

OFFICE MANAGERS AND SAA TRAINING OF STUDENT BODY Q&A

Sept 21, 2020-Oct 5, 2020

1. Do you use a new receipt book each year?
No, you should use all the receipts in your current receipt book, then start using a new book. Receipts should be used in numerical order.
2. If we need a new receipt book, where can we get one?
A pre-numbered carbonless receipt book can be purchased at any office supply store such as Staples, Office Depot, etc.
3. How do you get funds in the clearing account?
The clearing account is used for monies that are received and which are remitted promptly and in full to an appropriate payee, such as the District's Consolidated Charitable Campaign. In addition, a clearing account can be used for collections of certain District monies which will be subsequently remitted to the District. These District collections are as follows: Lost and damaged library and textbooks, or library fines for overdue books. Collections should be deposited in a clearing account on the student body books with a credit to the appropriate District account. A student body check for the amount collected should be made payable to the "Los Angeles Unified School District" and remitted to the Accounting & Disbursements Division by December 31st and June 30 of each year.
4. How do I handle a check I received for lost District music instruments?
If a parent paid with a check, it should be sent to the music coordinator, who will take the check to Auxiliary Services. If a parent pays in cash, it should be deposited into the ASB checking account, then ASB will issue a check to Auxiliary Services and the music coordinator will take the check.
5. What does a school do with a \$12.00 check it receives from the State of California for polling?
Those checks need to be sent to the Cash Receipts Unit. Do not deposit into the ASB checking account.
6. If I have not received my school's ASB opening entries for the school year, what should I do?
Contact your Coordinating Financial Manager for assistance.
7. Do the funds in the clearing account belong to ASB?
No, the funds in the clearing account belongs to the District and will need to be remitted to the Cash Receipts Unit twice a year, in December and June.

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8. Do we receive a new ledger every year?
Yes, a new ledger will be sent in August or September, along with your opening entries.
9. What are the approved graduation expenses that can be paid out of the student body funds?
Refer to Bul-521. SB Funds for Graduation, Open House and Library
10. Can the student body funds be used to pay for the T-shirts for 5th graders?
Yes, provided that all the succeeding 5th graders of the following school year will be given the same items. That can be considered as giving benefits to the whole student body.
11. Can our students attend virtual field trips?
Yes. Students can attend virtual field trips to approved LAUSD venues. A Request for Authorization must be completed and uploaded to the Fundraising.lausd.net online system for approval.
12. Is there a Bulletin or Memo regarding how long to keep Student Body records?
Yes. This information is in Publication 464 (Student Body Policies & Accounting Procedures) on page 34.
13. Is Student Body check book different than Imprest check book?
Yes. Student body and Imprest are separate accounts that can't be co-mingled.
14. I received a check from yearbook co. for free yearbooks provided to the students. Do I deposit this check into the Student Body account?
Yes. This check is a refund for payment previously submitted.
15. Can fundraisers take place during lunch time?
No. Not at this present time due to Covid-19 virus.
16. Can we do electronic signatures?
No, all signatures must be actual signatures.
17. What is the requirement to hold a salvage drive fundraiser?
A salvage drive fundraiser cannot be done year-round. Fundraisers can last 3 weeks at a maximum. Submit Request for Authorization.
18. I find it difficult when students pay for books owed with cash and I have no change. Can we have a petty cash fund?
Yes. You can set-up a petty cash fund on the student body books.

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19. Can you provide specifics of students that bring honor/achievements to school?
Yes, examples are, National Spelling Bee champion, community activism, raised substantial funds for the community, etc.
20. Can the School Site council override the continuation of 4th grade field trips?
No. The school site council does not decide how to spend Student Body funds.
21. During Covid-19 can we have a fundraiser selling T-shirts and masks?
You must have a vendor to sell and distribute the shirt for your school. Due to Covid-19, school must comply with CDC requirements on social distancing and other safety measures.
22. Has a notice of no 3rd party agencies on campus been sent to all principals at school sites?
Yes. Principals should contact Facilities Services Division to request approval for 3rd party agencies .
23. Can Booster Club parents assist in coordinating pick-up of items or delivery of flyers in the classroom?
No. Booster Club parents are considered a 3rd party agency. Booster Club parents are not allowed to assist in coordinating pick-up of items or delivery of flyers on school property, classroom, curbside or school ground, per Reference guide 1633.
24. What if they are outside of the school?
No. Booster Clubs are not allowed to fundraise directly with the students. However, PTA's and PTO's can.
25. Can we buy wireless keyboards using student body funds?
No. If the computers/keyboards/mouse were purchased with District funds, the replacements will have to be purchased from district funds.
26. Can schools purchase student licenses for software?
Yes. The purchase of student licenses for software is classified as Augmentation and Enrichment expense.
27. Is there a charge for ordering deposit slips?
Yes. The bank charges a fee for ordering deposit slips and the fee appears on the Student Body bank statement.
A journal entry is needed to record the amount charged by the bank for the order of deposit slips.

