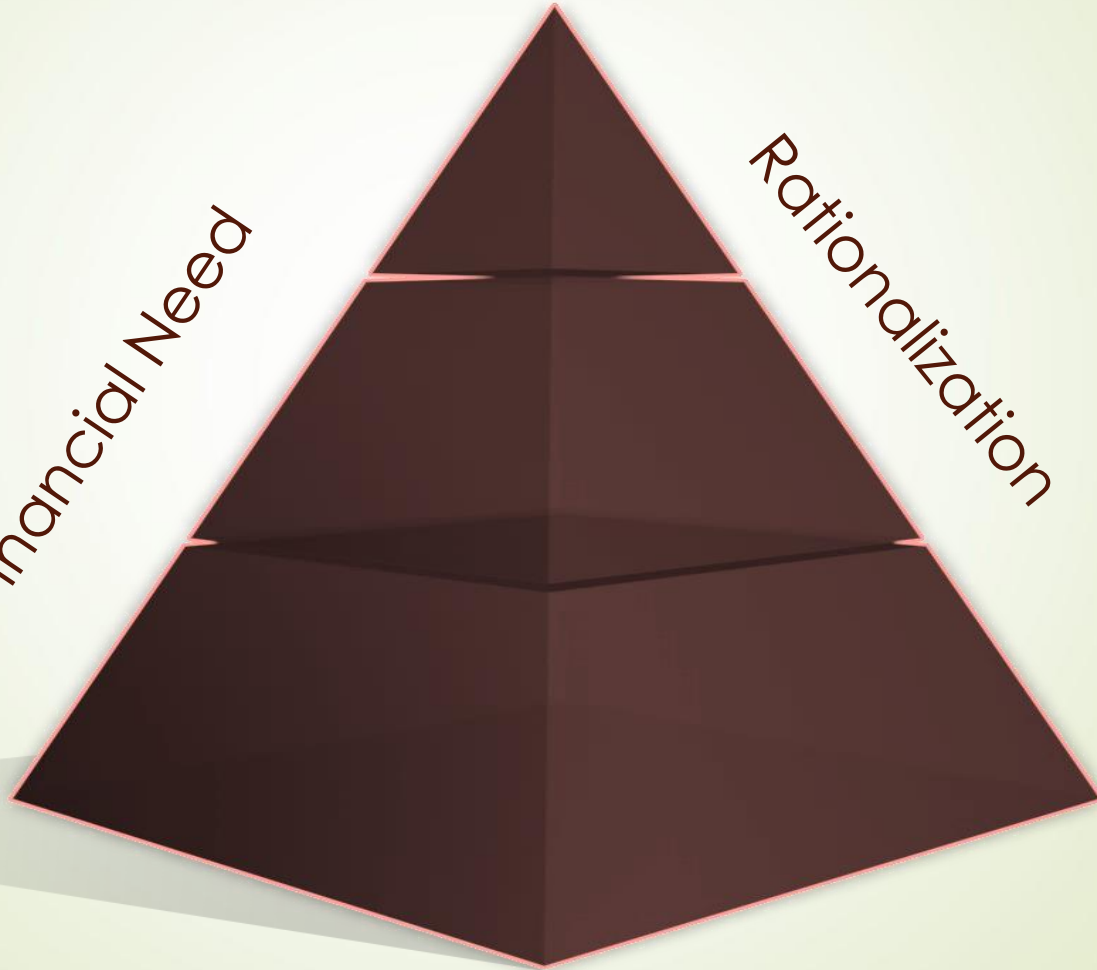


Fraud Triangle

Opportunity

Financial Need

Rationalization



Fraud Triangle – Financial Need

- Life changing event occurs in person's life – illness, divorce, financial difficulties, college tuition etc.
- Support addiction problem such as drugs and gambling.
- Resentment against agency or boss – feel underpaid or underappreciated.
- Living beyond one's means.

