

PINE HILL MIDDLE
2020/2021



Guidelines from Book Keeper

Kimberly Norris

Welcome Teachers and staff!



A packet has been created with examples to assist you with the guidelines that need to be followed by Richmond County Board of Education. If at any time that you need assistance, please do not hesitate to ask. I will be more than happy to help you in any way I can.

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CERTIFICATE OF ABSENCE

Certificate of absence is to be filled out when you need to request a day off. I will send a fillable certificate of absence by email so you will have easy access. It is your responsibility to fill this out. If you know ahead of time that you will need to be off, please go ahead and put your absence in AESOP so there will be enough time for a substitute to pick up the job to cover your class in your absence. Please also fill your request in time for approval to be signed by the Principal, Mr. Robinson III.

If you are out due to an illness or some other personal reason that was unexpected please fill a certificate of absence and turn in the day you return.

- Please also put your absence in AESOP
- Kelly scheduling team can help you if you need assistance with this
1-866-535-5998
- Kelly needs you to call at least 1 hour before school starts in order to have a better chance of getting a substitute to cover your class in your absence.

**Richmond County Board of Education
Certificate of Absence**

Employee: Doe, John SS#: E000-11-000 Date: 8/7/19

School/Department: PHMS / Science Position: teacher

I hereby request/certify that I will/was absent from the above school/department on the day(s) indicated below for the following reasons:

NOTE: An illness in excess of three (3) days requires a doctor's note.

Absence	Number		Date(s) of Absence/Leave/Reason
	Days	Hours	
Personal Illness	1	8	8/7/19
Family Illness			
Death in Family			
Personal Leave			
*Personal Leave (Before/After Holiday)			
Vacation			
Staff Development			
Jury Duty			
Professional Leave			
Extended Leave			
Accumulated Leave/Comp. Time			
Total Number of Days/Hours absent	1	8	Cutoff Date:
			Period Ending:

Employee's Signature: John Doe

Supervisor's Signature: _____

Substitute Used: Yes No _____ Extended Day(s): Yes _____ No

Total Number of Days For SUB: 1 day

If yes, complete below:
Substitute's Name: Kelly SS#: conf #

Dates: 8/7/19 Signature of Substitute: _____

Staff Development Account Number (or Other): _____

***Pre approval by the superintendent or designee is needed for personal leave immediately before or after a holiday. The immediate supervisor must verify approval before final approval is given by the central office.**

I verify the classroom will be covered by a suitable substitute (if applicable) and agree to the above named employee's request for personal leave before/after a holiday. _____

Supervisor's approval

Superintendent or designee's approval

FUNDRAISERS

If you have a Club Account and you are planning on having a Fundraiser please fill out a Fundraising Financial Report before accepting any funds. Once filled out, this needs to be approved by Mr. Robinson III. Fundraisers cannot last beyond 60 days. Make sure that once the Fundraiser is closed out that you keep the pink copy that I will return to you. This is needed for any auditing that your Club account may have at the request of RCBOE Auditing Department.

- Please do NOT call vendors and make any orders. All orders need to be ordered through ESM. If you have any questions, please come see me.
- I will not accept any deposits if I do not have a copy of a signed Fundraiser report. I will also attach a list of Fundraisers that can be approved by RCBOE guidelines.
- CASH APP, PAYPAL, etc. is NOT allowed for any type of payment.
- The only form of payment allowed is Cash, Check, Or Money Orders to be deposited to club accounts. You cannot scratch out names on cash receipts. If you do so you need to attach a letter explaining why the name was scratched out once money has been received. If a refund is needed, you must deposit money and request a refund.

- Club accounts cannot issue a check to students or staff. (Talent shows, art awards, etc.)
- Sunshine Club – no checks can be made to staff.

