

Most Frequently Asked Questions for the Student Body Account:

- 1. Where can the Los Angeles Unified School District Student Body policies and procedures be located?**

The policies can be found in “MyLAUSD” Website. Search for LAUSD Publication Bulletins, Board Rules, Reference Guides and Memos, and Publication numbers 464 & 465 and the addendum to Publication 465 which applies to pilot schools, new tech high schools, small learning communities, small schools sharing a campus. See Job Aid section for list of Board Rules, Bulletins, and Reference numbers.
- 2. What form must be completed before a Fundraiser Event?**

The request for Authorization form must be submitted to the Coordinating Financial Manager two weeks prior or three weeks prior if the fundraiser event is held by the Parent Teacher Association (PTA).
- 3. How often are my reports due to my Coordinating Financial Manager?**

The Trial Balance, Financial Condition Statement, copies of the bank statement and copies of the Fund raising Financial Statement (if applicable) are due to the Coordinating Financial Manager on a quarterly basis. Mail the July thru September reports in October, the October thru December reports in January, the January thru March reports in April. Mail the copies of all the reports for the entire school year from July thru June in the month of June prior to leaving for the summer vacation. The reports must be mailed to your Coordinating Financial Manager. Please follow the specific instructions provided by your Coordinating Financial Manager regarding the format that he/she would like to get the copies of the reports.
- 4. How soon after I receive money should I deposit in Bank?**

Collections over \$25.00 should be deposited daily.
Collections under \$25.00 should be deposited each week.
- 5. What form must be completed 30 days after a Fundraiser Event?**

The Fundraising Financial Statement form is due within 30 days after event. (See Job Aid section for sample of form)
- 6. How often should I complete the Student Body Ledgers?**

You are required to complete Student Body Ledgers once a month even if you don't have activity that month.
- 7. Are receipts required for all moneys collected?**

All monies received (regardless of the amount) must be issued an official LAUSD Student Body receipt.
- 8. May I alter or erase on a receipt if I make a mistake.**

Receipts should never be erased or altered. The receipt must be marked “void,” retained, and a new receipt should be issued. The voided receipt must be posted in the Student Body ledger to keep track of the receipts issued in chronological sequence order because the receipts represent money.



Frequently Asked Questions for the Student Body Account - Continued

9. Do I need original receipts, or may I request copies when reimbursing student Body Expenses?

Original Receipts or invoices are required for each expenditure.

10. Can the Student Body Funds be used to open a Library?

Student Body funds are used to augment or enrich the programs provided by the District not to initiate the program.

11. Is it necessary to have a duplicate deposit slip?

A duplicate deposit slip is necessary. Duplicate receipts are stamped by the bank teller and must be obtained for each deposit, and the receipt number(s) must be written on the front of the duplicate deposit slip.

12. Is there anything I should do with the clearing account?

You must write out a Student Body check for the amount collected payable to "Los Angeles Unified School District." Send this check to the Revenue Accounting Branch, Cash Receipts Unit, 333 S. Beaudry, 26th floor along with attachment "A" of Reference -1754.13. (See Document section for copy of Reference -1754.13. See Job aid Section for sample of attachment "A" form.

13. Is Salvage Drive an approved Fundraising Activity?

Salvage Drives are approved Fundraising Activities. You must submit the Request for Authorization form to the Coordinating Financial Manager two weeks prior to start of the event.

14. May I hold a Raffle as a Fundraiser?

Raffles are prohibited Fundraising Activities because they are considered gambling.

15. Is there a time limit on Student Body fundraisers?

No specific fundraising activity should exceed more than two (2) consecutive weeks.

16. Do I need to send copies of the Monthly Ledgers to the Coordinating Financial Manager?

Yes, according to our district's policy it is mandatory to send copies of the monthly General Ledgers, the Trial Balance, Financial Condition Form and copies of Bank Statement, and copies of the Fundraising Financial Statement (if applicable) on a Quarterly Basis to the Coordinating Financial Manager. Please refer to the most updated bulletin, memorandum or reference guide on "Calendar of Student Body Financial Reports for all Schools", which is usually published on MyLAUSD some time in September of each school year.

17. Must we obtain parental permission in writing before a student can participate in a fundraiser?

Parental permission is required before a student can participate in a fundraiser.

18. How Many authorized signatures are required on all Student Body checks?

Two authorized signatures are required, one of which must be a Certificated Administrator and second of the School Administrative Assistant (SAA) or Classified Staff Member.

