

The background features a large, faint watermark of the Seal of the State Board of Accounts of Indiana. The seal is circular, with the words "STATE BOARD OF ACCOUNTS" around the perimeter and "INDIANA" at the top. In the center is a torch with a flame, surrounded by a ring of stars.

IASBO Regional Meeting ECA Workshop

Ryan Preston and Chase Lenon
State Board of Accounts



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STATE BOARD OF ACCOUNTS

Created in 1909 in response to widespread political corruption

Mission Statement

We are dedicated to providing the citizens of the State of Indiana with complete confidence in the integrity and financial accountability of state and local government.

Responsibilities

- Perform audit/exams of governmental units

- Prescribe forms and procedures used by governmental units

- Various other duties including recounts, providing training for local officials, consulting services, etc.



STATE BOARD OF ACCOUNTS

Organizational Flowchart

SBOA Board (State Examiner, 2 Deputies)

Directors (2 per area)

Schools and Townships

Cities/Towns and Special Districts

Counties

Audit Coordinators

Investigation Coordinators

Audit Managers

Field Examiners



SBOA WEBSITE RESOURCES

[Filed audit and examination reports](#)

[Accounting Uniform Compliance Guidelines Manual for Extra-Curricular Accounts](#)

[Accounting Uniform Compliance Guidelines Manual for Indiana Public School Corporations](#)

[Accounting Uniform Compliance Guidelines Manual for Indiana Charter Schools](#)

[The School Bulletin](#)

[The Charter School Bulletin](#)



IMPORTANT WEBSITES

Indiana Public Access Counselor

www.in.gov/pac

Indiana Commission on Public Records

www.in.gov/icpr

Indiana Department of Revenue

www.in.gov/dor

Indiana Department of Education

www.in.gov/doe

Internal Revenue Service

www.irs.gov



CUSTODIAN RESPONSIBILITIES

IC 20-41-1-3 states:

- (a) A person who has charge of the collection, custody, and disbursement of funds collected and expended to pay expenses incurred in conducting any athletic, social, or other school function, the cost of which is not paid from public funds, shall:
- (1) keep an accurate account of all money received and expended, showing the:
 - (A) sources of all receipts;
 - (B) purposes for which the money was expended; and
 - (C) balance on hand; and
 - (2) file a copy of the account with the township trustee, board of school trustees, or board of school commissioners within two (2) weeks after the close of each school year.
- (b) An account filed under subsection (a)(2) is a public record open to inspection by any interested person at any reasonable time during office hours.



CUSTODIAN RESPONSIBILITIES

ECA accounts may be used for athletic, social, class, or other school functions.

ECA accounts may not be used for functions which are educational in nature, with the exception noted in Ch. 6, pg. 3.

Accounts for educational functions must be maintained in the school corporation records.



CUSTODIAN RESPONSIBILITIES

ECA accounts may not be established for functions conducted by outside organizations, for example PTOs, Booster Clubs, Staff groups.

If the faculty wishes to have a staff fund, then we recommend that each school's faculty group designate a person to control the money.

A report of the ECA account (SA-5) must be submitted within two weeks after the close of the school year to the school board.

This report is a public record open to inspection by any interested person at any reasonable time during office hours.



EXTRA-CURRICULAR RISK REPORT GATEWAY APPLICATION

Main Menu - Google Chrome
 https://gateway.ifonline.org/ECA/Menu.aspx



ECA Risk Report Home About Account Settings Help Logout

Select Unit > Select Year > Main Menu

County: _____
 Unit: Sboa Eca Unit
 School: _____
 Corporation: _____
 Year: 2014 - 2015

Main Menu

The sections below are required to complete your report. To change any of the fields on the report, click on the link option on the menu below.

		Status
Risk Assessment	Complete the Risk Assessment questions.	Completed.
Annual Reporting	Schedule of Balance, Receipts and Expenditures, Cash Reconciliation, Detail of Receipts and Expenditures by Fund and the Report Certificate.	1 Fund(s) have been added.
Report Output	View reports as PDFs or Excel spreadsheets.	
Submit	Review and submit ECA Risk Report to SBOA.	Not Submitted

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

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RISK ASSESSMENT

https://gateway.ifonline.org/ECA/Risk.aspx - Google Chrome

https://gateway.ifonline.org/ECA/Risk.aspx

Corporation:
Year: 2014 - 2015

Risk Assessment

Please answer all questions. Certain questions may require documentation to be uploaded or additional information to be entered.

