

Instructions for Completing Financial Transition Documents

Each of the divider sheets of the Financial Transition binder has a list of forms, requirements, and directions for each section.

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

1. The " Fiscal Transfer Form" is a PDF fillable form, and the information can be typed directly on the document if you wish.

2. For the Student Activity Funds Section: Most recent signed monthly bank reconciliation is to be included. A signed Month to Date Report showing all accounts in positive balance is required.

3. For the Authorized Check Signatures form (SEH-196): complete and print for the Student Activity Fund, as well as any other bank accounts held by the school.

4. Key Finance Personnel:

Name: _____ Title/Position: _____

Name: _____ Title/Position: _____

Name: _____ Title/Position: _____

5. Student Activities Fund (Records and Checks):

Location: _____

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:

	Unpaid Student Activity Obligations	Checkbook Balance	Bank Statement Reconciled Balance
Student Activity Items	\$ _____	\$ _____	\$ _____

Student Activity Items
Attach: Current Bank/s Reconciliation/s and a listing of unpaid obligations (if invoiced, include vendor name, invoice number, date and amount)

Include **Δ LL** Assests: CD's, MM's , Savings, Checking, ETC.

Operating Funds Items:

- _____ List of all current contractual obligations LCA's, Contracts
- _____ Copy of **current** Personal Property Inventory List
- _____ Print-out from Oracle of current (Funds Available) for ALL budgets (Operating, Title I, and Grants)
- _____ Print-out of "Purchase Order Detail Report" (Oracle web-based report)
- _____ Print-out of "Missing Receivers" (Oracle web-based report)
- _____ List of all outstanding bills (if any) - Attach a detailed list
- _____ Copy of "Authorized Check Signatures" Form - SEH 196
- _____ Copy of Exit Interview Form

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

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

I, _____, do hereby acknowledge receipt of and accept responsibility (Type/Print Name—Incoming Principal)

for the above. _____ Date _____
(Signature)

STUDENT ACTIVITY FUND

1. Final Bank Reconciliation

Signed Monthly Reconciliation Report from School Funds Online. Please make sure prior months bank reconciliations are completed, signed and uploaded into School Funds Online (SFO)

2. Copy of the Bank Statement used for the final reconciliation

3. Copy of most current Month to Date Report on Student Activity Funds - School Funds Online

4. Unpaid Student Activity Obligations List

OUTSTANDING DEBTS/ OBLIGATIONS

1. List of all outstanding bills (if any) - Attach a detailed list
2. List of any contractual obligations still pending. List:
 - A. The name and number of the vendor
 - B. The RQ (encumbrance) documents and the amount
 - C. Any documents that have already been submitted against the above
 - D. Reason that this encumbrance was not completed during the fiscal year
3. List of any active and pending action items
4. On the School District's web-site, LOGIN to the web-based Oracle Reports Print out and include:
 - A. Purchase Order Detail
 - B. Missing Receiver Report - Include notes for items not received

PERSONAL PROPERTY INVENTORY

1. Letter / directives from Accounting
2. Copy of the **mostrecent** Personal Property inventory listing from Oracle:
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 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 the Oracle System as of the last day of school
 - a.** ALL Operating Budgets
 - b.** ALL current Multiple-year Budgets 1.) Title I, Grants, etc.

AUTHORIZED APPROVAL/ SIGNATURES

1. Authorized Check Signatures Form

Student Activity Fund, and any other bank accounts

Authorized Check Signature Form (SEH 196)

TRANSITION CONFERENCE AFFIDAVIT

1. Signature Page

Exit Conference Affidavit Signature Page

Exit Conference Affidavit

I confirm that all data has been provided as requested.

OUTGOING PRINCIPAL SIGNATURE

SCHOOL

FINANCIAL EXIT CONFERENCE

DATE

I confirm that all data contained herein has been reviewed and understood.

INCOMING PRINCIPAL'S SIGNATURE

DATE

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

ASSISTANT SUPERINTENDENT

DATE

COMPTROLLER'S REPRESENTATIVE

DATE