



## School Activity Accounting

### TRACK SCHOOL ACTIVITY FUNDS

Track School Activity Funds with CSI+ Fund Ledger, Accounts Payable, Cash Collections, and Check Reconciliation modules. Purchase Orders may also be used for School Activity Tracking. When installed on a central application server with appropriate security for each school bookkeeper, a school district will be able to provide full functionality at the school level and provide the necessary consolidated reporting at the district level.

### SECURITY

User security may be defined to restrict each bookkeeper to only the accounts applicable to his/her school. The user may also be restricted to a particular cash account and will only be able to access the journal entries, receipts, and checks for their school.

### FUND LEDGER

- Account Numbers may be defined to follow your district's chart of accounts. The fund is unique for each school and a modifier segment is used to define each club or activity. At least one revenue, expenditure, transfer, and fund balance account would be set up for each club.
- Within the fund ledger module, you have the ability to enter cash receipts and print checks through cash disbursements. However, many districts elect to use Cash Collections to record receipts and Accounts Payable to generate checks.
- In the example to the right, the account segments are defined as follows: #####-###-###-##### fund-function-object-modifier
- Another example would be: ###-####-####-###-####-#### fund-program-function-object-location-modifier

### ACCOUNTS PAYABLE

- When checks are written in the accounts payable system, an outstanding check record will be added to the check reconciliation system to be used in the bank reconciliation process.
- As invoice amounts are distributed to fund ledger accounts during voucher entry, the system will check the ledger account master for valid account number verification.
- Invoice history and other vendor details can easily be displayed on the screen or printed.
- Use the temporary vendor status to avoid setting up a new vendor for payments to 'one time' vendors. When a temporary vendor is used, the operator will be allowed to enter a vendor name and address for the 'one time' payment.
- Invoices paid in the current year that should be charged to a prior year can be flagged as an accrual during voucher entry and automatically charged to the correct expenditure accounts in the prior year.

ANY CUSTOMER  
FY 2006-2007  
CHART OF ACCOUNTS BY ACCOUNT

ACCOUNT NUMBER/DESCRIPTION	ACCT TYPE	ACCT STATUS
750-007-7040-331-000	Math Counts Program	3 EQUITY P
750-007-7040-335-000	School Improvement	3 EQUITY P
750-007-7040-336-000	Math	3 EQUITY P
750-007-7040-337-000	Destination Imagination	3 EQUITY P
750-007-7040-418-000	Boys Track	3 EQUITY P
750-007-7040-420-000	Boys soccer	3 EQUITY P
750-007-7040-422-000	Girls Soccer	3 EQUITY P
750-007-7040-500-000	IB	3 EQUITY P
750-007-7040-535-000	Concessions	3 EQUITY P
750-007-7040-670-000	Male Call	3 EQUITY P
750-007-7040-704-000	TAAG	3 EQUITY P
750-007-7040-706-000	LINCS	3 EQUITY P
750-007-7040-715-000	Jazz Band Festival	3 EQUITY P
750-007-7040-770-000	Local History-Phifer	3 EQUITY P
750-007-7040-850-000	Pres Bush Relief Fund	3 EQUITY P
750-113-0130-132-000	Overtime Salaries	7 EXPENDITURE P
750-113-0220-132-000	Employee Retirement	7 EXPENDITURE P
750-113-0230-132-000	Social Security	7 EXPENDITURE P
750-270-0230-327-000	Social Security	7 EXPENDITURE P
750-270-0660-327-000	Pupil Activities	7 EXPENDITURE P

### ACCOUNT STRUCTURE



## ••• School Activity Accounting

- Because the ledger posting date determines which accounting period is updated, invoices for a new accounting period can be entered and paid without waiting for the current accounting period to be closed. This allows accounts payable personnel to continue processing invoices without interruption.
- Payments to vendors that require a form 1099 to be filed with the Internal Revenue Service can be flagged for inclusion on 1099 forms that can be automatically printed at the end of the calendar year.

### CASH COLLECTIONS

The Cash Collection System provides a means to record various types of receipts (fees collected by teachers, dues from club members, athletic gate receipts). A receipt may be printed as the cash is collected and the transaction is entered into the computer. The system will generate a daily cash receipts report and will automatically post receipts to ledger whenever that option is selected.

ANY CUSTOMER					
ACTIVITY FUND/MODIFIER REPORT					
FY 2006-2007		YEAR ENDING 06/30/2007			
724 Activity Funds - Rocky Mo					
	BEGINNING BALANCE	RECEIPTS	TRANSFERS	EXPENDITURES	ENDING BALANCE
335 School Improvement	100.00	0.00	0.00	0.00	100.00
360 Music Program	512.90	823.00	0.00	245.03	1,090.87
365 Lost Literacy Books	21.00	7.00	0.00	0.00	28.00
390 ABC After School	216.23	2,320.00	0.00	2,017.12	519.11
535 Concessions	100.36	708.00	0.00	921.42	-113.06
713 Cold Stone Creamery	90.00	0.00	0.00	0.00	90.00
716 McDonald's Night	-296.81	1,258.28	0.00	496.60	464.87
717 Chick-Fil-A	379.94	1,199.40	0.00	339.10	1,240.24
718 Charleston Field Trip	400.00	2,543.00	0.00	1,406.00	1,537.00
719 Wal-Mart	1,500.00	0.00	0.00	1,457.52	42.48
721 Chili's Night Out	8.01	0.00	0.00	0.00	8.01
722 Recycle	153.27	0.00	0.00	0.00	153.27
723 Science Fair	81.53	0.00	0.00	0.00	81.53
724 Panera Bread	62.83	0.00	0.00	0.00	62.83
727 Target	548.79	110.39	0.00	548.79	110.39
728 Golden Corral	190.87	70.76	0.00	30.71	230.92
848 UNICEF	546.45	0.00	0.00	0.00	546.45
<b>TOTAL</b>	<b>4,615.37</b>	<b>9,039.83</b>	<b>0.00</b>	<b>7,462.29</b>	<b>6,192.91</b>

### FUND ACTIVITY REPORT

### REPORTING

- Balance sheets, revenue & expenditure statements, trial balances and detail account inquiries are all available as standard reports.
- One of the most commonly printed reports (shown above) is the Fund Activity Report. This report will reflect each club/activity at the school with the beginning balance, revenues, expenditures, transfers and ending balances. The report may be run for any date range.