[Click here to Save Risk Assessment](#)

1. How is the ECA's ledger maintained? Computerized Other

2. Was a financial report made within two weeks after the close of the school year and after each semester if your school had two (2) or more semesters in a school year, of all fund activity to the school board and superintendent of schools accordance with IC 20-41-1-3 and IC 20-41-1-8. Yes No

3. Was the ECA bank account balance reconciled to the ledger balances on a monthly basis? Yes No

4. Does anyone review and approve the completed bank reconciliements? Yes No

5. Does the ECA have any investments (certificates of deposit, savings accounts, etc.)? Yes No

6. Are any investments accounted for on the ECA ledger? Yes No

7. Is a receipt issued for all monies received and at the time the money is received? Yes No

8. Please indicate how often deposits are made. Daily Other

9. When totaling the receipts issued for the day does the classification of the receipts (i.e. cash, checks, etc.) and the classification as shown on the deposit ticket (i.e. currency, checks, etc.) agree? This would include collections for items like textbook rental, fundraisers, ticket sales, etc. Yes No

10. Is School Lunch accounted for in the ECA ledgers? Yes No

11. Is Textbook rental accounted for in the ECA ledgers? Yes No

12. Is a Purchase Order/Accounts Payable Voucher (Form SA-1) and/or Claim for Payment (Form SA-7) used for disbursements? Yes No

13. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) properly itemized? Yes No

14. Are the Purchase Order/Accounts Payable Vouchers (Form SA-1) and/or Claim for Payment (Form SA-7) signed by the appropriate officials? Yes No

15. Are Ticket Sales (Form SA-4) reports used at events for which an admission price is collected? Yes No

16. Are prenumbered tickets used for sporting and other events for which an admission price is collected? Yes No

17. Do any school personnel stock vending machines and remove money from the machine? Yes No

18. The Summary Collection Form (SA-8) is to be used when a teacher, class sponsor, or other school personnel are in charge of collecting money (for a field trip, fundraiser, etc.) that is later turned over to the ECA treasurer. Was Form SA-8 used to transmit monies collected by teachers, class sponsors, etc. to the ECA treasurer? Yes No

19. Are any outside organizations such as booster clubs, 4-H, Girl Scouts, PTO/PTA, etc. accounted for in the ECA ledgers? Yes No

20. Have items included as comments in the most recent State Board of Accounts review been adequately corrected? Yes No

[Click here to Save Risk Assessment](#)

Once the form has been completed and saved, return to the main Menu



ANNUAL REPORTING

Schedule of Balances, Receipts, and Expenditures - Google Chrome

https://gateway.ifonline.org/ECA/ECA_1.aspx

Schedule of Balances, Receipts, and Expenditures

Click below to Add a new fund or [Click here to upload Files](#). You can skip the entry process by uploading 3 individual files – Funds, Receipts, Expenditures. There is an excel template provided for each one – just click on the template, save it to your local machine, and enter the required information. Then follow the on-screen instructions to "Browse" for the file and then click on Upload File. The fund file must be uploaded before you can upload receipts or disbursements. If you find you made a mistake in the file you uploaded, correct it and then re-upload. This will delete any previously entered or uploaded data.

+ Click here to Add a New Fund

NAME OF FUND	BALANCE BEGINNING OF PERIOD	RECEIPTS DURING PERIOD	EXPENDITURES	BALANCE END OF PERIOD
Edit tes	\$3.00	\$6.00	\$8.00	\$1.00 Delete

Please make sure to scroll down to see the complete form.
Click the "Save the Fund and the Detail" button at the bottom or the top to Save the Fund once completed

[Save the Fund and the Detail](#) [Cancel](#)

[Detail of Fund](#)
Please fill in all the fields:
Name of the Fund:
Balance Beginning of Period:

Detail of Receipts By Fund

Source of Receipts	Nature of Receipts	Amount
Edit Receipt test 4	test 5	\$6.00 Delete
\$3.00	\$6.00	\$8.00
		\$1.00