Fundraising Financial Report

School Name: PHMS
 Club/Group Name and Account Number: Yellow & White 21
 Sponsor of the Fundraiser: John Doe
 Description (candy, calendars, etc.): doughnuts
 Vendor Name: Krispy Kreme
 Beginning Date of Fundraiser: 8/7/19 Ending Date of Fundraiser: 9/30/19
 Purpose: raise funds for softball snacks pre-game

	<u>Estimated Projection</u> <i>(complete prior to activity)</i>	<u>Actual Amount</u> <i>(complete after activity)</i>	
A. Total Income:	<u>500</u>	_____	expenses & profit
B. Total Expenses:	<u>0</u>	_____	
C. Profit or Loss (A - B): *	<u>500</u>	_____	
D. Actual Profit Percentage (C/A):	<u>100%</u>	_____	
E. Contracted Rate of Return: **	<u>500</u>	_____	

COMMENTS: _____

* If a loss occurs, please give a brief explanation of the reason why in the comments section above.
 **The Contracted Rate of Return is the profit percentage that the vendor indicates you will make on the fundraising event.

Rules/Assurances

- Sponsors of fundraisers are required to do the following:
1. Verify that the fundraiser indicated above is included on the RCBE approved fundraiser list.
 2. Obtain preapproval from the Principal before the start of a fundraiser.
 3. Complete a separate Fundraising Financial Report Form for each fundraiser conducted. **Please ensure that all information requested on the form is provided.**
 4. Remit all funds collected to the bookkeeper daily for deposit into the school's bank account. If funds are collected on the weekend, the monies must be remitted the following Monday or the next school business day. **A receipt must be obtained from the bookkeeper for all monies submitted.**
 5. **Ensure that purchases are not made in cash with the monies collected.** All funds should be deposited intact, and school checks should be written for all expenditures.

I have read and agree to abide by the preceding rules/assurances.
 Sponsor's Signature & Date John Doe 8/7/19

Principal's Signature of Preapproval & Date Principal
 Bookkeeper's Signature of Acknowledgement & Date Bookkeeper 8/7/19

— Please sign below indicating that final fundraising results have been recorded on this form, and the actual amounts indicated above have been posted to your Club/Group's account number.

 Sponsor's Signature and Date
WHITE - BOOKKEEPER YELLOW - SPONSOR

 Principal's Signature and Date
PINK - PRINCIPAL

bottom is signed when complete

**RICHMOND COUNTY BOARD OF EDUCATION
APPROVED FUNDRAISERS**

Coupons/Booklets/Cards

Coupon Books
Meal Cards
Cookbooks

Events

Carnivals
Productions/Plays
Student Competitions (student vs. student, student vs. staff – basketball, softball games, etc.)
Talent Shows
5K or 10K Run/Walk
Sale of tickets to “Battle of the Bands”, etc.

Food Items

Beef Sticks
Breeze Freeze
Brownies
Cakes
Candy
Candy Apples
Cookies
Donuts
Fruit
Hot Dogs/Hamburgers
Italian Ice
McFlurries
Peanuts
Pies
Pizza (by slices and by kits)
Popcorn
Slushies
Snacks (chips, candy, gum, tic tacs)
Snow Cones
Sodas/Powerade/Gatorade/Water
Spaghetti Dinners
Vegetables

**RICHMOND COUNTY BOARD OF EDUCATION
APPROVED FUNDRAISERS**

Miscellaneous

Art Auction (pottery, ceramics, paintings)
Magazines
Skating Parties
Yard Sales
Santa Shop
Chartered Bus Trips (Must show proof of Interstate Commerce Commission License and Insurance)
Sale of Student's Art Work over Internet
Postcard campaign for SchoolMall
Book Fairs
Box Tops For Education
Teacher surveys for a donation to the School Spirit Night at restaurant
Funds2Orgs Shoe Drive

Various Sales

Avon
Balloons
Blankets
Calendars/Planners
Candles
Candy Grams
Fire Extinguishers
First Aid Kits
Flowers
Jewelry
Monogrammed Items (purses, baby items, clothing)
Note Pads
Programs (game schedules)
Sales through Brochures (holiday items, etc.)
Teddy Bears
Tupperware
Valentine's Greetings
Valentine's within the School
Wrapping Paper

**RICHMOND COUNTY BOARD OF EDUCATION
APPROVED FUNDRAISERS**

School Related Items Bumper Stickers

Bumper Stickers

Class Rings (middle & high schools)

Mascot License Plates

Mugs

Prom Memorabilia (key rings, cups, lanterns, watches)

School Flags

School Hats (baseball caps)

School/Mascot Jewelry

School Spirit Paraphernalia (pom-poms, shakers, #1 foam hands, mega phones, key rings)

Sweatshirts

T-Shirts

Visors

Raffles (Adults Only)

50/50 Raffles - Tickets are sold for a drawing where the school/booster club gets 50% of the proceeds and the ticket holder receives 50% of the proceeds.