Fraud Triangle – Rationalization

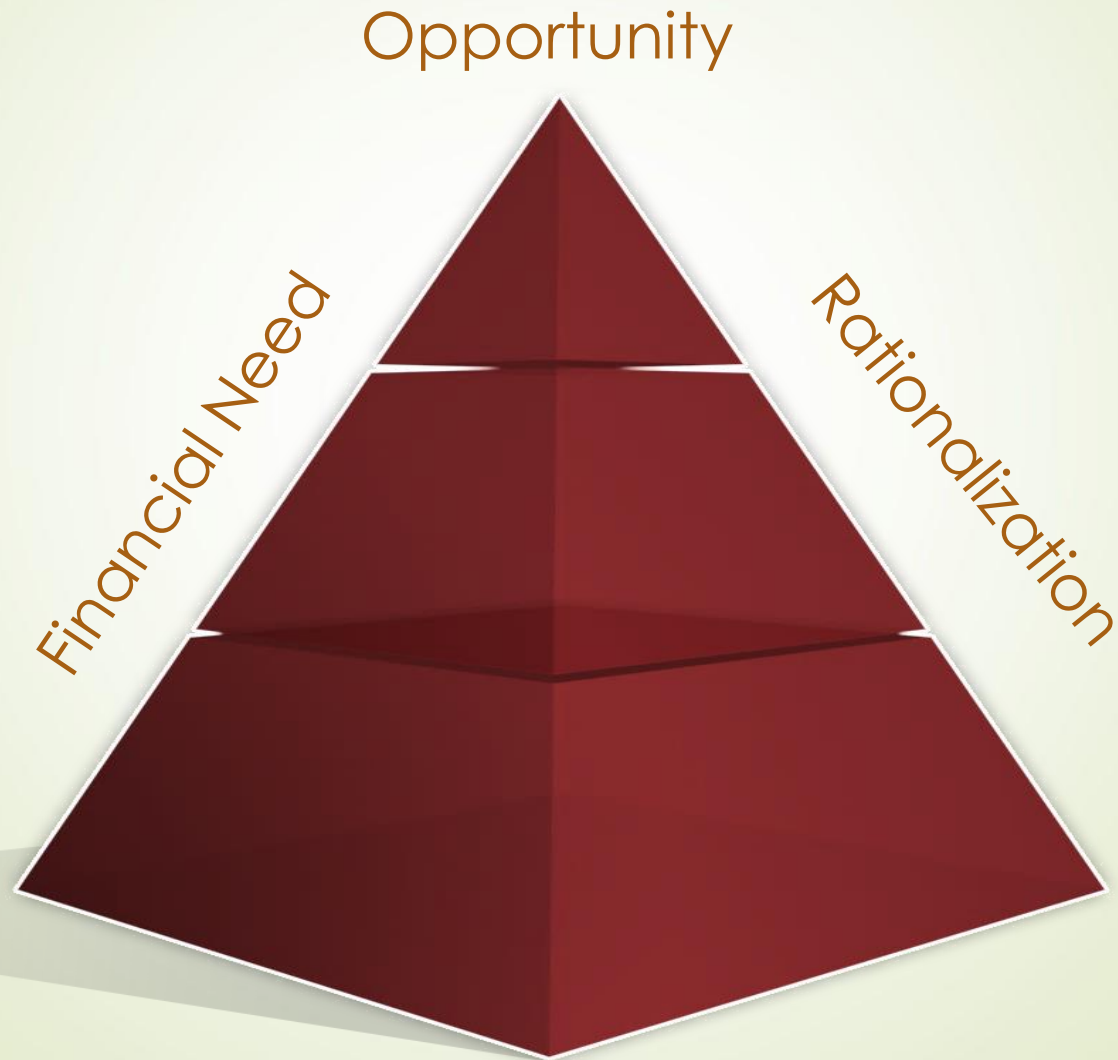
- Money is owed to me.
- Just borrowing until next payday.
- This is a big organization, they won't miss the money.
- I deserve it for all I do and how little I am paid to do my job.
- Overall employee thinks he/she is honest.