[Click here to Continue to Cash Reconciliation](#)
** Please make sure to save **

[Select Unit](#) > [Select Year](#) > [Main Menu](#) > [Schedule of Balance, Receipts and Expenditures](#) > [Cash Reconciliation](#) > [Report Certificate](#) > [Review](#)

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

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ANNUAL REPORT CONT.

https://gateway.ifonline.org/ECA/ECA_2.aspx - Google Chrome

https://gateway.ifonline.org/ECA/ECA_2.aspx

Year: 2014 - 2015

Cash Reconciliation

Enter the depository balance, the cash on hand, deposits in transit and any reconciling items below. The bank statement used should be the same date as the closing date of the fund information.

Depository Balance:

Cash On Hand (ADD):

Deposits In Transit (ADD):

Other Reconciling Items (ADD/DEDUCT):

Total of Outstanding Check (DEDUCT): \$862.00

Balance: \$9,219.00

Outstanding Checks

+ Add new record

	Date	Number	Amount	Delete
<input type="button" value="Edit"/>	5/05/2015	555	\$555.00	<input type="button" value="X"/>
<input type="button" value="Edit"/>	3/03/2015	123	\$5.00	<input type="button" value="X"/>
<input type="button" value="Edit"/>	4/30/2015	333	\$30.00	<input type="button" value="X"/>
<input type="button" value="Edit"/>	5/15/2015	222	\$50.00	<input type="button" value="X"/>
<input type="button" value="Edit"/>	5/01/2015	111	\$222.00	<input type="button" value="X"/>
			Total : \$862.00	

+ Add new record

[Click here to Continue to Report Certificate](#)

** Please make sure to save **

Select Unit > Select Year > Main Menu > Schedule of Balance, Receipts and Expenditures > Cash Reconciliation > Report Certificate > Review

Indiana Gateway for Government Units is the collection platform for local units of government to submit required data to the State of Indiana, as well as a public access tool for citizens. It represents a unique partnership between the State of Indiana and the [Indiana Business Research Center](#) at IU's Kelley School of Business, with initial support from the Lilly Endowment and sustainable support from the State of Indiana.

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ANNUAL REPORT CONT.

https://gateway.ifonline.org/ECA/ECA_3.aspx - Google Chrome

← → ↻ https://gateway.ifonline.org/ECA/ECA_3.aspx

Apps Indiana Code 2015 -... Gateway Public Site Frontier-Yahoo! Mail PeopleSoft The Learning Conne... Health Assessment L... Scramble Handicap ... Other bookmarks

Prescribed by State Board of Accounts Report Certificate

The bank in which all monies of this account are deposited is :

Name of Bank

Location of Bank

Date school officially closed

BOND OF SCHOOL TREASURER

Name of Surety

Amount of Bond

Date of Expiration

CERTIFICATE OF SCHOOL TREASURER/PRINCIPAL

I, Treasurer, School Extra-Curricular
Principal, of the Account, hereby certify that the foregoing report of the said account is true and correct to the best of my knowledge and belief.
I further certify that copies of this report have been filed with the officers designated by law to receive copies of said report.

Treasurer

Principal

COPIES TO BE FILED AS FOLLOWS :

Township School: 1 copy to Township Trustee
1 copy to County Superintendent

School Corporation: 1 copy to Board of School Trustees or Board of School Commissioners
1 copy to Board of Superintendent of Schools

[Click here to Continue to Review](#)



SUBMISSION

“Submission Rights” have been assigned to the fiscal officer of the school corporation because that is who is required to submit the Gateway Annual Report to the State Examiner.

“Edit Rights” can be assigned to whomever the School Corporation wants to assign them. We suggest completing the ECA Delegation of Authority Form (http://www.in.gov/sboa/files/Gateway_ECA_Delegation_Form.pdf). You can complete the form, scan it, and email to gateway@sboa.in.gov.



SUBMISSION

What happens if the ECA Risk Report is not submitted via Gateway?

SBOA will only recognize submission of the ECA Risk Reports through Gateway. SBOA will not accept the report in paper form or in any other format. If it is not submitted through Gateway, as prescribed, the extra-curricular account (ECA) will be considered high risk and the Department of Local Government Finance (DLGF) may not approve the budget of the school corporation in accordance with IC 5-11-1-4.

