

	State of Hawaii Department of Education Standard Practice (SP) Document	Office of Fiscal Services
Document No. SP 1909	Distribution: CASs, Principals, SASAs, School Office Personnel, CABMs, ASAs	Release Date: 3/14/2017
SUBJECT	Non-Appropriated Student Activity Fund; Financial Reporting Requirements	

1. Purpose

To provide an overview and frequency of financial reporting requirements.

2. Effective

Immediately.

3. Applies to

All schools.

4. General Information

SAF reports are printed from the school's ledger. Transactions that have not been posted to the ledger do not appear on reports. When a user logs on to SAF, a warning message is displayed if there are transactions that have not yet been posted.

Some SAF reports have an option to select a specific school year. If data from multiple school years is required select Crossover and enter the date range. If the Rollover for the prior school year has not been done, the prior school year is displayed in the school year drop down, but the user can request dates for the current fiscal year.

After a report is generated, it may be printed (using the print icon in the SAF software), or exported to Word, Excel, or Adobe.

5. Statutory Financial Reporting Requirements

(a) Monthly Financial Reports

- (1) SAF Monthly Bank Reconciliation (11K Report). Principal must sign and date report.
- (2) SAF Category Umbrella Overview Report (Report 5). Prints during the SAF Reconciliation process and should be filed with bank reconciliation documents.

- (3) SAF Range of Date Transaction – Detailed Summary (11B Report). Report printed after the SAF Reconciliation process using the first day of month as the report start date and last day of month as the report end date. Principal must sign report.
 - (4) The monthly bank reconciliation must also be documented by the Principal initialing and dating the Administrator’s Checklist (SAF-IC1).
- (b) Quarterly Financial Reports

The Hawaii State Department of Education is required to report all cash balances to the Department of Accounting and General Services (DAGS) by the 10th business day of the month following the close of each fiscal quarter (October, January, April, and July). This report is prepared by OFS – Accounting Services Branch and submitted centrally.

It is highly recommended that the school office print the Detailed Category Summary (All Transactions) Report #1 or the Detailed Category Summary (Select Date Range) Report #2 for all Categories and Sub-Categories every quarter and distribute the report to the Contact Person for each Category and Sub-Category. This report keeps the advisor, coach, sponsor, or other staff updated on their balances, reduces the requests to the school office for balance information before creating POs, and provides “another set of eyes” to check if there were data entry errors on receipts, checks, or transfers.
- (c) Annual Financial Reports
 - (1) SAF Category Umbrella Overview Report (Report #5) must be printed using the first day of the fiscal year July 1, XXXX as the report start date and last day of the fiscal year June 30, XXX as the report end date. The user must include the option “Display Transfers.” Principal must sign the report and keep it on file.
 - (2) Financial reporting for clubs with external bank accounts:
 - (A) Clubs that bank outside the school’s Student Activity account are required to submit at the minimum, a School Club and Sports Team Annual Financial Report (SAF-IC3) prepared by an officer and advisor of the club no later than the 10th calendar day following the end of the fiscal year.
 - (B) The Annual School Club Financial Report must be approved by the principal.
 - (C) If deemed necessary, the Principal may request financial reports on a more frequent basis (i.e. monthly, quarterly, semi-annually).
 - (D) The Principal also has the right to revoke the privilege of independent banking to any club.

6. Other SAF Reports

The KEV system has many other reports, which can be customized to meet a school’s needs. When selecting a report, note the options and filters that were used to create the report so it can be replicated later.

7. SP Maintenance Responsibility

The Accounting Services Branch in the Office of Fiscal Services is responsible for maintenance, administration, and questions regarding this SP.

8. References, Resources, and Forms

The following resources may provide access to statutory, policy, and contractual authorities; and closely related SPs, procedures, and forms.

- (a) List of all KEV reports with descriptions
https://intranet.hawaiipublicschools.org/offices/ofs/saf/SAF_resources/Shared%20Documents/School%20Cash%20Suite%20Reports%20Quick%20Reference%20Guide.pdf

Forms

- (b) Administrator's Checklist (SAF-IC1)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/ADMINISTRATOR%E2%80%99S%20CHECKLIST.pdf>
- (c) School Club or Sports Team Annual Financial Report (SAF-IC3)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/SCHOOL%20CLUB%20OR%20SPORTS%20TEAM%20ANNUAL%20FINANCIAL%20REPORT.pdf>
- (d) School Club or Sports Team Annual Financial Report Continuation Sheet (SAF-IC3 Cont)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/SCHOOL%20CLUB%20AND%20SPORTS%20TEAM%20ANNUAL%20FINANCIAL%20REPORT%20CONTINUATION%20SHEET.pdf>