Fraud Triangle - Opportunity

- Familiarity with operations
- Position of trust
- Poor management oversight
- Weak internal controls
- Collusion

Fraud Triangle

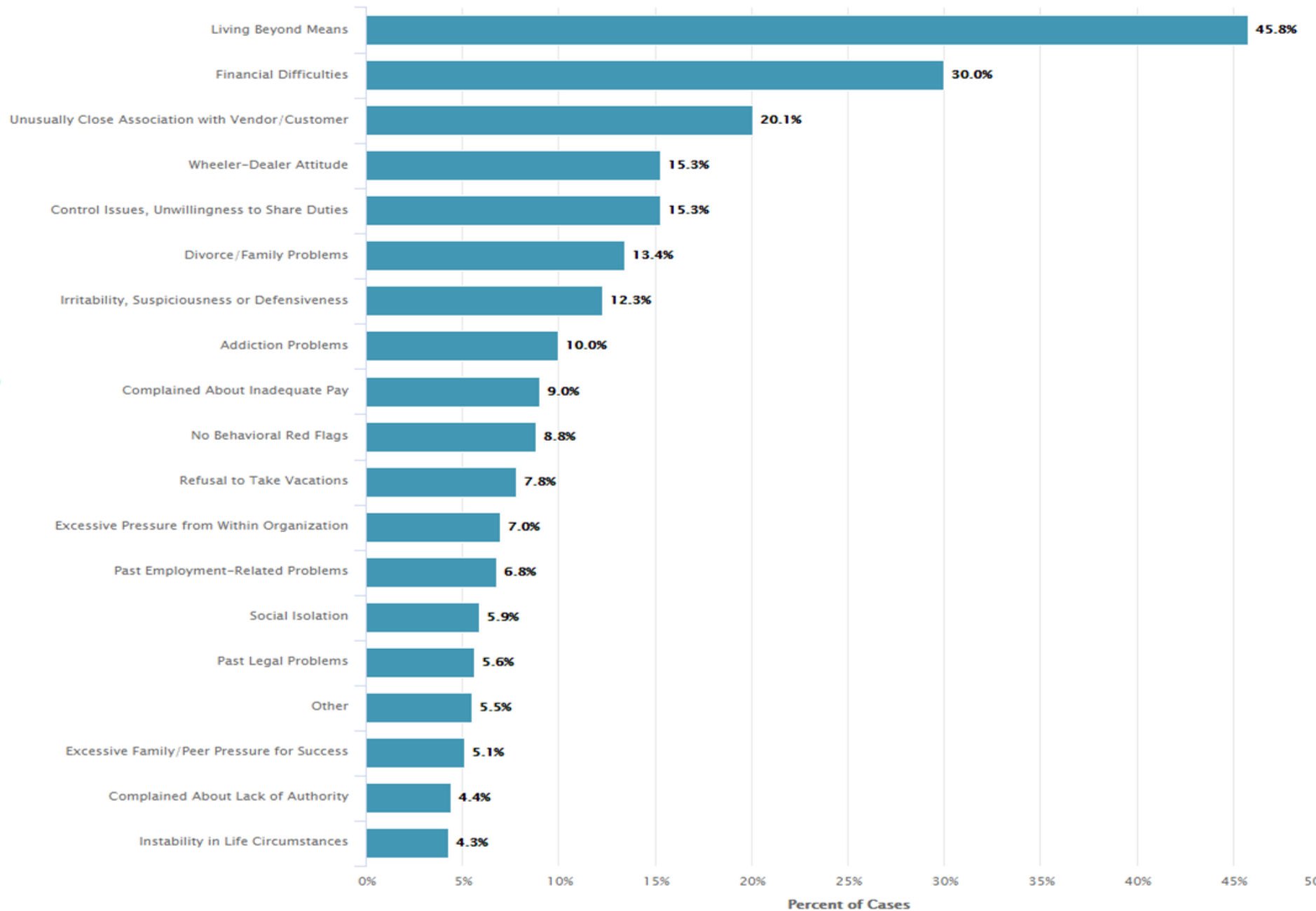


Characteristics of a Fraudster

- Intelligent and hard working
- Refuse to take a vacation
- Social Isolation
- Inquisitive
- Disgruntled
- Living a lavish lifestyle
- Look just like you and I