Crowdfunding

Examples of crowdfunding:

SNAP! Raise

GoFundMe

WeFund4U

Note: All fundraisers must follow the attached Solicitations Procedure

Fund-raisers and supplemental funds provided for the schools or system must be consistent with the goals, objectives, and policies of the Richmond County Board of Education.

Fundraising Guidelines

1. Fundraisers must be preapproved by the school Principal. At the system level, fundraisers must be preapproved by the Chief Financial Officer. All preapproved fundraisers are available on the Chief Financial Officer's web page.
2. Solicitations of funds from students can only be approved by the Chief Financial Officer.
3. No instructional time shall be used for fundraising.
4. Participation in fundraising activities must be voluntary. No student should be penalized for not participating.
5. Students in grades PK-5 should not participate in door-to-door fundraising.
6. No fundraising activity may be conducted in support of a field trip that is not approved by the Richmond County Board of Education.
7. The sale of food or beverages during the school day must meet the requirements of the wellness policy.
8. The proceeds and property of all fundraising must remain within the Richmond County School System unless special permission is given by the Chief Financial Officer for funds to benefit a charitable organization. The charitable organization has to be designated as nonprofit. All funds raised should be remitted directly to the charitable organization immediately following the fundraising event. Documentation of the funds should be kept showing amount raised and receipt of that amount as a donation.
9. Proceeds raised or property purchased by a parent organization, booster organization, or any other group must remain within the Richmond County School System.
10. Funds shall be accounted for as prescribed by Georgia law, Board policies, and Budget, Finance, and Auditing procedures.
11. No monies should go to a personal bank account – all funds should be deposited into a school or system account.

Advertising for Fundraising Activities

1. All advertising for fundraising activities should be nonpolitical and nonsectarian in nature.
2. Advertisements should not be placed in publications which are not approved by the Chief Financial Officer.
3. Advertisements should not contain pictures of alcohol use, tobacco use, or be of an obscene or pornographic nature.

Crowdfunding

1. Requests to participate in a crowdfunding fundraiser must be made in writing and sent to the Chief Financial Officer for approval.
2. Crowdfunding websites should follow FERPA and any other Federal and State laws which protect students.
3. All funds received must be used by the designated source for the purpose published.
4. The System may request that a posting be taken down or reworded.
5. The Chief Financial Officer must approve any requests to move funds/materials to another site within the Richmond County School System. Requests must be made in writing prior to the move.
6. Funds/materials become the property of the school or system in the event that the employee who originated the crowdfunding terminates his/her employment.
7. All monetary donations should be recorded by the school bookkeeper and any donations should be in the name of the school (not to an individual person).
8. All crowdfunding activities must comply with Board policies and procedures.
9. Any crowdfunding for the purchase of technology must receive approval from the Director of Technology for equipment purchases.
10. The Richmond County School System will not provide tax donation forms for donors.

DEPOSITS

Deposits for Club Accounts:

Once you start a Fundraiser, you will need to receive a Cash Receipt Form and a Deposit Verification Form.

- 1) Please bring me deposits daily.
- 2) Please make sure you sign your name and put club account on the deposit request and cash receipt ledger.
- 3) You must allow enough time that we can count and verify the funds together.
- 4) Do not send money by a student or stick in my door or on my desk. I will not be responsible for your money.
- 5) Please have your deposit ready. If you need coin wrappers, please ask, It is not my responsibility to roll your change.
- 6) If you need to create a Club Account, please email me your request and the name and the purpose, so I can have a Club created for you.

- DONATIONS – If you receive any type of Donation, you MUST have a letter from the Source stating the purpose of the Donation.

Cash Receipts Form

School Name: PHMS Fiscal Year: 2019/2020
 Club/Group Name & Account Number: Dance 21f
 Purpose: Dance Uniform fees
 Bookkeeper's Receipt Number(s): _____

The Cash Receipts Form should be used to document the receipt and transfer of **all monies** (cash, check, money orders, etc.) for student activities. **All students' names and amounts remitted should be listed for fieldtrips, fundraisers, club memberships and class dues, uniforms, parking permits, locker fees, lost & damaged textbooks, yearbooks and ads, etc.** In addition, please do not lump two or more activity fees together. Each student activity fee should be clearly identified. This form should be given to the Bookkeeper when funds are presented for deposit. Please indicate with a check mark (✓) whether the funds received were cash, check or money order.

