

Instructions for Completing Financial Transition Documents

Each of the divider sheets of the Financial Transition section has a list of forms, requirements, and directions for each division of this section: IX—the Financial Section of the Principals’ Transition Binder.

These instructions (below) are in addition and/or clarification to what is listed on the “divider” pages.

The forms mentioned and / or shown in Section IX (below) are included as attachments to this email. You should create a Transition file in Microsoft Office and save this document and all of the forms in that file.

1. The “IX. Fiscal” sheet and the “Fiscal Transfer Form” are word documents in this file, and the information can be typed directly on the document if you wish.
2. For the H202 Bank Reconciliation (in the Petty Cash/Imprest Section **and** in the Student Activity Fund Section): an H 202 is included with the email, or complete an accounting program reconciliation.
3. For the SEH 199 below—this is a word document. It will not calculate, but can be filled in directly. There is an Excel Version (calculates) included with the email. Choose the version that you are more comfortable with and complete.
4. For the EH 204—Report on Student Activity Funds: include the most current report available. The copy attached to the email is an EXCEL workbook with formulas which will calculate the balance from the figures inserted into the columns: Old Balance, Receipts, Payments (and Transfers).
5. For the SRC Resolution Tracking form (if applicable to your situation), complete, print, and close. If you have no information to enter on this form, just write N/A on this sheet.
6. For the Authorized Check Signatures form: complete and print one for Imprest, one for **every** bank Account/Asset of Student Activity Fund, as well as any other bank accounts held by the school.
7. For the SAU form (for the incoming administrator): print, and include with this packet. It should be completed at the Transition meeting so the incoming administrator will be given access to ADVANTAGE and to the web-based reports.

For the Main Frame ID (for incoming administrators with NO MainFrame ID): go to the Master LOGIN Applications Menu on the School District’s website, and complete a Technology Access Request for the MainFrame.

IX. FISCAL

A. Enclosures

1. Transfer of Assets Form—completed & signed
 - a. All documents/reports listed on this form
2. Operating Budgets (Print screens from Staffing Management System – SMS)
3. Title I Budget (Print screen from SMS)
4. Other Budgets—Gifts, Grants, etc. (identify below along with purpose; include copies)

B. Key Finance Personnel / Resources

1. Name of Person/s and Title/Position:

Name: _____ Title/Position: _____

Name: _____ Title/Position: _____

Name: _____ Title/Position: _____

2. Imprest Fund (Records and Checkbook):

Location: _____

Bank: _____ Acct. # _____

3. Student Activities Fund (Records and Checkbook):

Location: _____

Bank: _____ Acct. # _____

Bank: _____ Acct. # _____

Bank: _____ Acct. # _____

(If there are more bank accounts, attach a list with Institution Name, Type of Account, and Account Number)

4. Other Funds (Records and Checkbook):

Fund Name and Location of Records: _____

Bank / Institution and Account #: _____

FISCAL TRANSFER FORM

TO: Office of General Accounting

FROM: _____
(Outgoing Administrator) School /Office Location#

SUBJECT: TRANSFER OF SCHOOL ASSETS

We have this day _____, 20__ effected transfer of responsibility for assets listed below. The status at the time of transfer was as follows:

| | Reconciled Authorized Amt (SEH 199) | Invoices on Hand and/or Reimbursement Request | Checkbook Balance | Bank Statement Reconciled Balance |
|--|---|--|----------------------|--------------------------------------|
| Petty Cash / Imprest Fund | \$ _____ | \$ _____ | \$ _____ | \$ _____ |
| Attach: Current Bank Reconciliation | | | | |
| Student Activity or Other Funds | \$ <u>N/A</u> | \$ _____ | \$ _____ | \$ _____ |
| Attach: Current Bank/s Reconciliation/s | | | | |
| Include ALL Assets: CD's, MM's, Savings, Checking, ETC. | | | | |

Cash on Hand:

Transpass/Tokens sales \$ _____

Other (Student Activity Funds, etc) \$ _____

Total Cash On Hand \$ _____

TRANSPASSES: Number On Hand

Free _____

Cash _____

Total Transpasses _____

REVIEWED THE FOLLOWING ENCLOSURES:

- _____ List of Compensatory Education Cases pending
- _____ List of all outstanding bills (cell & telephone bills, orders, graduation expenses, etc.)
- _____ List of all current contractual obligations {LCA's, Standard (Long Form) Contracts, SRC Resolutions, etc. }
- _____ Copy of **current** Personal Property Inventory List
- _____ Print-out from Advantage of current "FAVS" (Funds Available) for ALL budgets (Operating, Title I, and Grants)
- _____ Print-out of "Imprest Fund Reimbursements" (from Advantage—VPHS screen)
- _____ Print-out of "Encumbrance Documents" (Advantage web-based report)
- _____ Print-out of "Missing Receivers" (Advantage web-base report)
- _____ Copy of "Authorized Check Signatures" Form – SEH 196
- _____ Copy of the SAU Advantage Security Request Form

I, _____, am in agreement with the amounts listed above and do hereby
(Type/Print Name—Outgoing)

acknowledge release of these assets. _____ **Date** _____
(Signature)

I, _____, do hereby acknowledge receipt of and accept responsibility for the above.
(Type/Print Name—Incoming)

_____ **Date** _____
(Signature)

PETTY CASH / IMPREST FUND

1. Final Bank Reconciliation

Choices: Computer-generated reconciliation
School District bank reconciliation form (H 202)

2. Copy of the Bank Statement used for final reconciliation

3. Copy of Imprest Fund envelope/s (SEH 197)

- a. Last one submitted
- b. Any for which reimbursement into the bank account is still pending

4. Copy of Form SEH 199 (Imprest Fund Reconciliation) that coincides with SEH 197 (This form reconciles to the authorized **threshold**, not just the bank statement balance)

5. Copy of Form/s SEH 198 (Imprest Fund Voucher) for all bills **not yet** submitted for reimbursement

BANK RECONCILIATION PROCEDURES

1. Complete the heading of Bank Reconciliation Form H-202.

Bank Balance

2. Find the ending balance shown on the bank statement, and record it on the Bank Reconciliation form along with the ending date on the bank statement.
3. Compare the deposits (amount and date) listed on the bank statement with amounts of the deposits listed on the check stubs and/or previous month's Bank Reconciliation form. On check stubs indicate agreement by noting a "D", if not in agreement, see deposit/check discrepancies below.
4. Record and total all "Deposits in Transit" on the Bank Reconciliation form. Any deposit listed on the stub and/or prior Bank Reconciliation but not on the bank statement is considered a "Deposit in Transit." In addition, any "Deposit in Transit" listed on the Previous month's Bank Reconciliation and not recorded on this month's bank statement should be reported to the bank immediately. Add the total amount of "Deposits in Transit" to ending month balance.
5. Verify cancelled checks and debit memorandums -- compare check amounts with those amounts on the bank statement. Use red check marks on bank statement to show agreement.
6. Arrange cancelled checks in numeric order and insert any voided checks and stop payments on file.
7. Compare each cancelled check and voided check amount with its corresponding stub amount, and/or prior Bank Reconciliation. If the check agrees with the stub, mark a red "C" on the stub next to the number. If the check does not agree, see deposit/check discrepancies below. Any check amount on the stub that does not have a red "C" beside it is considered unpaid (outstanding) and should have an "O/S" recorded beside it. For voided checks use a "V".
8. List all outstanding checks (stubs with "O/S" or checks still outstanding from prior reconciliation) by number and amount on the Bank Reconciliation form.
9. Subtract the total amount of outstanding checks from the subtotal shown above it on the Bank Reconciliation form. The result is the "Adjusted Bank Balance." Record the ending bank statement date.

