



3405

Accounting

Policy 3405

Original Adoption: 10/30/1990
Revision Dates: 09/11/2012

Effective Date: 09/12/2012

I. PURPOSE

The purpose of this policy is to comply with state requirements for school district accounting and to establish the requirements for deposits of money collected at school or program sites.

II. GENERAL STATEMENT OF POLICY

- A. Minneapolis Public Schools adopts the Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota School Districts.
- B. Minneapolis Public Schools shall follow a high standard of accounting practices which conforms to the principles, practices and codes as established by the Federal Government and State Department of Education.
- C. The District shall follow a modified accrual basis of accounting for all funds.
- D. Schools or sites may not maintain a petty cash fund. All funds generated at a school or program site must be deposited according to rules established by the Superintendent or Superintendent's designee.

III. ACCOUNTING FOR FUNDS GENERATED AT A SCHOOL OR PROGRAM SITE

- A. The District takes control of all accounting for curricular or co-curricular activities of its students.
- B. Funds generated at a school site, excluding funds raised by official student activity programs, shall be deposited as soon as is practicable following receipt.
- C. All funds received at the school shall be maintained in the school safe until such time as they are to be deposited.
- D. All transfers of funds out of the school building shall be by district-approved courier services unless the transfer is otherwise approved in advance by the Superintendent, or superintendent's designee.
- E. The Superintendent or Superintendent's designee shall maintain distinct records of site generated funds by school or site.



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- F. All funds generated at a school for athletic participation fees shall be maintained in distinct records by site and designated for the school's athletic program.
- IV. ACCOUNTING FOR STUDENT ACTIVITIES FUNDS**
- A. The District adopts the Minnesota UFARS *Manual for Activity Fund Accounting* (MAFA manual) for handling and accounting of all funds generated or expended on behalf of official student activities at a school.
- B. Activities not included in the MAFA Manual will be handled and accounted for under ¶III above.
- C. The Superintendent, or Superintendent's designee, shall arrange for any surety bonds required by law for all employees handling money at schools.
- V. RESPONSIBILITY**
- A. The Superintendent is authorized to promulgate regulations to implement this policy.
- B. All employees of the district are responsible for implementation of this policy within the parameters of their employment.

Legal References:

- Minn. Stat. §123B.02 (School District Powers)
Minn. Stat. §123B.09 (School Board Powers)
Minn. Stat. §123B.10 (Publication of Financial Information)
Minn. Stat. §123B.14 (Duties of Officers)
Minn. Stat. §123B.75 (Revenue)
Minn. Stat. §123B.76 (Expenditures)
Minn. Stat. §123B.77 (Accounting, Budgeting and Reporting Requirements)

Cross References:

- MPS Policy 3400 (Banking)