DATE	NAME	CASH	CHECK/ MONEY ORDER	AMOUNT RECEIVED	BALANCE DUE
08/07/2019	Mandy Williams	*		\$ 250.00	
08/07/2019	Susan Smith		*	\$ 220.00	\$ 30.00
TOTALS				\$ 470.00	\$ 30.00

Preparer's Signature: John Doe Date: 8/7/19
 Bookkeeper's Signature: [Signature] Date Received By Bookkeeper: 8/7/19

Payment Authorization Form

- Check requests will be processed on Tuesdays.
- When completing your check Request, please make sure that your explanation is specific and that all areas are filled out. Also, be sure to include the account & account # that you wish this to be deducted from.
- The approval date must be before the actual date of purchase. Even though you have money in your account, it needs to be approved before spending. If not, this may lead to a result of not being reimbursed.
- If you request a check to be made to a vendor, then I need an invoice in order to process check.
- If check was made to a vendor and you are given back any type of cash, then it is your responsibility to deposit this back into your club account.
- Also, if you are needing a check for Pizza Hut, Subway etc. I will need a receipt once the Pizza has been delivered. If a receipt is not processed, I will not issue another check until that is received. Please do not leave the receipt in my door or on my desk. Please make sure that it is given to me in person.
- Also, please use State Exemption for all purchases. I cannot reimburse for taxes.

You will not receive reimbursement w/out receipt

Payment Authorization Form

Date 9/3/19 — this date must be before date of receipt

Preapproval is being requested for the reason indicated below. Please select an item (X).

- to make a purchase for which reimbursement is expected
- to make a payment for school expenditures
- to issue a refund (information listed below must be provided)
Original Receipt Number _____ Date _____

For payment to John Doe For an amount not to exceed \$ 100⁰⁰
vendor/employee

Explanation to be reimbursed for supplies for softball team snacks & drinks

Account Name Yellow & white Account # 21

Requester's Signature John Doe

PRINCIPAL'S PREAPPROVAL

Principal's Signature _____ Date _____

For Bookkeeper's Use Only

Check Number _____ Date Paid _____
Check Amount _____ Account # _____

* PLEASE ATTACH RECEIPTS OR INVOICES TO THIS FORM.
THIS FORM MUST BE COMPLETED AND PREAPPROVED BY THE PRINCIPAL BEFORE A CHECK IS WRITTEN.

It is your job to fill out all that is underlined so I know what amount to pay from

Please use so we do not pay taxes.
RCBOE will not reimburse taxes.

FORM ST-5 (Rev. 1/2014)



STATE OF GEORGIA
DEPARTMENT OF REVENUE
SALES TAX CERTIFICATE OF EXEMPTION
GEORGIA PURCHASER OR DEALER

To: Vendors name _____ (DATE)
Vendors address _____
(SUPPLIER'S ADDRESS) (CITY) (STATE) (ZIP CODE)

THE UNDERSIGNED DOES HEREBY CERTIFY that all tangible personal property purchased or leased after this date will be for the purpose indicated below and that this certificate shall remain in effect until revoked in writing. Any tangible personal property obtained under this certificate of exemption is subject to the sales and use tax if it is used or consumed by the purchaser in any manner other than that indicated on this Certificate. (Check appropriate box.)

