

	State of Hawaii Department of Education Standard Practice (SP) Document	Office of Fiscal Services
Document No. SP 1919	Distribution: CASs, Principals, SASAs, School Office Personnel, CABMs, ASAs	Release Date: 3/14/2017
SUBJECT	Non-Appropriated Student Activity Fund Adjustments; Procedures for	

1. Purpose

To provide an overview of adjustment procedures for the Non-Appropriated Student Activity Fund.

2. Effective

Immediately.

3. Applies to

All schools that maintain a Non-Appropriated Student Activity Fund account.

4. Adjustment Transactions

Schools may need to make corrections/changes to receipts and expenditure transactions posted or transfer of cash balances between categories/bank accounts in the Student Activity Fund. To ensure the correct Category balance, the posting of the adjustment transaction must be on the date of the correction/change or during the bank reconciliation process.

- (a) For auditing purposes, the reason for the change should include a detailed explanation including references to source documents and support documents should be attached when available. SAF has various reports for adjustment transactions which require the signature of the Principal authorizing the transaction.
- (b) The teacher, sponsor, or advisor should be required to approve a transfer involving their Category or Sub-Category before it is posted to the ledger.
- (c) Adjustment transactions are processed in SAF by one of the following methods:
 - (1) Add Record (white tab in SAF Reconciliation). Use the Add Record Data Entry window to enter credit memos, debit memo for deposit shortage, interest income, and eScrip or similar. Transactions print on the Range of Date Transaction – Detailed Summary (Report 11B). File support documents with bank reconciliation documents.
 - (2) Void Check (white tab in SAF Reconciliation or SAF Ledger Inquire). Use the Void Check Data Entry screen to enter canceled and stale dated checks. Void checks print on the Monthly Bank Reconciliation Report (Report 11K). Note: It is not necessary to wait until completing the monthly reconciliation process to void a check; a check issued for the current month can be voided

at any time during the month. Copies of documentation for voided stale dated checks should be attached to the Monthly Bank Reconciliation Report (Report 11K).

- (3) Transfer Entries (blue button from SAF Main Menu). Use this screen to move money within one bank account to different categories, or to move money between two commercial accounts such as checking and savings accounts. Before the transfer is added to the ledger, the user must obtain the Principal's approval signature. The options for documenting the Principal's approval are:
 - (A) Use the SAF Transfer Report.
 - (i) Input the transfer into SAF but do not add to the ledger.
 - (ii) Print out the SAF Transfer Report (Report #13),
 - (iii) Attach with other supporting documents such as Money-Raising Activity (Form 422), Purchase Order (Form A-3-C), SAF Close Investment Account Acknowledgement Form (SAF-M3), and
 - (iv) Request the Principal's signature before adding the transfer to the ledger.
 - (B) Obtain the Principal's signature on the Authorization to Transfer Funds (Form SAF-R2) prior to entering the transfer.
 - (i) Complete the Authorization to Transfer Funds (Form SAF-R2),
 - (ii) Add the transfer to the ledger after it has been entered
 - (iii) Keep the signed SAF-R2 on file with the documents listed above.
 - (iv) If SAF-R2 is used, the Principal's signature is not needed on the SAF Transfer Report (Report #13).
 - (C) Obtain the Principal's signature on a Purchase Order (A-3-C).
 - (i) The requester may find it more convenient to complete a Purchase Order (A-3-C) instead of SAF-R2.
 - (ii) The Principal's signature on the Purchase Order (A-3-C) can be used to document the approval prior to entering the transfer in SAF.

Do not use Transfer Entries to correct errors of posting receipts or checks to the wrong Category. Reports which include Revenue and Expenses will not be correct. If the wrong Category was used for a receipt or check that has been added to the Ledger, ask the Complex Area Business Manager (CABM) to make the correction by submitting Request for Journal Entry or Modification (SAF-R4).

- (4) Returned checks (e.g., Non-Sufficient Funds, Closed Accounts) are entered through the SAF Non Sufficient Fund process. They are printed on the Monthly Bank Reconciliation Report (Report 11K). Refer to the Bad Checks section in SP 1906 SAF Receipts, Collections and Deposits.
- (5) Journal Entries can change the Category or Sub-Category on a transaction, such as from Category 1001.99 Pending Journal Entry to the correct category for receipts. Request a journal entry by submitting Request for Journal Entry or Modification (SAF-R4) to the CABM with support documents.
 - (A) Journal entries are restricted to the CABM's security level and above. The CABM must verify and confirm support documents prior to entering a journal entry.

- (B) Upon completion of a journal entry the CABM prints a Journal Entry Report and sends a copy to the school to file with the support documents. The report has a line for the Principal's signature to approve the journal entry. Since the Principal has already signed the submitting Request for Journal Entry or Modification (SAF-R4) it is not necessary for the Principal to sign the Journal Entry Report.
- (6) Modifications to transactions are allowed in certain circumstances if the user is unable to finish the bank reconciliation process in SAF. Transactions which have already been cleared in the monthly reconciliation process cannot be modified. Request a modification by submitting Request for Journal Entry or Modification (SAF-R4) to the CABM with support documents.
 - (A) Modification can change these fields: Date; Category; Sub-Category; Transaction Type; Description; Check Number; Debit Amount; Credit Amount.
 - (B) Modifications are processed through the SAF Ledger Inquire or Reconciliation menu, Modify tab and restricted to the CABM's security level and above. The CABM must verify and confirm support documents prior to entering a modification.
 - (C) Upon completion of a modification the CABM prints Modified Transactions Listing Audit Trail (Report #15) and sends a copy to the school to file with the bank reconciliation and support documents.

5. SP Maintenance Responsibility

The Accounting Services Branch is responsible for maintenance, administration, and questions regarding this SP.

6. References, Resources, and Forms

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

- (a) School Cash Suite Modify, Transfers & Journal Entries (February 2015)
https://intranet.hawaiipublicschools.org/offices/ofs/saf/SAF_resources/Shared%20Documents/ModifyTransferJournalEntries_Tips.docx

Forms

- (b) Authorization to Transfer Funds (SAF-R2)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/AUTHORIZATION%20TO%20TRANSFER%20FUNDS.pdf>
- (c) SAF Request for Journal Entry or Modification (SAF-R4)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/REQUEST%20FOR%20JOURNAL%20ENTRY%20OR%20MODIFICATION.pdf>
- (d) Money-Raising Activity (Form 422)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/MONEY-RAISING%20ACTIVITY.pdf>
- (e) Purchase Order (Form A-3-C)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/PURCHASE%20ORDER%20picture.pdf>

- (f) SAF Close Investment Account Acknowledgement Form (SAF-M3)
<https://intranet.hawaiipublicschools.org/offices/ofs/saf/Forms/SAF%20CLOSE%20INVESTMENT%20ACCOUNT%20ACKNOWLEDGEMENT%20FORM.pdf>