School Book Balance

10. Record checkbook balance on the Bank Reconciliation form (use the amount closest to the date of the bank statement).
11. List and total on the Bank Reconciliation form all credit memorandums received from the bank and not yet entered on the check stubs. Use the section marked "add" to record credits. Add to the checkbook balance the total credits. A credit memorandum, for example, would be an increase to the amount balance to correct for an overcharge made by the bank.
12. List and total on the Bank Reconciliation form all debit memorandums received from the bank and not yet entered on the check stubs. Use the section marked "less" to record debits. A debit memorandum, for example, would be a decrease to the amount balance for check printing charges.
13. Subtract the total deductions from the subtotal above it on the Bank Reconciliation form. The difference is the "Adjusted General Ledger Cash Amount and Checkbook Balance." Record the date as of the day the checkbook is being reconciled (ending bank Statement date).

Deposit/Check Discrepancies

14. If the deposit/check amount entered in the checkbook does not agree with the amount credited/charged by the bank, then an adjustment to the checkbook, either an increase or decrease, may be necessary. When the amount credited/charged by the bank agrees with the actual amount of the deposit/check, but the checkbook entry is in error, then an adjustment to the checkbook is required. On the other hand, if the actual amount that the deposit/check was written for agrees with the amount entered in the checkbook and the bank has credited/charged a different amount, no adjustment entry in the checkbook is required. However, on the reconciliation form an adjustment will have to be made in computing the adjusted bank balance and the bank will have to be notified of the discrepancy.

Completion

15. Compare the "Adjusted Bank Balance" to the "Adjusted General Ledger Cash Amount and Checkbook Balance." If the amounts agree, the bank account is reconciled.
If the amounts do not agree, first redo arithmetic. If still unreconciled, start reconciliation process over, including redoing books (General Journal, Cash Receipts, Cash Disbursements, General Ledger and Checkbook).
16. The Bank Reconciliation, once it reconciles, should be signed and dated by the Preparer and then presented to the principal for his or her review and signature if satisfied.
17. The checkbook and general ledger cash account are to be adjusted for credit and debit memorandums.
18. Forward a copy of completed Bank Reconciliation to General Accounting (on a monthly basis).

THE SCHOOL DISTRICT OF PHILADELPHIA
 IMPREST FUND RECONCILIATION

School/Office: _____ Location Number: _____

Date: _____

1. CASH BALANCE:

| | | |
|---|----|----|
| Bills ----- | \$ | |
| Coin----- | \$ | |
| | | |
| Total Cash on Hand ----- | \$ | |
| School District Reimbursement Check – not yet deposited ----- | \$ | |
| Cash in bank after reconciliation (check book balance) ----- | \$ | |
| TOTAL Cash ----- | | \$ |

2. REIMBURSEMENTS REQUESTED, but not yet received (LIST):

| | | | | |
|-------------|-----------------|--------------|----|----|
| Date: _____ | Request # _____ | Amount ----- | \$ | |
| Date: _____ | Request # _____ | Amount ----- | \$ | |
| Date: _____ | Request # _____ | Amount ----- | \$ | |
| Date: _____ | Request # _____ | Amount ----- | \$ | |
| TOTAL ----- | | | | \$ |

3. Disbursements not yet submitted for reimbursement:

| | | | | |
|---------------|--------------|--------------|----|----|
| Check # _____ | Payee: _____ | Amount ----- | \$ | |
| Check # _____ | Payee: _____ | Amount ----- | \$ | |
| Check # _____ | Payee: _____ | Amount ----- | \$ | |
| Check # _____ | Payee: _____ | Amount ----- | \$ | |
| Check # _____ | Payee: _____ | Amount ----- | \$ | |
| TOTAL ----- | | | | \$ |

4. Other (describe):

| | | |
|-------------|----|----|
| _____ | \$ | |
| _____ | \$ | |
| _____ | \$ | |
| _____ | \$ | |
| TOTAL ----- | | \$ |

TOTAL Cash and Items in process (Items 1 to 4) ----- \$ 0,000.00

AUTHORIZED Imprest Fund ----- \$ 0,000.00

DIFFERENCE----- \$ 0.--

Explain overage or shortage below, or record any other remarks/explanations:

Prepared by: _____ Title: _____
(Fund Custodian)

Reviewed by: _____ Title: _____
(Administrator)

Date: _____

| SCHOOL DISTRICT OF PHILADELPHIA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------------|------|------|----------|--|------|-------------|-----------|--------------|--------|---------------------------------|--|--|--|---------------|------------------|--|--|----|---|--|----|---|--|----|---|--|----|---|--|----|---|--|----|--|--|----|--|--|----|---|--|-----|--|--|-----|--|--|
| | IMPREST FUND (PETTY CASH) REIMBURSEMENT REQUEST | | | | | VOUCHER # | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| IMPREST FUND VENDOR NO. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FROM _____ | | | | | | REQUEST NO. _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (SCHOOL OR OFFICE) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ADDRESS _____ | | | | | | DATE _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NOTE: WHEN A FUND HAS BEEN APPROXIMATELY 40% EXPENDED, REIMBURSEMENT SHOULD BE REQUESTED. PROMPT AND ACCURATE PREPARATION OF THIS REIMBURSEMENT REQUEST AND ENCLOSED VOUCHERS WILL EXPEDITE THE REIMBURSEMENT PROCESS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EXPENDITURE CATEGORY | FUND | AGENCY | FUND | ORG. | ACTIVITY | FUNCTION | OBJ. | SUB OBJ. | JOB/PROJ. | RPT. CAT. | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PETTY CASH - CONTRACTED SERVICES | | | | | | | 5811 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PETTY CASH - MATERIALS, SUPPLIES, UTILITIES | | | | | | | 6114 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PETTY CASH - BOOKS & INSTRUCTIONAL AIDS | | | | | | | 6414 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| THE ENCLOSED IMPREST FUND VOUCHERS (FORM SEH-198) SUPPORT THE EXPENDITURES FOR LOW COST ITEMS, NOT AVAILABLE FROM THE WAREHOUSE, SUMMARIZED ABOVE. THESE EXPENDITURES HAVE BEEN MADE IN ACCORDANCE WITH THE "IMPREST FUND (PETTY CASH) PROCEDURES". THIS REQUEST FOR REIMBURSEMENT AND RECONCILIATION HAVE BEEN PREPARED BY: | | | | | | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">1.</td> <td style="width: 85%;">REQUESTED REIMBURSEMENT TOTAL →</td> <td style="width: 10%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">FUND RECONCILIATION <small>(TO BE COMPLETED FOR EVERY REQUEST)</small></td> <td style="text-align: center;">AMOUNT</td> </tr> <tr> <td colspan="3" style="text-align: center;">ENTER TOTALS OF:</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>CASH ON HAND <small>(CHANGE & BILLS)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>CASH IN BANK ACCOUNT <small>(CHECK BOOK BALANCE)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>SCHOOL DIST. REIMBURSEMENT CHECK <small>(NOT YET RECEIVED)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>REIMBURSEMENTS REQUEST <small>(NOT YET RECEIVED)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">6.</td> <td>TOTAL (SEH - 198) VOUCHERS <small>(ON HAND BUT NOT SUBMITTED - STATE REASON ON REVERSE SIDE)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">7.</td> <td>TOTAL OTHER ITEMS <small>(DESCRIBE ON REVERSE SIDE)</small></td> <td></td> </tr> <tr> <td style="text-align: center;">8.</td> <td>ADD LINES 2 THROUGH 7 - ENTER AS SUB-TOTAL: CASH & OTHER ITEMS ON HAND</td> <td></td> </tr> <tr> <td style="text-align: center;">9.</td> <td>ADD LINES 1 AND 8 - ENTER AS TOTAL FUND ACCOUNTED FOR</td> <td></td> </tr> <tr> <td style="text-align: center;">10.</td> <td>ENTER AUTHORIZED FUND AMOUNT</td> <td></td> </tr> <tr> <td style="text-align: center;">11.</td> <td>SUBTRACT LINE 10 FROM 9 - ENTER DIFFERENCE - OVER OR (SHORT) <small>(EXPLAIN ON REVERSE SIDE)</small></td> <td></td> </tr> </table> | | | | | 1. | REQUESTED REIMBURSEMENT TOTAL → | | FUND RECONCILIATION <small>(TO BE COMPLETED FOR EVERY REQUEST)</small> | | AMOUNT | ENTER TOTALS OF: | | | 2. | CASH ON HAND <small>(CHANGE & BILLS)</small> | | 3. | CASH IN BANK ACCOUNT <small>(CHECK BOOK BALANCE)</small> | | 4. | SCHOOL DIST. REIMBURSEMENT CHECK <small>(NOT YET RECEIVED)</small> | | 5. | REIMBURSEMENTS REQUEST <small>(NOT YET RECEIVED)</small> | | 6. | TOTAL (SEH - 198) VOUCHERS <small>(ON HAND BUT NOT SUBMITTED - STATE REASON ON REVERSE SIDE)</small> | | 7. | TOTAL OTHER ITEMS <small>(DESCRIBE ON REVERSE SIDE)</small> | | 8. | ADD LINES 2 THROUGH 7 - ENTER AS SUB-TOTAL: CASH & OTHER ITEMS ON HAND | | 9. | ADD LINES 1 AND 8 - ENTER AS TOTAL FUND ACCOUNTED FOR | | 10. | ENTER AUTHORIZED FUND AMOUNT | | 11. | SUBTRACT LINE 10 FROM 9 - ENTER DIFFERENCE - OVER OR (SHORT) <small>(EXPLAIN ON REVERSE SIDE)</small> | |
| 1. | REQUESTED REIMBURSEMENT TOTAL → | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FUND RECONCILIATION <small>(TO BE COMPLETED FOR EVERY REQUEST)</small> | | AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENTER TOTALS OF: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | CASH ON HAND <small>(CHANGE & BILLS)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | CASH IN BANK ACCOUNT <small>(CHECK BOOK BALANCE)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | SCHOOL DIST. REIMBURSEMENT CHECK <small>(NOT YET RECEIVED)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | REIMBURSEMENTS REQUEST <small>(NOT YET RECEIVED)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | TOTAL (SEH - 198) VOUCHERS <small>(ON HAND BUT NOT SUBMITTED - STATE REASON ON REVERSE SIDE)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | TOTAL OTHER ITEMS <small>(DESCRIBE ON REVERSE SIDE)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | ADD LINES 2 THROUGH 7 - ENTER AS SUB-TOTAL: CASH & OTHER ITEMS ON HAND | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | ADD LINES 1 AND 8 - ENTER AS TOTAL FUND ACCOUNTED FOR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | ENTER AUTHORIZED FUND AMOUNT | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | SUBTRACT LINE 10 FROM 9 - ENTER DIFFERENCE - OVER OR (SHORT) <small>(EXPLAIN ON REVERSE SIDE)</small> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ SIGNATURE OF FUND CUSTODIAN DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| I CERTIFY THAT THIS REQUEST IS TRUE AND CORRECT, AND IS PROPERLY CHARGEABLE TO THE STATED ACCOUNTS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| _____ SIGNATURE OF PRINCIPAL OR ADMINISTRATOR DATE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| FORWARD | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| OPERATING BUDGET (FUND 1100) TO: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACCOUNTING SERVICES | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CATEGORICAL FUNDS TO: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| CATEGORICAL PROGRAMS OFFICE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Complete an SEH 197 envelope and include a copy (along with copies of the vouchers submitted). OR, make a photocopy of the last one submitted (and the vouchers), and include.