Behavioral Red Flags Displayed Perpetrators

Behavioral Red Flag



Facts About Fraud

- Anyone with motivation, rationalization and opportunity can commit fraud.
- Most frauds are a weakness in design or operation of an internal control.
- “Trusting an individual” does not supplant internal controls.
- Fraud can happen anywhere. Even if we think it can never happen to us.

Factors Contributing to Fraud

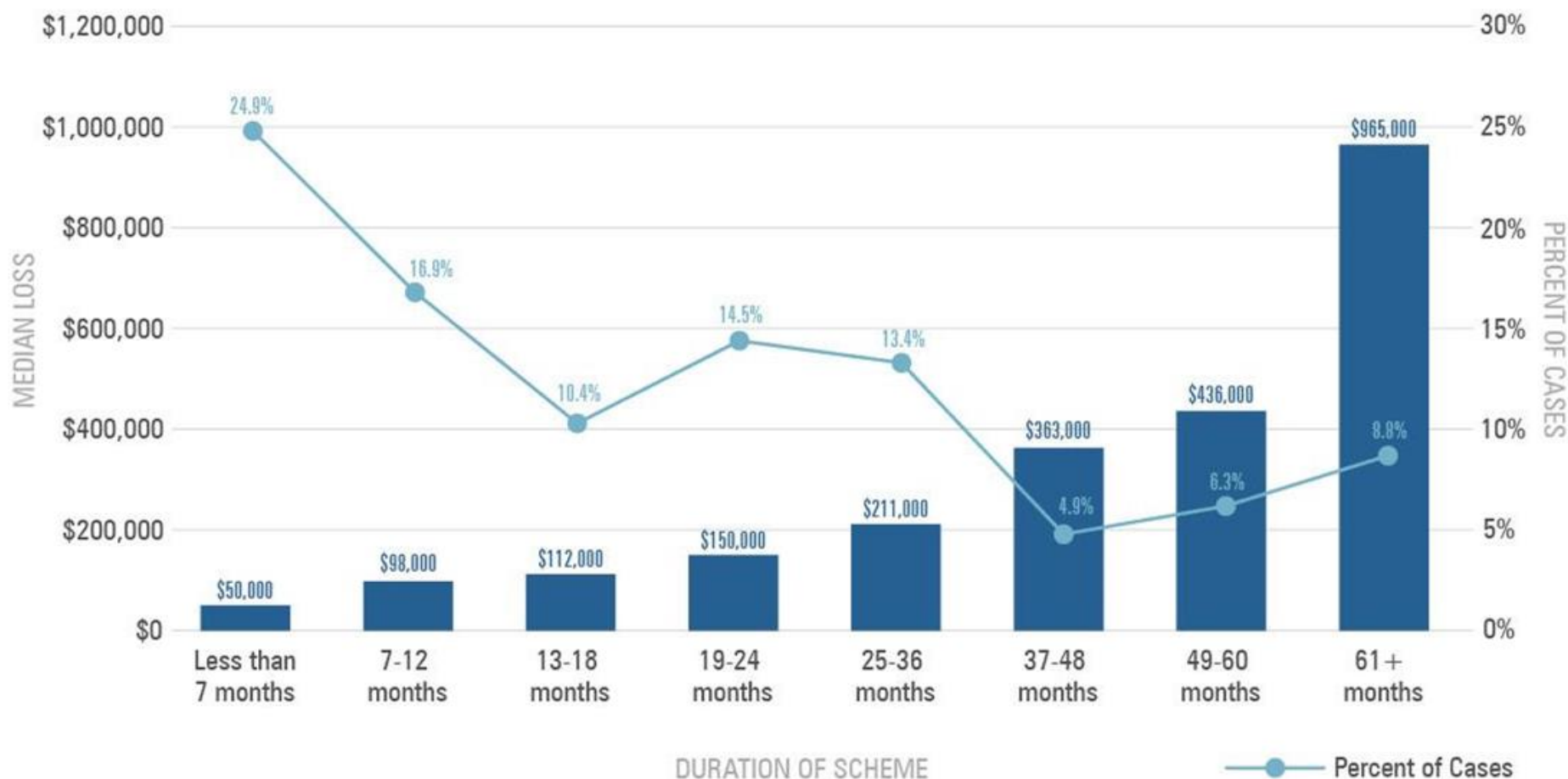
- Poor internal controls.
- Override of internal controls.
- Collusion between employees.
- Collusion between employees and third parties.
- Outside pressures resulting from life changing event in personal life.
- Economic condition of locality.