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28. Can we purchase headphones in classroom and distance- learning?
No, please use your District funds to pay for it.
29. Can our PTA conduct a school pictures fundraiser?
No. Presently we not conducting fundraisers that occur on campus due to Covid-19.
30. Donations to Robotics?
If not everybody can join, donations to Robotics are usually sent through donation account program code 3938.
31. What do we do with donations from parents for fieldtrips?
If the students are going on instructional trip during the school day, the funds can be deposited in Student Body account. If the fieldtrip is overnight or out of State, the funds should ~~have to go to be~~ processed through the donation account, program code 3938.
32. What if my principal is not receiving bank statements?
Contact the Coordinating Financial Manager (CFM) from your local district.
For imprest account, provide account number to your CFM.
33. Can we receive cash donations if the donation is for particular students?
It will depend on what the donor states in the letter.
34. If a teacher receives a free field trip can we put it in student body?
No. It needs to be processed through the donation account, program code 3938.
35. Where do I obtain a bank signature change form?
Please go the link below to obtain the signature card and submit directly to Bank of America.
<https://achieve.lausd.net/Page/14269>
Contact Noe Vasquez-Benitez, our B of A representative for LAUSD at 888-715-1000 ext. 38227 for inquiry of signature card and status.
36. What is the funding line for reprographics for the Student Body receipt book?
The funding line is 430004.
37. Can we purchase Perfect Attendance Trophies?
No. Perfect Attendance is instructional and as such is not an allowable Student Body expenditure.

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38. Do parent permission slip forms need to be signed prior to the fundraising event even if the PTA is handling 100%?

Yes they have to be signed prior to the fundraising event even if it's 100% PTA.

39. Do we pay the Student Body stop payments with an SB check and do I post it in the ledger?

Yes, you should use a student body check to pay for the stop payment fee and also post in the ledger.

40. How long should I carry an uncashed check on the Student Body account?

The stale check is written- off after 180 days.

41. Do I need to label my ASB red rope folder?

Yes, Organize and maintain a Red Rope Folder with properly labeled folders:

- a) Receipt Book
- b) Bank statements and deposit slips
- c) Request For Authorization to Hold Fundraising Event
- d) Request For Authorization (Donations and Others)
- e) Payment Vouchers and Invoices and/or Receipts
- f) Financial Statements (Ledger Sheets, Trial Balance, Bank Reconciliation Statement and Statement of Financial Condition
- g) Student Body Blank Forms (Request for checks, Authorizations, Journal Entry form, etc.)
- h) Fundraising Financial Statement

42. Can we use a binder instead of red rope folder? No

43. Do I still need to submit a request for authorization for a scholastic fundraiser if we are getting books instead of money?

Yes, it is still considered a fundraiser.

44. We can still pre-order T-shirts as long as they are not uniforms right?

No, they must be pre-paid and per-ordered by the purchaser (Parent). We are not approving any non-essential activities on District campuses during school closures due to COVID. We are approving allowable online fundraisers where items are mailed to participants' homes.

45. How do we clear Chrome book collection in the clearing account?

Checks are to be sent to Cash Receipts Unit (CRU) (26th Floor Beaudry Bldg.) for deposit into program code 16144. Complete CRU Remittance Form and include Attachment C form.

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46. I submitted a request for authorization for a popcorn fundraiser and it was denied because the merchandise was being delivered to the school, why?
We are not approving any non-essential activities on District during school closures due to COVID.
We are, however, approving allowable online fundraisers if items are mailed to participants' homes.
47. I wrote checks for buses that were returned to us because the field trip was canceled, do I do a journal entry?
Yes, you would debit the checking for the account of the check and credit the adjustments column (R) and complete the journal form and have the Principal sign the form.
48. Does the PTO and PTA have to follow the same rules as the school about fundraiser on LAUSD campuses during COVID?
Yes, currently we are not approving any non-essential activities on District campuses during school closures due to COVID.
49. How do I handle payments for broken technology?
The parent/guardian writes either a cashier's check or money order (made payable to LAUSD) or gives cash to the School Administrative Assistant (SAA) or Financial Manager along with Attachment C. The SAA or Financial Manager provides a receipt to the parents/guardian. See bulletin 5509.3
If cash is received, deposit cash into the Student Body fund and issue a check for the same amount payable to LAUSD
Checks are to be sent to Cash Receipts Unit (CRU) (26th Floor Beaudry Bldg.) for deposit into program code 16144. Complete CRU Remittance Form and include Attachment C form.
50. Can we have a Grab and Go on campus?
No, only essential instructional activities are allowed on District campuses, during school closures due to COVID.
51. Did I hear correct, should there be two signatures on an ASB check?
Yes, two signatures are always required on an ASB check, a signature of the principal and at least one of the two other District employees who are authorized signatories at the bank.
52. If we have multiple invoices from a fundraiser, what is the best way to handle this?
You can issue one check and reference all the invoices on the check and attach invoices to your payment voucher. You should also verify accuracy and completeness of all deliveries and keep the delivery slips on file.

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53.If the fundraiser is 100% PTO or PTA does the school do the fundraising financial statement?

No, the PTO or PTA is responsible to complete the fundraising financial statement and submit it to the school. School will forward a copy to Student Body Finance.

54.What if a school fundraiser happened just before school ended in June?

Complete the Fundraising financial statement when you return in July.

55.How do I handle a stale check?

Debit the checking for the amount of the check and credit the Adjustments column (R) and complete the journal entry form and have the Principal sign the form.

Below is the list of Coordinating Financial Managers:

Local Districts	Name	Email	Phone
Northwest	Juanita Contreras	juanita.contreras@lausd.net	(818) 654-3709
South	Akinyemi Abiodun	axa4139@lausd.net	(310) 354-3496
West	Connie Owens	connie.owens@lausd.net	(310) 914-2116
East	Rosi Haftevani	rosi.haftevani@lausd.net	(323) 224-3319
Northeast	Maria Elisa Paulino	maelisa.paulino@lausd.net	(818) 252-5479
Central	Sheri Butler	sbutler@lausd.net	(213) 766-7366
Adult, Continuation, Opportunity and Special Education School	Sally Ngov	sally.ngov@lausd.net	(213) 241-2163