

GUIDELINES FOR RECORDING STUDENT BODY TRANSACTIONS

Column	Accounts	Debit Amounts	Credit Amounts
A	Date		
B	Cash Collections (record receipt numbers in column provided)	Receipts Issued	Total of receipts included in deposit
C	Short and Over	Shortage if deposit is less than total of receipts issued	Overage if deposit is greater than total of receipts issued
D	Checking Account (record check numbers)	Bank deposits	Check issued, bank charges
E	Description	From whom received or to whom paid, for what	
F	Other Cash Funds	Checks issued to established or increase petty cash fund, savings account, or investments	Receipts issued for return or decrease of petty cash balance, savings accounts, or investments
G	Clearing and Board of Education Accounts	Checks issued for District owned instrument rental, camp fees, Consolidated Charitable Campaign, remittance to Board of Education for damaged textbooks, phone collections, sanitary supplies, etc.	Collections for district owned instrument rentals, camp fees, Consolidated Charitable Campaign, Board of Education damaged property, damaged textbooks, sanitary supplies, etc.
H	Sales Tax Payable	Remittances to State Board of Equalization for sales and use taxes collected during the calendar year	Collections of sales tax on taxable sales and use tax on taxable out-of-state purchases

Columns	Accounts	Debit Accounts	Credit Accounts
I.	Entertainments	Payments of expenses for bazaars, festivals, movies, student parties, etc., share of profit paid out	Collections from bazaars, festival, and movies, share of profit received
J	Salvage Drives	Payment of expenses for paper, rag, and aluminum can drives, share of profit paid out	Collections from paper, rag, and aluminum can drives, share of profit received
K	Special Sales (All types)	Payment of expenses for fundraising drives, food sales, book fairs, ID tags, etc., share of profit paid	Collections from fundraising drive sales, book fairs, ID tags, T-shirts, etc., share of profit received
L	Miscellaneous	Expenses paid	Collections
M	e.g., school newspaper, reserves, welfare, etc.	Expenses paid	Collections
N	Augmentation and Enrichment Expense	Expenses paid such as workbooks, weekly reader, etc.	
O	Equipment Purchases	Payments for items having a useful life of over two years; equipment such as musical instruments, radios, projectors, pictures, and draperies	
P	General Student Body Expenses and Income	Payments of general student body expenses; e.g., decorations, books, repair of equipment, hospitality, insurance, or other charges unless separate column is used	Rental of student body owned instruments or other equipment, gifts and other income unless separate column is used

Columns	Accounts	Debit Amounts	Credit Amounts
Q	Explanation notes for Columns P and R		
R	Year-end Adjustments	Expenses from prior year	Income from prior year
S	Student Body Surplus	Net loss for year	Net profit for year

Only operating accounts are closed to Student Body Surplus at the end of the school year. Trust accounts and reserve accounts are carried forward.