After inputting information the ECA Treasurer will have the ability to produce and print the required SA-5 via the Report Output section.



FORMS

IC 20-41-1-4 states:

(a) All forms and records for keeping the accounts of the extracurricular activities in school corporations shall be prescribed or approved by the state board of accounts. The records and affairs of the extracurricular activities may be examined by the state board of accounts when the state examiner determines an examination is necessary. The forms prescribed or approved for keeping these accounts must achieve a simplified system of bookkeeping and shall be paid for, along with the bond required in this chapter, from the general fund.

(b) The funds of all accounts of any organization, class, or activity shall be accounted separately from all others. Funds may not be transferred from the accounts of any organization, class, or activity except by a majority vote of its members, if any, and by the approval of the principal, sponsor, and treasurer of the organization, class, or activity. However, in the case of athletic funds:

- (1) approval of the transfer must be made by the athletic director, who is regarded as the sponsor; and
- (2) participating students are not considered members.

All expenditures of the funds are subject to review by the governing body of the school corporation.



FORMS

All ECA forms and records shall be prescribed or approved by the SBOA.

As of April 1, 2014, there is a new form approval process detailed in the March 2014 School Administrator.

The cost of prescribed or approved ECA records and the bond of the ECA treasurer shall be paid for from the General Fund of the School Corporation.

ECA records shall be examined by SBOA as determined by the State Examiner.



EXTRA-CURRICULAR ACCOUNT
ENGAGEMENTS

SBOA preliminary plan

- ECA with receipts greater than \$1,000,000 will be examined during the school corporation audit by the assigned field examiners
 - For 2016 Report 76 ECAs
- ECA with receipts between \$1,000,000 - \$100,000 will be examined by a centralized compliance process
 - For 2016 Report 682 ECAs
 - Will be done on a 4 year rotation coinciding with the School Corporation audit
- ECA with receipts less than \$100,000 and not having a specific risk identified will have Centralized review process
 - Approximately 10% of total statewide ECA activity



TRANSFERS

Funds may not be transferred from the accounts of any organization, class, or activity except by a majority vote of its members, if any, and by the approval of the principal, sponsor, and treasurer of the organization, class, or activity.

Approval of the transfer of athletic funds must be made by the principal, treasurer, and the athletic director, who is regarded as the sponsor; participating students are not considered members.

All expenditures of the funds are subject to review by the governing body of the school corporation.



TREASURER BONDING REQUIREMENTS

IC 20-41-1-6 states:

(a) The treasurer shall give a bond in an amount fixed by the superintendent and principal of the school approximating the total amount of the anticipated funds that will come into the possession of the treasurer at any one (1) time during the regular school year. Bonds shall be filed with the trustee or board of school trustees. The surety on the bonds must be a surety company authorized to do business in Indiana. However, the requirement for giving the bond and the requirement to deposit the receipts in a separate bank account, as required in section 9 of this chapter, do not apply to any school for which the funds, as estimated by the principal, will not exceed three hundred dollars (\$300) during a school year.

(b) The requirements of this chapter may be fulfilled by providing a comprehensive bonding instrument, including a single blanket position bond, for all extracurricular treasurers. A comprehensive bonding instrument is acceptable instead of individual separate personal position bonds



TREASURER BONDING REQUIREMENTS

The treasurer shall give a bond in an amount fixed by the superintendent and principal of the school.

If either school lunch funds or textbook rental funds are handled through an extra-curricular account, the governing body of the school corporation shall approve the amount of the bond of the treasurer (IC 20-41-2-6)

The amount of the bond should approximate the total amount of the anticipated funds that will come into the possession of the treasurer at any one time during the regular school year.

Bonds shall be filed with the trustee or board of school trustees.



TREASURER BONDING REQUIREMENTS

The bonding requirements may be fulfilled by providing a comprehensive bonding instrument, including a single blanket position bond, for all required individuals. A comprehensive bonding instrument is acceptable instead of individual separate personal position bonds.

Bonds shall be filed with the trustee or board of school trustees.