| | | | | | | | | | | | |
|--|---|--------|------|----------|------|--------|--------|----------|-----------|----------|--------------------------------|
| SCHOOL DISTRICT OF PHILADELPHIA IMPREST FUND VOUCHER | | | | | | | | | | | RECEIPT NO. <hr/> CHECK NO. |
| FOR (DESCRIBE) <hr/> <hr/> | | | | | | | | | | | |
| <input type="checkbox"/> INVOICE ATTACHED <input type="checkbox"/> INVOICE NOT OBTAINABLE (ATTACH CANCELLED CHECK IF AVAILABLE) | FUND | AGENCY | ORG. | SUB-ORG. | ACT. | FUNCT. | OBJECT | SUB-OBJ. | JOB/PROJ. | RPT.CAT. | AMOUNT RECEIVED |
| | | | | | | | | | | | \$ |
| AUTHORIZED BY: <hr/> <hr/> | RECEIVED BY (SIGNATURE) _____ DATE _____ FIRM NAME OR OR EMPLOYEE TITLE <hr/> ADDRESS _____ | | | | | | | | | | |
| INSTRUCTIONS: 1. TO BE PREPARED IN DUPLICATE, WHITE COPY TO BE FORWARDED IN IMPREST FUND REIMBURSEMENT ENVELOPE WHEN FUND EXPENDITURES REACH 40 %. YELLOW COPY TO BE RETAINED. 2. OBTAIN AND ATTACH INVOICES WHEREVER POSSIBLE. 3. ANY SINGLE PURCHASE FROM ANY ONE VENDOR SHALL NOT EXCEED THE LIMIT PRESCRIBED BY THE IMPREST FUND PROCEDURES. NO PAYMENTS MAY BE MADE FOR ANY ITEMS ON EMERGENCY REQUISITION FORM SEH - 103E. | | | | | | | | | | | |

