Monthly reminders
January SAF reports are to be completed by Friday, February 18, 2022. The SFO Trial Balance and Bank Reconciliation must be signed and dated by the principal and the preparer. Submissions shall include all pages of the Bank Reconciliation Report. Email copies of these reports, along with a copy of the bank statement to saf@bcps.org. Please remember to download in .pdf format and email Account History Reports for the month of November 2021, to account sponsors.

January JP Morgan/Chase procurement card reports are due on Monday, February 14, 2022.
For all card holders! Reminder to reconcile your Pcard transactions!
For all Principals – please review pcard transactions and complete your approvals!

In this issue:
NSF Procedures – NEW!!

NSF Collection Procedures
For schools accepting checks from parents, for the payment of school activities fees, the school is responsible for the collection of funds, if checks are not cleared by the bank.
The State’s Attorney’s Office will no longer provide assistance with collections.

The following procedures should be followed when the school receives a notice that a check will not be cashed (non-sufficient funds notice). Please review the attached detailed instructions.

• Post NSF check and fee to the NSF Account
• Notify account sponsor to not accept any additional checks from the parent or guardian
• Send collection letter # 1 to the parent or guardian
• Send collection letter # 2 to the parent or guardian
• Only receipt to the NSF Account when funds are received.
• Write off uncollected funds to the account the funds were originally posted to.

If a principal does not want to pursue collections, a written document, signed by the principal, detailing the reasons for no collection process must accompany the Journal Entry to write off the amount and service fee.

Please contact SAFSupport@bcps.org for assistance with collection process and entries.

Reminder!
If a school opts to not accept checks for payment of SAF fees, this must be clearly communicated to the community. The information may be detailed in the school’s newsletter to parents.
Principals have the authority to make this decision.
BCPS strongly encourages schools to provide a credit card payment system for parent to pay for SAF activity fees. Online School Payments (OSP) is the designated credit card service for all schools. Please contact SAF Support for information on how to set up an account for your school.

**Donations and Grants**

Grant and donation basics:

- Receiptee is the name of the organization/person donating the funds,
- Exception being collections at events whereby the actual donor cannot be identified.
- All grants/ad donations are received by check
- All grants/donations must be receipted to SAF or accepted and recorded in BCPS Accounting (if required to be monitored by a grant accountant).
- All grants/donation expenditures must be accounted for in SAF or recorded in BCPS Accounting (if required to be monitored by a grant accountant).
- Gift cards are not acceptable donations to schools. All donations must be accounted for in SAF.

Are there differences between Grants and Donations?

**Grants:**

- The school has completed a grant application for a specific use of funds.
- A copy of the application and award letter is to be retained by the school bookkeeper.
- The school bookkeeper should contact SAFSupport@bcps.org to review the grant specifications
  - How are the funds to be used?
    - In some cases, it may be best to have the grant managed by a Grant Accountant. (review is required)
  - Request a separate SAF Account # 30.3930.xxx.
  - The receiptee shall be the organization providing the funds!
- The account sponsor shall monitor the use of the funds and ensure the funds are used timely and appropriately.

**Donations:**

- Donations shall be accounted for in specific donation accounts, 30.3950.xxx
  - Schools should review donation receipts with SAFSupport@bcps.org when receipting and depositing.
    - A written document detailing the use of the funds shall accompany donations.
      - Documentation shall be retained by the account sponsor and school bookkeeper in a separate donation file.
A copy may be attached to the SFO receipt, but it is recommended a copy be maintained in a separate donation folder. Documentation shall be available upon request, by Internal Audit or SAF Accounting.

- Donations for Athletics (secondary schools) may only be receipted and posted to the Athletics Accounts if the funds are to be used for general athletic expenditures.
  - Donations for high cost items such as uniforms, signs, shall be receipted to separate donation accounts.
- Receiptee shall be the name of the donor (with the following exceptions):
  - Small donations (under $100) collected at an event:
    - Retain a copy of any written document requesting donations. This document includes the specific use of funds.

Review Grant and Donation Accounts:

- Have the funds been utilized timely?
- Have the funds been unutilized for the intended purpose?
- Does the school have Grant and Donation accounts designated with CVD or Covid?
  - Is the school now able to utilize those funds for the intended purpose?
- Does the school have donations for Needy Families and Students?
  - These funds should be used and not retained.
  - Current students shall benefit from the funds in the year in which they were obtained.

**Class of 20XX Sponsor Training**

SAF training for class of 20xx account sponsors is now available. The course is listed in The Professional Development catalog. This is an asynchronous training in Schoology. All participants must register on the Professional Development site. Several sessions are still available. Please encourage class sponsors to participate in training to assist with understanding the responsibilities and guidelines associated with the managed on the class funds.

**SAF Support:**
Those seeking support from a SAF Accountant may contact all support personnel by:

Emailing SAFSupport@BCPS.org
Phone: 443-809-7702