ADDITIONAL BONDING REQUIREMENTS

P.L. 188-2016 HEA 1372 amended IC 20-26-4-5 effective July 1, 2016 to state:

(a) For each school year commencing July 1: (1) the treasurer of each governing body and the governing body's school corporation; (2) a deputy treasurer, if so appointed; and (3) any individual whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to funds: (A) that belong to a school corporation or the governing body of a school corporation; and (B) in an amount that exceeds five thousand dollars (\$5,000) per year; shall give a bond for the faithful performance of the treasurer's, deputy treasurer's, or individual's duties written by an insurance company licensed to do business in Indiana, in an amount determined by the governing body. The treasurer shall be responsible under the treasurer's bond for the acts of a deputy treasurer appointed as provided in section 1 of this chapter. (b) A governing body may authorize the purchase of a blanket bond that: (1) is endorsed to include faithful performance to cover the faithful performance of all employees and individuals acting on behalf of the governing body or the governing body's school corporation, including the individuals described in subsection (a); and (2) includes aggregate coverage sufficient to provide coverage amounts specified for each individual who is required to give a bond under this section.



ADDITIONAL BONDING REQUIREMENTS

The governing body must determine who must be bonded under the statute. The term “official duties” is not defined. It is our position that “official duties” may include duties set forth in a job description, duties that are customary or routinely performed, or duties that are assigned but not frequently performed. For example, cafeteria cashiers, teachers who routinely collect lunch money from students, and employees who collect textbook rental fees must be bonded. The statute does not require the individual to be an employee of the school corporation. So, for example, parents volunteering in the school lunchroom or at an extracurricular sporting event must be bonded if their official volunteer duties include receiving public funds such as lunch money or admission fees assuming they will collect over the *de minimis* amount.

There is a dollar threshold or *de minimis* exception in the statute. If an individual whose official duties include receiving, processing, depositing, disbursing, or otherwise having access to public funds are required to be bonded if the amount involving their duties exceeds \$5,000 per year. For example, an athletic director and/or athletic secretary who handles tens of thousands of dollars per year is required to be bonded. However, a teacher who collects field trip money from her kindergarten class is not required to be bonded unless she will collect over \$5,000 per year.

Responsibilities of Treasurer

IC 20-41-1-7 states:

(a) The treasurer has charge of the custody and disbursement of any funds collected by a collecting authority and expended to pay expenses:

- (1) approved by the principal or teacher in charge of the school;
- (2) incurred in conducting any athletic, social, or other school function (other than functions conducted solely by any organization of parents and teachers);
- (3) that cost more than twenty-five dollars (\$25) during the school year; and
- (4) that are not paid from public funds.

(b) The principal or teacher in charge of the school shall designate a collecting authority to be in charge of the collection of any funds described in this section. Upon collection of any funds, the collecting authority shall deliver the funds, together with an accounting of the funds, to the custody of the school treasurer. The principal may designate different collecting authorities for each separate account of funds described in this section.



RESPONSIBILITIES OF TREASURER

The treasurer has charge of the custody and disbursement of any funds collected by a collecting authority and expended to pay expenses.

The principal shall designate a collecting authority to be in charge of the collection of any funds.

Upon collection of any funds, the collecting authority shall deliver the funds, together with an accounting of the funds, to the custody of the school treasurer. The principal may designate different collecting authorities for each separate account of funds.

Functions conducted solely by any organization of parents and teachers shall not be accounted for in the ECA records. Therefore, activities and organizations which are not extra-curricular in nature should be responsible for their own accounting and cash handling systems.



TREASURER – DUTIES

IC 20-41-1-8 states:

(a) The treasurer shall keep an accurate account of all money received by the collecting authority and expended, showing:

- (1) the sources of all receipts;
- (2) the purposes for which the money was expended; and
- (3) the balance on hand.

A copy of the report, together with all records and files of extracurricular activities, shall be filed as required under section 3 of this chapter.

- (b) However, in a school that has two (2) or more semesters in any one (1) school year, the treasurer of the school shall file a copy of the treasurer's financial report of receipts and disbursements with the township trustee, board of school trustees, or board of school commissioners not more than two (2) weeks after the close of each semester. Records and files of extracurricular activities for the entire school year shall be filed with the last financial semester report of any one (1) school year.
- (c) A copy of the report shall be filed with and kept by the city superintendent having jurisdiction and the county superintendent where the superintendent has jurisdiction.
- (d) The records under this section shall be kept for five (5) years, after which they may be destroyed.