How long does fraud usually occur before it is discovered?

- The median duration — the **amount of time from when the fraud first occurred to when it was discovered** — for all cases in our study was **18 months**.
- However, the **duration of cases** in each category of fraud **ranged from 12 months** (for register disbursement schemes and non-cash schemes) **to 36 months** (for payroll schemes).

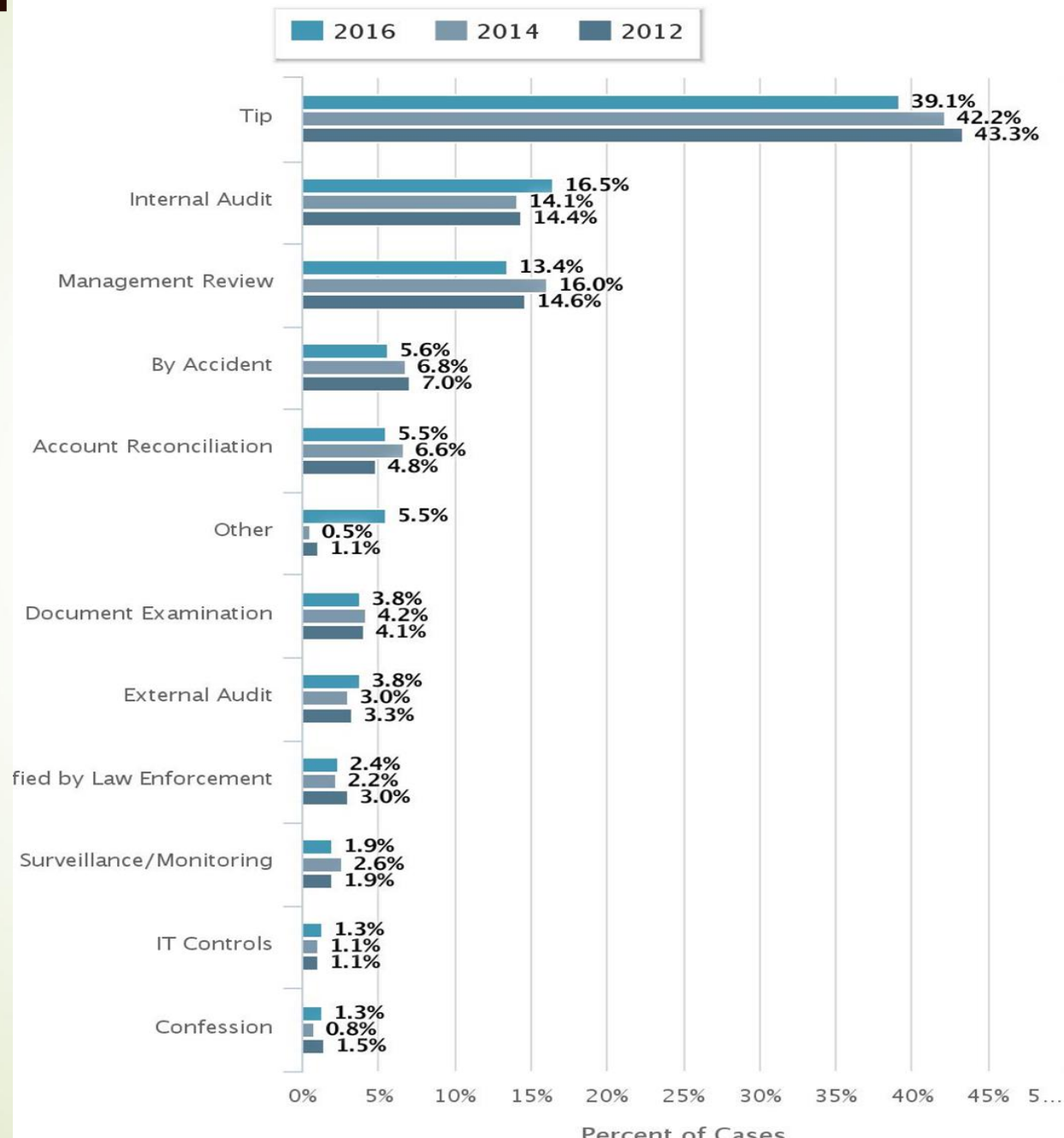
Duration of Fraud Schemes

Figure 9: Frequency and Median Loss Based on Duration of Fraud



Detection of Fraud Schemes

Initial Detection of Occupational Frauds

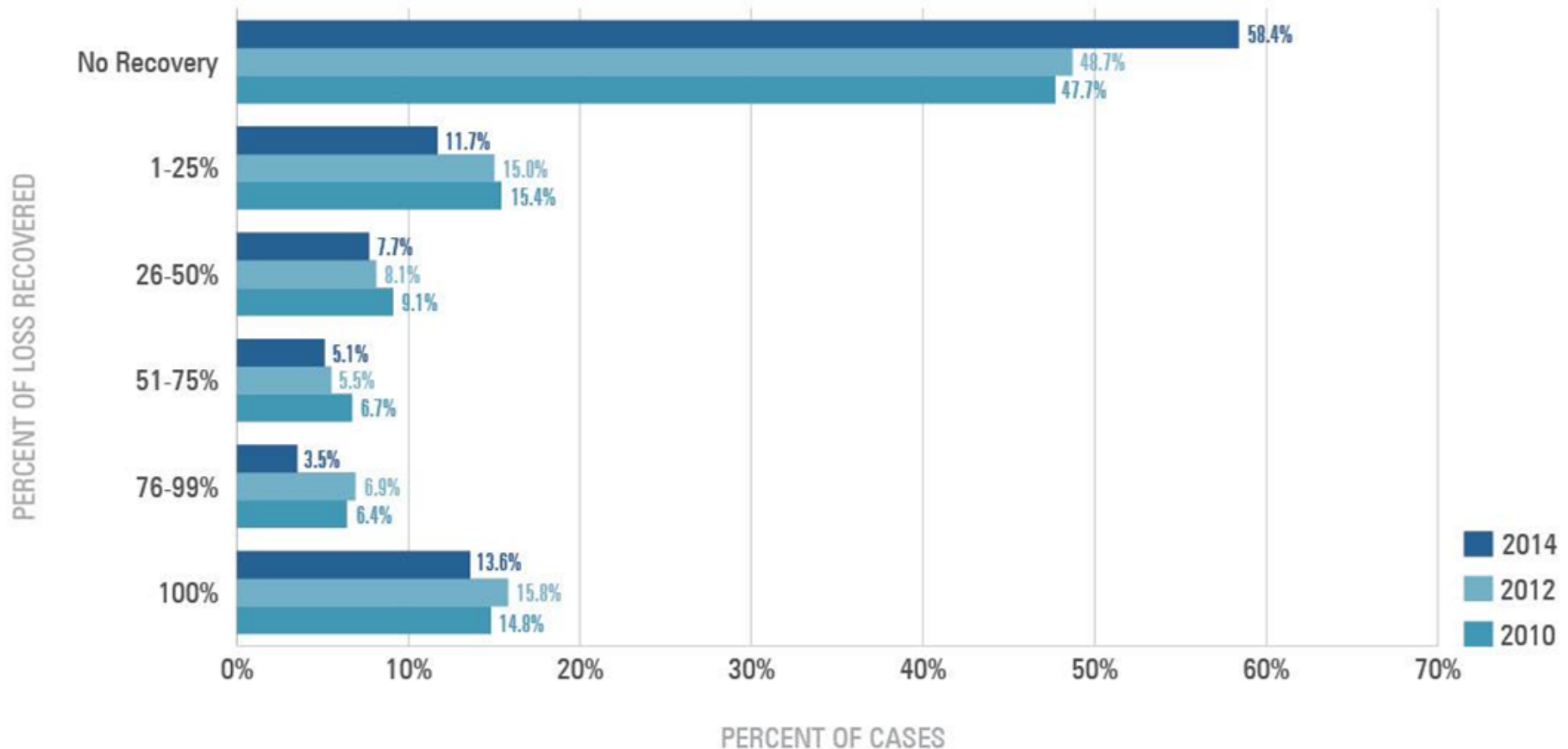


Actual Examples of Fraud

- Forgery
- Personal purchases on group credit card
- Diversion of checks
- Misappropriation of cash collections
- Altering checks and either cashed or deposited to personal account
- Falsified travel reimbursement vouchers/expense reports
- According to the 2014 Report to the Nations on Occupational Fraud and Abuse from the Association of Certified Fraud Examiners (ACFE), survey participants estimated that the typical organization loses 5 percent of revenue each year to fraud.

Recovery of Losses

Figure 82: Recovery of Victim Organization's Losses



Hampton woman accused of embezzling more than \$1 million from boss