- 1. Purchases or leases of tangible personal property or services for resale. O.C.G.A. § 48-8-30.
- 2. Purchases or leases of tangible personal property or services made by the Federal Government, The American Red Cross, Georgia State Government, any county, municipality, qualifying authority or public school system of this state. When paid for by warrant on appropriated Government funds A Georgia Sales and Use tax number is not required for this exemption. O.C.G.A. § 48-8-3(1)(6)(6.1)(6.2)
- 3. Purchases or leases of tangible personal property or services for RESALE ONLY by a church, qualifying nonprofit child caring institution, nonprofit parent teacher organization or association, nonprofit private school (grades K-12), nonprofit entity raising funds for a public library, member councils of the Boy Scouts of the U.S.A. or Girl Scouts of the U.S.A. **THIS EXEMPTION DOES NOT EXTEND TO ANY PURCHASE TO BE USED BY OR DONATED BY THE PURCHASING ENTITY.** A Georgia Sales and Use tax number is not required for this exemption. O.C.G.A. § 48-8-3(15)(39)(41)(56)(59)(71)
- 4. Materials used for packaging tangible personal property for shipment or sale. Such materials must be used solely for packaging and must not be purchased for reuse by the shipper or seller. A Georgia Sales and Use tax number is not required for this exemption O.C.G.A. § 48-8-3(94)
- 5. Aircraft, watercraft, motor vehicles, and other transportation equipment manufactured or assembled in this state sold by the manufacturer or assembler for use exclusively outside of this state when possession is taken by the purchaser within this state for the sole purpose of removing the property from this state under its own power due to the fact that the equipment does not lend itself more reasonably to removal by other means. A Georgia Sales and Use tax number is not required for this exemption. O.C.G.A. § 48-8-3(32)
- 6. The sale of aircraft, watercraft, railroad locomotives and rolling stock, motor vehicles, and major components and replacement/repair parts of each, which will be used principally to cross the borders of this state in the service of transporting passengers or cargo by common carriers in interstate or foreign commerce under authority granted by the United States government. Private and contract carriers are not exempt. O.C.G.A. § 48-8-3(33)(A)
- 7. Purchases or leases of tangible personal property or services made by a federally chartered credit union, credit unions organized under the laws of this state, and credit unions organized under the laws of the United States and domiciled within this state. A Georgia Sales and Use tax number is not required for this exemption. 12 U.S.C.S. 1768; O.C.G.A. § 48-6-97

(Describe Purchaser's Business Activity)

Under penalties of perjury I declare that this certificate has *been examined by me* and to the best of my knowledge and belief is true and correct, made in good faith, pursuant to the sales and use tax laws of the State of Georgia.

Business Name: Richmond County Board of Education Sales Tax Number 58-6000310

Business Address: 864 Broad Street City: Augusta State: Georgia Zip Code: 30909

Purchasers Name: _____ Signature: _____ Title: _____

A dealer must secure one properly completed certificate of exemption from each buyer making purchases without payment of the tax. The dealer must maintain a copy of the certificate of exemption presented for audit purposes.

FIELDTRIPS

Due to Covid -19, ALL Field trips have been suspended at this time until further notice.

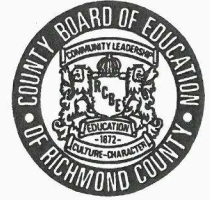
Once the suspension has been lifted and you desire to have a Field trip at that point , you must first see Mr. Robinson III for approval.

- ANY PURCHASES THAT ARE OVER \$500 must contain a bid. You must have 2 other bids along with the Vendor that you are going to use.

SCHOOL CONTRACT/PURCHASE BID FORM -- GENERAL FUND

Name of School:

Pine Hill Middle School



Company Name & Address Lewis Bus Lines
P.O. Box 5627
Augusta , Ga 30916

Company Name & Address Horizon Bus Lines
205 North Louisville Street
Harlem, Ga 30814

Company Name & Address Fetner Charters
2115 Balfour Street
Augusta, Ga 30906

Quantity	Description	Unit Price	Unit Price	Unit Price	Total
1	55 Passengar Charter Bus			\$ 1,150.00	\$ 1,150.00
1	55 Passengar Charter Bus		\$ 1,100.00		\$ 1,110.00
1	55 Passengar Charter Bus	\$ 800.00			\$ 800.00

NOTE: This form must be completed for all items or services purchased on behalf of students where the aggregate sum of the purchase/contract equals or exceeds \$500.

State below the reason for selecting the company **only if the price quoted is not the lowest bid price.**
Fetner Buss Line Bid was Cheaper

Activity # Six Flags
 Approved By: _____
Principal

Signature *John Doe*
 Date 8/7/19

ATTACH THIS FORM TO THE INVOICE AND MAINTAIN WITH THE GENERAL FUND ACCOUNTING RECORDS.