TREASURER – DUTIES

The treasurer shall keep an accurate account of all money received by the collecting authority and expended, showing:

- (1) the sources of all receipts;
- (2) the purposes for which the money was expended; and
- (3) the balance on hand.

In a school that has two or more semesters in any one school year, the treasurer of the school shall file a copy of the treasurer's financial report of receipts and disbursements (SA5-1) with the board of school trustees not more than two weeks after the close of each semester. Records and files of extracurricular activities for the entire school year shall be filed with the last financial semester report of any one school year.



DEPOSITS AND ACCOUNTS

IC 20-41-1-9 states:

- (a) The treasurer shall deposit all receipts in one (1) bank account. The receipts shall be deposited without unreasonable delay. The account is known as the school extracurricular account. The records of each organization, class, or activity shall be kept separate so that the balance in each fund may be known at all times.
- (b) The money in the school extracurricular account may be invested under the conditions specified in IC 5-13-10 and IC 5-13-10.5 for investment of state money. However, investments under this section are at the discretion of the principal. The interest earned from any investment may be credited to the school extracurricular account and need not be credited proportionately to each separate extracurricular fund. The interest earned from the investment may be used for any of the following:
 - (1) A school purpose approved by the principal.
 - (2) An extracurricular purpose approved by the principal.
- (c) Amounts expended under this section for the purposes described in this section are in addition to the appropriation under IC 20-26-5-4(3).



DEPOSITS AND ACCOUNTS

The treasurer shall deposit all receipts in one bank account.

The receipts shall be deposited without unreasonable delay.

The records of each organization, class, or activity shall be kept separate so that the balance in each fund may be known at all times.



DEPOSITS AND ACCOUNTS

The money in the school extracurricular account may be invested under the conditions specified in IC 5-13-10 and IC 5-13-10.5 for investment of state money.

Investments are at the discretion of the principal.

The interest earned from the investment may be used for any of the following:

- (1) A school purpose approved by the principal.
- (2) An extracurricular purpose approved by the principal.



ECA INTERNAL CONTROLS

Step 1:

Adopt the minimum internal control standards and train all personnel as required by IC 5-11-1-27

- 22 School Corporations indicated that they had not adopted minimum standards
- 35 School Corporations indicated that they had not trained all personnel

Step 2:

Actually go through the process of developing an Internal Control System



ECA INTERNAL CONTROLS

What are Internal Controls?

- A system designed to provide government reasonable assurance that objectives will be achieved

Why are they important?

- Promote government accountability and transparency
- Essential tool in government's ability to make proper decisions
- Designed to prevent or detect situations in which government has failed to achieve an objective
- Help identify and correct inefficiencies in governments processes

How do you implement them?

- Identify areas of Risk
- Develop policies and procedures to address the areas of risk
- Monitor that policies and procedures are being followed and have addressed the risks identified



Common areas to address:

Collections –

- School Lunch
- Athletic Events
- Curricular Materials Rental
- School Dances
- School Play
- Vending Machines
- Fundraisers

Asset Protection –

- Cash Balances
- Purchase of Goods
- Inventory of Goods
- Information Technology



ECA INTERNAL CONTROLS
CONT.

Risks identified for Athletic Event collections:

Skimming of cash collections

Admission without payment

Charging incorrect admission

Not depositing collections intact

Destroying or not retaining accountable items (tickets, lists, deposit ticket, etc.)

Making cash payments out of collections



ECA INTERNAL CONTROLS
CONT.

Event Ticket Taking Activity



ECA INTERNAL CONTROLS
CONT.

SA-4 TICKET SALES FORM

(Form SA-4) Prescribed by State Board of Accounts No. _____

TICKET SALES

SCHOOL _____ TOWN OR CITY _____
 GAME _____ DATE _____
 OTHER _____ ACTIVITY _____

KIND	TICKETS				PRICE	TOTAL AMOUNT SALES		
	ISSUED		RETURNED					TICKETS SOLD
	SERIAL NO.	AMT.	SERIAL NO.	AMT.				
TOTAL								

Made by _____ (Title) Verified and Approved by _____ (Official or Sponsor)

ORIGINAL



ECA INTERNAL CONTROLS
CONT.