SEH - 188 (Rev. 1/2001) COMM. CODE 81802445282

| | | | | | | | | | | | |
|--|---|--------|------|----------|------|--------|--------|----------|-----------|----------|--------------------------------|
| SCHOOL DISTRICT OF PHILADELPHIA IMPREST FUND VOUCHER | | | | | | | | | | | RECEIPT NO. <hr/> CHECK NO. |
| FOR (DESCRIBE) <hr/> <hr/> | | | | | | | | | | | |
| <input type="checkbox"/> INVOICE ATTACHED <input type="checkbox"/> INVOICE NOT OBTAINABLE (ATTACH CANCELLED CHECK IF AVAILABLE) | FUND | AGENCY | ORG. | SUB-ORG. | ACT. | FUNCT. | OBJECT | SUB-OBJ. | JOB/PROJ. | RPT.CAT. | AMOUNT RECEIVED |
| | | | | | | | | | | | \$ |
| AUTHORIZED BY: <hr/> <hr/> | RECEIVED BY (SIGNATURE) _____ DATE _____ FIRM NAME OR OR EMPLOYEE TITLE <hr/> ADDRESS _____ | | | | | | | | | | |
| INSTRUCTIONS: 1. TO BE PREPARED IN DUPLICATE, WHITE COPY TO BE FORWARDED IN IMPREST FUND REIMBURSEMENT ENVELOPE WHEN FUND EXPENDITURES REACH 40 %. YELLOW COPY TO BE RETAINED. 2. OBTAIN AND ATTACH INVOICES WHEREVER POSSIBLE. 3. ANY SINGLE PURCHASE FROM ANY ONE VENDOR SHALL NOT EXCEED THE LIMIT PRESCRIBED BY THE IMPREST FUND PROCEDURES. NO PAYMENTS MAY BE MADE FOR ANY ITEMS ON EMERGENCY REQUISITION FORM SEH - 103E. | | | | | | | | | | | |

SEH - 188 (Rev. 1/2001) COMM. CODE 81802445282

STUDENT ACTIVITY FUND

1. Final Bank Reconciliation *

Choices: Computer-generated reconciliation
School District bank reconciliation form (H 202)

2. Copy of the Bank Statement used for final reconciliation

3. Copy of most current Report on Student Activity Funds **

Choices: Computer-generated
School District Form EH 204 – Report on Student Activity Funds

*Some student activity funds have multiple banks (Assets). It is necessary to attach the most recent statements' reconciliations for every bank account/asset.

