

E. NEW BUSINESS  
3.

JEAN BRIGGS BADGER  
Superintendent

MICHAEL LIMANNI  
Business Administrator



SCHOOL ADMINISTRATIVE UNIT #11  
McCONNELL CENTER  
61 LOCUST STREET SUITE 409  
DOVER, NEW HAMPSHIRE 03820-4132  
TEL (603) 516-6800  
FAX (603) 516-6809

THE DOVER SCHOOL DISTRICT

TO: Jean Briggs Badger, Superintendent of Schools  
CC: Members Dover School Board  
FROM: Michael Limanni, Business Administrator  
DATE: June 18, 2013  
RE: Student Activity Fund Update

In order to improve fiscal oversight, reporting, and transparent record keeping, the school business office will be transitioning all student activity funds from Intuit's Quicken software package to our ERP financial software called Infinite Visions on July 1, 2013 following the below steps:

1. Create NEW chart of accounts for the activity funds based in Quicken:
  - a. Create new accounts using the state accounting handbook, changing fund structure to represent the category into the existing fund number.

<b>Kindergarten - Woodman (Fund / Category #A004)</b>	
A004.2.614.03000.4611.00000.00.000.000.600	AF WPS-K Supplies
A004.2.614.03000.4510.00000.00.000.000.300	AF WPS-K Student Transportation
A004.2.614.03000.4500.00000.00.000.000.300	AF WPS-K Other Purchased Services
A004.2.614.03000.4731.00000.00.000.000.700	AF WPS-K Equipment
A004.2.614.03000.3700.00000.00.000.000.R70	Revenue - AF WPS-Kindergarten
A004.1.000.00000.1014.00000.00.000.000.A10	Cash - AF WPS-Kindergarten
A004.1.000.00000.2049.00000.00.000.000.L10	Held For The Benefit Of - AF WPS-Kindergarten
A004.1.000.00000.2010.00000.00.000.000.L10	Accounts Payable - AF WPS-Kindergarten

2. Close out existing Activity Fund 7695 to the cash accounts held in the NEW activity Funds.
3. Set up bank account: Consolidate all existing activity accounts into one new bank account.
  - a. Have City create a new bank account:
    - i. Set the starting check number to 1000
    - ii. Under "Posting Information," check off the "Use Fund Mask for Cash Account" box
    - iii. Type in the following for the GL Cash Account:  
A???.1.000.00000.1014.00000.00.000.000.A10
    - iv. Leave the Transfer Account blank
    - v. Setup AP Check MICR encoding
    - vi. Restrict all funds except those starting with an "A"

***Dover School District Mission Statement***

*Strengthening our community by educating every child, every day!*

4. Security, Reconciliation, Approvals:

- a. One check signature – Treasurer
- b. All purchase requests will become electronic, and follow the same format that is in place for general fund Requisition, and PO approval.
- c. With the above procedures in place there is no real need to have the City Finance Director's approval of purchases from this District fund, however, if it is determined that the need still exists for requests over \$3000, then I would recommend that the Finance Director be inserted into the electronic requisition approval process for all requisitions out of the new activity funds over \$2999.
- d. With the consolidation of bank accounts, the City treasurer would only have to reconcile one bank statement.
- e. By consolidating these funds into our existing financial package, the reports will be standardized, and presented quarterly to the school board with all "Other" District Funds.