POSTED 5:40 PM, MARCH 19, 2018, BY [MARGARET KAVANAGH](#), UPDATED AT 08:41PM, MARCH 20, 2018



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HAMPTON, Va. - A former employee of a construction company pleaded guilty to embezzling more than a million dollars, according to court records.

Court records indicate that Susan Gray worked at Harbor Construction Company in Hampton as the accounting manager.

During some of that time, she was also employed at New Horizons Regional Education, a youth and adult special education program based out of Hampton Roads.

From January 2012 until January 2017, Gray is accused of running a scheme to embezzle more than a million dollars from Harbor Construction. The records state she pleaded guilty to transferring money into her personal accounts on numerous occasions during this five-year span.

Records indicate she allegedly spent the money for her personal mortgage, travel, retail purchases, restaurants and the purchase of a car.

"Gray quickly spent the embezzled money on jewelry, clothing, entertainment and food as soon as it was in her bank account. She treated the embezzled money as income," the records say.

They state that she would modify the computer payroll management system as part of the scheme.

The plan fell apart in January 2017 when an accounting assistant noticed problems in the payroll. When confronted, Gray allegedly admitted to embezzling \$160,000 and she was asked to resign.

Gray was arrested for bank fraud, filing a false tax return and other related charges.



Fraud Prevention

- Proper segregation of duties.
- Accounting policies and procedures.
- Strong Principal oversight at schools.
- Internal Audit.
- Clear expectations and definitions of allowable costs.
- Assume anyone will commit fraud under the right circumstances.
- Enforcement of internal controls.

Fraud Prevention

- Pay attention to documents and supporting paper work. Look closely at the numbers, dates, dollar amounts and general condition of the documents.
- Examine account balances for reasonableness.
- *Think like a thief in order to catch one.*
- Look for dramatic changes in spending habits.
- Support Group members staying late, coming in early, and willing to take on extra duties and indicate don't want/need assistance.



QUESTIONS?



Thank you

- Thank you for volunteering and for the hours you put in for the children and staff of Henry County Public Schools. Each of you contributes personal time to help support our schools. It is greatly appreciated by all. I can't thank you enough for all you do.
- 