



# BULLETIN

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS

M-5-17

Originators Serial No.

September 10, 2016

Date

Business Operations

Originating Office

Retain

Cancellation Date

**TO:** Chiefs  
Area Associate Superintendents  
Principals  
Bookkeepers

**FROM:** Chief Financial Officer

**SUBJECT:** School Activity Fund (SAF) Interim Financial Reporting – FY 2017

**A. PURPOSE:** The school system's policies and procedures require each school and special center to submit interim financial reports on School Activity Funds (SAF) to ensure consistency, accountability and compliance. Submission of the financial reports is on a trimester basis, or every four (4) months.

**B. REPORTING DATES:** Reports should be submitted to the Accounting and Financial Office (AFR) for review. The submission dates are as follows:

1<sup>st</sup> Trimester Report – July 1, 2016 through October 31, 2016  
Due: November 15, 2016

2<sup>nd</sup> Trimester Report – November 1, 2016 through February 29, 2017  
Due: March 15, 2017

3<sup>rd</sup> Trimester Report – March 1, 2017 through June 30, 2017  
Due: July 17, 2017

***The end of the year report is the third trimester, due July 17, 2017. There will be no extensions to this date, so please plan accordingly!***

**C. REQUIRED REPORTS:** On or before the dates indicated above, each school must transmit electronic, scanned copies of the following reports to this email address [accounting.trimester@pgcps.org](mailto:accounting.trimester@pgcps.org):

1. Monthly Financial Report Check Off/Coversheet
2. Bank Statements for each month within the trimester
3. SFO Reconciliation Reports (Main Reconciliation Report, Outstanding Checks, Deposit in Transit, Cleared Checks)
4. Available Funds Report (excluding encumbrances and available funds)
5. Year to Date Report
6. Journal Entry Register
7. Supplemental Available Funds Report
8. Unpaid Bills Determination Worksheet

Hard copies of the original bank statements (#2 above) and signed copies of the SFO Reconciliation Reports (#3 above) should also be submitted by pony to the Accounting and Financial Reporting Office, Room 203 in the Sasscer Administration Building.

D. **REPORT PREPARATION TIPS:** Most of the reports noted in Section C can be automatically generated in *School Funds Online* (SFO). The bookkeeper should verify that reports are complete and balanced. All reports must be reviewed and signed by the Principal. Below are a few tips to remember when preparing your reports.

- "Stale-dated" or "voided checks" should not appear in the "outstanding checks" section of the bank reconciliation report. They should have been written off.
- If the school has a savings, money market, or certificate of deposit account, the interest must be included in Step # 6 "Other Assets" of the SFO reconciliation.
- Transfer journal entries (JE) must be entered in SFO to clear **unrestricted** negative balances.
- The Available Funds Report, Reconciled Balance and YTD Report balances should all have the same ending cash balance.
- A total of all outstanding bills must be listed on the Supplemental Available Funds Report.

E. **REMINDERS AND UPDATES:** The following are reminders to make report preparation seamless. Also noted are peculiarities of SFO useful to remember.

1. Monthly Financial Reports must be completed by the 15<sup>th</sup> of the succeeding month.
2. Administrative allotment funds cannot be used to buy gifts, food for staff or purchase material for staff meetings.
3. Fifteen percent of school-wide fundraisers, and 25% student vending, as well as 100% of staff/faculty vending can be transferred to Principal-Sponsored Activity Account (PSA-Transfer in).
4. The receipt or purchase of gift cards is prohibited.
5. **GoFund Me** accounts (or any online monetary donation site) are prohibited.
6. Report all grants and donations made to your school within five (5) days of award. Refer to Bulletin M-5-16 dated June 25, 2015 for more information.
7. **Monetary Transmittal Forms (MTF):** Enter the MTF number in the receipt field when recording deposits.
8. **Writing off Checks:** Complete a journal entry (JE) to write off checks. Use the "JE's" menu item and select the "Bank Interest/Other Credits" sub-menu. Post to the original account and clear this transaction during reconciliation.
9. **Bank Reconciliation in SFO:** Remember to click the green FINISH button after printing the monthly reconciliation.

F. **TECHNICAL SUPPORT:** Should you have any questions, or require additional information, please contact Katrina Greene, SAF Support Specialist, at 301-952-6110 or by email at [katrina.greene@pgcps.org](mailto:katrina.greene@pgcps.org).

G. **FILING INSTRUCTIONS:** Retain this bulletin until further notice.



Raymond H. Brown  
Chief Financial Officer