****Report Due Dates:** September 20 (June 1 to August 31)
December 20 (September 1 to November 30)
March 20 (December 1 to February 28/29)
June 20 (March 1 to May 31)

(If there are **any other bank accounts** for the school that are **not** under the umbrella of the Student Activity Fund, include the reconciled statements in this section, as well as a brief explanation of why they are not part of the student activity fund.)

Assets

LIST ALL BANK ACCOUNTS, SAVING FUND ACCOUNTS, AND CHECKING ACCOUNTS; INDICATE BANK NAME, ACCOUNT NUMBER AND AMOUNT OF MONEY ON DEPOSIT. LIST ANY ADDITIONAL INVESTMENTS BY NAME, TYPE AND BOOK VALUE.

THE TOTAL OF ALL ASSETS LISTED SHOULD EQUAL THE TOTAL OF THE NEW BALANCE COLUMN ON THE FACE OF THIS REPORT.

SCHEDULE OF CURRENT ASSETS

(AS OF THE END OF CURRENT REPORTING PERIOD)

| **NAME OF BANK OR ISSUER | CERTIFICATE OR ACCT NO. | TWO SIGNERS REQ? | AUTHORIZED SIGNERS | DAYS NOTICE REQ FOR WITHDRAWL | ANNUAL RATE OF INTEREST | CERTIFICATE MATURITY DATE | * BOOK BALANCE END OF PER |
|--------------------------|-------------------------|------------------|--------------------|-------------------------------|-------------------------|---------------------------|---------------------------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

*Attach reconciliation to bank statement balance.
 **List in order of liquidity; any donated stocks and bonds, list last.

TOTAL \$0.00

 SCHOOL STORE INVENTORY FOR PERIOD ENDED JUNE 30 TOTAL
 (Do not include in Total Current Assets)

DATE PREPARED _____
 DATE SIGNED _____

Preparer _____

 I CERTIFY THIS REPORT IS CORRECT

 PRINCIPAL

Please include the latest report on Transpasses in this section.

TRANSPASSES – General Information

Please place all UNUSED Transpasses in the gray bag that was delivered to your school.

Seal the gray bag. It is important that the front of the bag include:

School name and location number;

Principal's signature;

Total number of Transpasses enclosed;

Date

Ignore the section that reads "AMOUNT: \$". Money is not to be placed in the bag.

Do not place any mail or paper work in the bag; the bags must remain sealed for SEPTA.

If your returns do not fit in one gray bag, an extra gray bag will be provided to you when the pick up is made. Your pick up day will coincide with your school's usual delivery day. You may also bring them into Transportation's office.

To avoid unnecessary trips, please notify Transportation Services by email to etrovarelli@phila.k12.pa.us ASAP if you do not need a pick up.

If you have no UNUSED Transpasses or if you plan to bring them into Transportation's office, you do not need a pick up.

OUTSTANDING DEBTS / OBLIGATIONS

1. Compensatory Education Cases

List: All unresolved cases

Any contracts or promissory agreements resulting from IEP's

2. List of other miscellaneous outstanding bills / invoices (include copies)

(Phones, orders, graduation expenses, etc.)

3. List of any contractual obligations still pending

List: the name and number of the vendor

the SC (encumbrance) documents and the amount

any PV documents that have already been submitted against the above

the reason that this encumbrance was not completed during the fiscal year

4. List of any active and pending resolutions -- **Include SRC Tracking Form**

PERSONAL PROPERTY INVENTORY

1. Letter / directives from Accounting
2. Copy of the **most recent** Personal Property inventory listing: updated and complete

The Personal Property listing should clearly indicate the locations of the equipment within the building, so that the incoming administrator can easily verify the status and condition of all equipment being transitioned. If anything is missing or damaged or stolen and is pending deletion, include a copy of the print-screen of the PPD Advantage document as well as the Serious Incident Report or Damaged Item form as required by the reason for deletion.

