

INDEPENDENT SCHOOL DISTRICT 4116-Lakes International Language Academy

Internal Control Policy

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Lakes International Language Academy has incorporated its understanding of significant audit areas into this Internal Control Policy.

A standard chart of accounts is used under the UFARS system that is mandated by the Minnesota Department of Education.

Cash and Investments, Receipts, Revenue, and Receivables

The School Board has delegated the duties of investing cash on hand not required for immediate expenditure to the School Director or his designee. Annually, a resolution is passed that allows these individuals to invest idle School cash. This resolution also allows these individuals to designate such depositories where investing takes place. This annual resolution is considered to be the "investment policy" of the School.

School Business Solutions and School Accounting & Payroll Manager are responsible for reconciling the bank accounts. The School board treasurer oversees school finances and ensures that reconciled bank accounts agree with the general ledger.

The School's primary revenue sources consist of state/federal grants and aids. State/federal grants and aids are received via wire transfers and by check (received via filing of progress or completion reports or EDRS reports). For amounts received by check, the check is routed to the Accounting & Payroll Manager for inclusion in the next deposit. This information is shared with School Business Solutions, where the appropriate account coding is noted and entered into the accounting system. Other receipts are tallied by the Accounting & Payroll Manager for deposit and reported to School Business Solutions for inclusion into the accounting system.

School Business Solutions, on the Finance office's direction, makes Skyward entries, computes and records receivables (accounts, taxes, IDEAS, and state and federal programs), including reconciling amounts with the IDEAS and various grant agreements. The Director and Budgets Manager, with School Business Solutions' help, as needed, work with department heads to identify federal financial assistance. School Business Solutions, the Special Education Director and Budgets Manager reconcile differences between EDRS and UFARS.

Cash Disbursements, Expenditures for Goods and Services and Accounts Payable

The School's accounts payable/finance office consists of two full-time persons and one on-demand person at this time.

The School uses purchase orders (PO) to account for purchases when vendors allow. The PO number and name of requester is recorded with accounts payable. The requester completes the PO and has the Director or department head approve and sign the PO if the item or service fits in the budget. The item or service is then ordered. The person/department requesting the item or service is also responsible for remaining within the budget guidelines for that specific item. Once

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the item is received, the person that ordered the item verifies that it was received. Invoices are submitted to Accounts Payable/Finance Office for payment. Accounts Payable matches the invoice to the purchase order and reviews authorization. The invoice and supporting documentation are attached to a completed Invoice Tracking Form that is mailed or e-mailed to School Business Solutions for recording in the accounting software. Invoices are mailed or e-mailed to School Business Solutions bi-weekly. Every other week, prior to printing the checks, a School Business Solutions employee e-mails an AP Aging report to the Finance Office for review. The Accounting & Payroll Manager authorizes School Business Solutions to print checks for all or some invoices. School Business Solutions prints the checks and mails them to the Finance Office for signature. All checks in the amount of \$500 or more are required to have two signatures per this policy. There are three authorized check signers (Kim Paugel, Accounting & Payroll Manager; Julie Lundgren, Budgets Manager; Ellyn Venberg, Media Specialist). Check signers are approved or changed by the Board of Directors. Check signers may access online banking by setting up passwords with the bank. Once the check is signed it is mailed with an invoice copy to the vendor for payment.

Since the approved amount was compared to the budget and approved by the Director or department head prior to purchase, the approval process is considered complete. School Business Solutions currently maintains a vendor log in Skyward that the Budgets Manager periodically reviews. The school board receives and reviews a disbursement report as part of the monthly financial reports; it lists all checks disbursed, including vendor names. There are additional controls that the district uses to monitor disbursements. A budget-to-actual comparison report and a list of check disbursements (which includes check number and vendor) are prepared monthly by School Business Solutions, and are reviewed by the board treasurer, board finance committee, Budgets Manager, School Director, department heads and Board of Directors.

Payroll and Related Liabilities

The School uses a separate payroll service, PAYCHEX. Kim Paugel, Accounting & Payroll Manager, performs Onsite payroll duties. The Budgets Manager would assist in Ms. Paugel's absence if needed.