Possible Event Admissions Procedures

Training for key individuals or individuals that will oversee the application of the internal control activities

ECA Treasurer provides tickets and cash change box to Athletic Director, document transfer

Prior to event Athletic Director completes initial portion of Ticket Sale report (SA-4), including starting numbers of all ticket series

Athletic Director provides ticket taker with tickets, cash change, list for sign-ins, and SA-4 form

During the event the ticket taker receives payments, retains ticket stubs, documents sport pass attendees and ensures sign-ins list names and organizations

During the event the Athletic Director completes any established internal control activities; could include observing ticket taker, noting/estimating number of attendees, etc.



ECA INTERNAL CONTROLS
CONT.

Possible Event Admissions Procedures cont.

After the event the ticket taker will complete the SA-4; include documenting last ticket sold, counting ticket stubs, counting cash change box, documenting any explanations for differences, and finally signing the “Made by” section on the SA-4 form

After the ticket taker signs the SA-4 form, the Athletic Director would verify the information on the report, include verifying last ticket sold, recounting ticket stubs and cash change box, and finally signing the “Verified and Approved by” section on the SA-4 form

Within 24 hours the Athletic Director would remit the SA-4 form, ticket stubs, and cash change to the ECA Treasurer

The ECA Treasurer would review the SA-4 form, retain the ticket stubs, issue an ECA Receipt (SA-3) to the Athletic Director, deposit the funds with the Bank without unreasonable delay, and post the receipt to the Athletic Fund in the ECA records



ECA INTERNAL CONTROLS
CONT.

Collections for a Field Trip

Possible Procedures

Require all money to be collected by the ECA Treasurer. This would eliminate the need to appoint a collecting authority and completing the SA-8 form.

Maintain a log of students that will/attended the field trip with an indication of who and when payment was received.

Require money collected to be remitted to the ECA Treasurer within a specific time period, including completing an SA-8 form.

ECA Receipt is completed and provided to the Teacher for all remittances.

During the collection period and after the field trip, the Teacher is provided with fund history reports. Where the Teacher compares the amount of money remitted and the cost of field trip with the amounts that were recorded by the ECA Treasurer.



ECA INTERNAL CONTROLS
CONT.

Possible Purchasing Procedures

- Organization members decide to make a purchase
- Sponsor starts to complete SA-1 and gets approval from ECA Treasurer to complete the order
- Sponsor reviews shipped products and approves receipt of goods
- ECA Treasurer gathers supporting documentation and submits the SA-1 for approval
- Principal approves SA-1 for payment



ECA INTERNAL CONTROLS
CONT.

Possible Purchasing Procedures cont.

- ECA Treasurer makes the payment and posts disbursement to ECA fund
- ECA Treasurer provides Sponsor with monthly fund report
- Sponsor reviews fund report and notifies the ECA Treasurer of any discrepancies
- ECA Treasurer reconciles the funds ledger to bank statement
- Principal reviews and verifies bank reconciliation



ECA INTERNAL CONTROLS
CONT.

Possible Curricular Materials Rental Procedures

- School Board sets the rental fee for each curricular material
- Treasurer reviews rental fee to ensure it does not exceed 25% of retail price of curricular material
- Principal appoints collecting authorities for curricular material program
- Collecting authorities receive payments and complete the Textbook Rental Receipt form (TBR-2)
- Collecting authorities remit collections and copies of TBR-2s to ECA Treasurer
- ECA Treasurer verifies the amount collected with TBR-2s and deposits into the bank



ECA INTERNAL CONTROLS
CONT.

Possible Curricular Materials Rental Procedures cont.

- ECA Treasurer posts receipts to ECA ledger
- ECA Treasurer reconciles ledger to bank statement
- Principal reviews reconciliation for completeness and accuracy
- School Corporation Treasurer randomly samples receipts and verifies correct amount was deposited to the bank and posted to the Curricular Materials Rental fund



ECA INTERNAL CONTROLS
CONT.

Other helpful prescribed forms for internal control activities

SA-6 – fund balance and activity of each ECA fund

SA-1 and SA-7 – purchases of goods and services

SA-9 – items sold and inventory remaining; curricular materials, concessions, vending machines

SF series – School Lunch Activities