“FAVS” – FUNDS AVAILABLE SCREENS

1. Print outs of current fiscal year’s screens from Advantage Finance as of the last day of school
 - a. ALL Operating Budgets
 - b. ALL current Multiple-year Budgets
 - 1.) Title I, Grants, etc.

2. Print out of Imprest Fund Reimbursements/Disbursements for the year
 - a. VPHS files, then W00XXX0 (“XXX” is your school location number)
 - b. Put in the date range, enter, print screen

WEB-BASED REPORTS

1. On the School District’s web-site, LOGIN to the web-based Advantage Reports
2. Print out and include:
 - Open Encumbrance Documents
 - Missing Receiver Report

AUTHORIZED APPROVAL / SIGNATURES

1. Authorized Check Signatures Form

For Imprest Fund, Student Activity Fund, and any other bank accounts

[Authorized Check Signature Form \(SEH 196\)](#)

2. Updated SAU Advantage Security Request Form

For Advantage HR (Payroll/Personnel) and Finance access

For SAU Web-based Reports access

[Security Request Form 10/2011](#)

TRANSITION CONFERENCE AFFIDAVITS

1. Signature Page

[Exit Conference Affidavit Signature Page](#)



School District of Philadelphia
Systems Administration Unit
ADVANTAGE Security Request Form

I. REQUIRED REQUEST INFORMATION:

ADVANTAGE HR/Payroll (choose one)

- Access to enter payroll for own organization*
- Access to approve payroll for own organization*
- Other initial access- Justify below*
- Change Current Access *
- Delete Current Access
- ADVANTAGE Reports ONLY**

ADVANTAGE Finance (choose one)

- Initial Security Set Up*
- Change Current Access *
- Delete Current Access
- ADVANTAGE Reports ONLY**

DIRECT DEPOSIT
PAYROLL STUB AND TPER
PRINTING

- Check here for access to Home Organization only
- Access to additional Organization(s)**

****Please submit a separate form for access to additional organizations. Administrator's signature is required**

- *Please note that this form is for access to Advantage only. Access to Advantage Reports is granted automatically when requesting access to Advantage Finance, HR and Payroll systems.*
- *You must first have a mainframe ID and password (not required for Advantage Reports)*
- *You can obtain a mainframe ID & password by contacting the IT Help Desk at 215-400-5555*
- *Contact the ADVANTAGE Help Desk at 215-400-4560 with any questions concerning this form.*

Security Access Duration: Permanent Temporary until the date of : ____/____/____

The following information must be completed for timely processing of security access.

Requesters Name: _____

Requesters Signature: _____

Social Security #: _____ Title: _____

Mainframe ID: _____ E-Mail Address: _____

School/Location Name: _____ Organization # : _____

Telephone Number: _____ Fax Number: _____

Request Date: _____

Approved by: _____

Administrator's Name, Title

Signature: _____

Administrator's Signature

Date

***Provide justification for initial access or change to current access. If request is for access to organizations other than your home organization, a complete explanation of need MUST be included together with all Agency/Organization combinations:**

Pattern Request After (Central Office Only): Provide name and ID of person that security access should be modeled after.

After completing this form please fax to the System Administration Unit, (215) 400-4561.
You will be contacted via email **within 48 hours** to confirm your security access.

Revised 8/12/2008

(Sample)

(NB: Current Form attached to email)

(Sample)

Exit Conference Affidavit

I approve the Transition Packet and verify that all data has been provided as requested.

Outgoing Principal

School

ACADEMIC EXIT CONFERENCE
(Principals advise WHEN it took place)
FINANCIAL EXIT CONFERENCE

Date _____

Date _____

I approve this transition packet and verify that all data and information has been
Provided (or location specified) as required.

INCOMING PRINCIPAL'S SIGNATURE

DATE

ASSISTANT SUPERINTENDENT

DATE

ACADEMIC DIVISION/OFFICE

COMPTROLLER'S REPRESENTATIVE

DATE