There are approximately 90 employees/W-2's in the School as of June 30th, 2011. There are approximately 20 substitute teachers who work on call. Approximately 80-85 payroll checks are cut each pay period, based on substitute teachers used (this drops to approximately 20-25 during the summer). All contracted employees are paid twice a month, the 15th and 30th. All others are paid on the 15th and/or 30th for time worked. The Director establishes salaries/rates of pay. Salaried teaching positions are paid based on terms of employment. The Director position is paid based on an individual contract. These employees are not required to complete time sheets, unless their salaries are funded by a federal grant AND another source of funding. Contracted employees working Camp del Sol (summer camp) do complete time sheets, as do other contracted employees performing duties outside their contract. Other salaried or hourly employees are paid based on signed terms of employment, which include pay rate, benefits, date

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of employment, title, and other employment data. All employees are under terms of employment as of FY09. Time records are completed by hourly employees, substitute teachers and any employees paid by two or more agencies. Attendance records are kept by Administrative Assistant Patricia Steichen and Accounting & Payroll Manager Kim Paugel for payroll. All time sheets are approved by the School Director or program director and submitted to Accounting & Payroll Manager Kim Paugel for processing.

All payroll statements are prepared and signed by computer (digitized signatures). Kim Paugel is the only person who has access to the payroll password in the PAYCHEX database. She will continue training another employee to perform payroll duties in FY11. Accounting & Payroll Manager Kim Paugel distributes payroll checks. The School requests that employees use direct deposit. At this time, most of the district's employees use direct deposit (10-15 do not). Federal and state payroll withholdings and PERA are submitted electronically. All other withholdings are submitted by check through the U.S. mail.

Debt and Debt Service Expenditures

The School uses separate types of debt to finance operations and to provide funds for capital and other improvements. All debt is approved by the Board. Debt service expenditures are made in accordance with established repayment schedules approved in the original issue. Generally, short-term tax anticipation certificates are used to provide funding for operations and to manage cash flow for the district. Bonded debt, grants, certificates of participation, and/or loans by the School or LILA Building Company are used for capital improvements. See Policy 128 *Fund Balances*.

Fund Equity

Fund equity of the School is accounted for in accordance with prescribed accounts as determined by the Minnesota Department of Education and UFARS. The School is required to maintain reserved fund balances for unemployment, severance, transportation safety, community education, equipment, facilities, disabled accessibility, building construction, and debt service, if school is expending money in those funds. All other fund balances are unreserved. The Budgets Manager or the School Director's designee is the person responsible for ensuring that fund balances are properly adjusted.

Federal Grant Programs

The School has various federal financial assistance programs. The responsibility for managing each program falls under the School Director or his or her designee. The Finance Office staff and Director of Special Services work with the School Director to track financial information. The board treasurer has oversight of federal grant programs. All external reporting is the responsibility of the applicable program director. The School Director, Director of Special Services, and Budgets Manager review and summarize federal programs at the fiscal year end including the recording of federal receivables.

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Capital Assets

For capital assets, the School uses guidance made available from MDE and the national Association of School Business Officials (ASBO) for purposes of estimating the useful lives of capital assets when calculating depreciation. See Policy 108 *Fixed Assets*.

Building Company Transactions

The transactions of the LILA Building Company were handled via journal entries for fiscal 2011. Prior to FY10, this was reported in UFARS as a course code 008 using the same finance system as was used for the School and using the same checking account, as the LILA Building Company does not have its own (uses a Due to / Due from structure for the amount of cash used). Otherwise the structure of transaction approval and recording and reconciliation is the same as has been documented above for the School. In fiscal year 2010, the course code changed to 050, due to changes in UFARS codes made by the state related to implementation of SERVS Financial. The LILA Building Company uses Fund 50 in UFARS.

Listing of Internal Controls

Several finance controls for expenditures were previously listed in Policy 114 *General Accounting Principles*. These controls are now listed within this Internal Control Policy (this policy), below:

1. Checks shall not be made to “Cash” or “Bearer”.
2. Checks shall not be prepared in advance (no blank signed checks). Any exceptions to this must be authorized and overseen by director and would be a rare occurrence. Cash payment of wages is prohibited. An allowable exception to this would be in the case of Language Ambassadors who, at the end of their employment, are owed wages but would be leaving the country before payroll checks would be ready for distribution. Also, in the case of employee hours not paid due to an error made by payroll administration. Those cases would be a rare occurrence and payment would be by manual check. Both exceptions must be pre-authorized, run through the next payroll and overseen by the director.
3. Loans shall not be made to employees or board members.
4. Check signers are approved or changed by the Board of Directors per the bylaws.
5. A countersignature is required on checks \$500 or greater (per this Internal Control Policy).