

BAEINDRE COUNTY, BOARD OF EDUCATION

DIVISION OF FINANCE, Accounting ✓

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1. GENERAL LEDGER

Size: 10" x 18" x 2"
Dates: 1901-1909, 1917-1918, 1921-1946, 1950 - -
Quantity: 36 volumes
File Arrangement: Chronological
Audit: Biannual outside audit

The General Ledger is arranged by accounts giving the number of the account and the school number, the total amount disbursed and collected for each account and the date, a description of the collection or disbursement, with the check number for disbursements. Since 1952, the ledger has been machine prepared on ledger cards in three sections: Receipts, Disbursements, and Encumbrances.

RECOMMENDATION: RETAIN PERMANENTLY.

2. EXPENSE DISTRIBUTION CARDS, MANILLA

Form No.: P-26051
Size: 7 3/8" x 3 1/4" cards
Dates: 1955 - -
Quantity: 40 transfiles, 5 card drawers
File Arrangement: Arranged according to information required
Disposable Amount: 25 cubic feet

The Expense Distribution Cards are Remington Rand punched cards with interpretations giving the voucher number, the account number, the school number, and the amount. This punch card record is used as a

means of distributing expenditures recorded in the General Ledgers, general and special accounts.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

3. CASH JOURNALS

Size: 11" x 18" x 2" (average)
Dates: 1865-1888, 1895-1905, 1918-1948
Quantity: 23 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

The Cash Journals contain daily entries for expenditures and receipts, giving the amount and the source of the receipt, or a description of the payments with the amount and the check number. The Cash Journals cover periods for which General Ledgers have not been found and the recommendation is made below for permanent retention.

RECOMMENDATION: RETAIN PERMANENTLY.

4. BUDGET LEDGER

Size: 11" x 18" x 1"
Dates: 1925-1944
Quantity: 7 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued (See General Ledger)

The Budget Ledger is arranged by accounts showing the appropriation for each account and the expenditures from the accounts by date. The General Ledger carries the same information.

RECOMMENDATION: RETAIN PERMANENTLY.

5. SCHOOL EXPENSE LEDGER

Size: 11" x 18" x 2"
Dates: 1868-1874, 1888-1889, 1893, 1897, 1901-1916,
1918-1926, 1928-1932, 1938-1942
Quantity: 31 volumes
File Arrangement: Chronological
Annual Accumulation: Discontinued

The School Expense Ledger is arranged by school district and school number giving the school year, a monthly recapitulation of total salaries paid to teachers, an itemized list of other school expenditures by month and day showing the name of the payee, the Cash Journal folio for each entry, and a breakdown of the amount paid under "Instructional Service," "Operation of School Plant," "Maintenance of School Plant," "Auxiliary Agencies," and "Capital

Outlay." Neither the General Ledgers nor the Cash Journals cover this entire period and therefore the recommendation is made for permanent retention.

RECOMMENDATION: RETAIN PERMANENTLY.

6. VOUCHER FILE

Size: Folded papers
Dates: 1955 - -
Quantity: 13 file drawers, 99 transfiles
File Arrangement: By year and check number
Annual Accumulation: 25 cubic feet
Disposable Amount: 150 cubic feet
Audit: Biannual outside audit

This file is composed of the pink check copies prepared in triplicate in the Accounting Division to which are attached the original invoices with the notations of payment. Vouchers applying to Capital Improvements are to be retained for three years after the last transaction.

- A. RECOMMENDATION: RETAIN VOUCHERS APPLYING TO CAPITAL IMPROVEMENTS FOR THREE YEARS AFTER THE LAST TRANSACTION OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.
- B. RECOMMENDATION: RETAIN ALL OTHER VOUCHERS FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. CHECK COPIES (YELLOW)

Size: 6" x 9" sheets
Dates: 1955 - -
Quantity: 1 file drawer, 9 transfiles
File Arrangement: By name of vendor
Disposable Amount: 2 cubic feet

This file is maintained as an alphabetical cross reference to the Voucher File arranged by name of the vendor. The serial numbers of the check copies are a cross reference to the Voucher File (Item 6) which is arranged by check number.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. PURCHASE ORDERS (PINK COPY) FILE

Size: 6" x 9" sheets
Dates: 1950 - -
Quantity: 11 file drawers
File Arrangement: Chronological by purchase order number
Disposable Amount: 20 cubic feet
Audit: Biannual outside audit

The pink copy of the purchase order is forwarded to Accounting from the Purchasing Division and filed as a control with notation of receipt and payments to enable the avoidance of duplicate payments and to keep the Accounting Division informed of the status of a given purchase order in respect to payments made thereon.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1955 - -
 Quantity: 1 file drawer, 9 1/2 transfiles, 4 cartons
 File Arrangement: Chronological or serially
 Annual Accumulation: 15 cubic feet
 Disposable Amount: 150 cubic feet
 Audit: Biannual outside audit

The Administrative Accounting Records are composed of the following reports and financial papers which, after having been posted to permanent books of account and having met audit requirements cease to have further value to the administration of the office:

Bank records -

Bank statements
 Deposit slips and books
 Canceled checks
 Check stubs
 Copies of financial statements to State and County agencies
 Distribution, reconciliation, and trial balance sheets
 Machine tapes
 Transmittal sheets

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

10. AUDIT REPORTS

Size: 8 1/2" x 11" binders
 Dates: 1919 - -
 Quantity: 42 binders
 File Arrangement: Chronological

The audits are made biannually by outside firms. Copies are delivered to the Board and deposited in the various divisions where they are usually filed with the General Files. The set in the Accounting Division is complete and should be retained permanently.

RECOMMENDATION: RETAIN PERMANENTLY.

11. ANNUAL FINANCIAL REPORT OF THE BOARD OF EDUCATION

Form No.: Old form #7149 replaced by Md. A & F as revised
Size: 11" x 8 1/2" pads
Dates: 1927 - -
Quantity: 34 pamphlets
File Arrangement: Chronological
Audit: Outside audit and the State Board of Education

The Annual Financial Report is prepared on a mimeographed form supplied by the State Department of Education and divided into the following six sections, each section being broken down to allow close analysis of the entries:

- Part I - Current Fund
- Part II - School Construction Fund
- Part III-Debt Service for School Construction
- Part IV - Status of School Debt
- Part V - Value of School Property
- Part VI - Certification by the County Superintendent of Schools

The old form #7149 was replaced by a simplified form in 1952 which is smaller and can be easily prepared on the typewriter.

RECOMMENDATION: RETAIN PERMANENTLY.

12. CHECK REGISTER

Size: 16" x 16" x 1 1/2"
Dates: 1951 - -
Quantity: 8 volumes
File Arrangement: Chronological
Audit: Biannual outside audit

The Check Register is machine prepared on the tabulator as the last operation in the issuance of checks giving the name of the payee, the date, the amount and voucher number, the daily disbursements and the previous total carried forward. The Check Register does not include payroll which is found in the Tab Sheets.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

13. INSURANCE POLICIES

Size: Folded papers
Dates: 1958 - -
Quantity: 1 document drawer
File Arrangement: Chronological
Audit: Biannual outside audit

This file is composed of both current and expired casualty insurance policies as well as policies on property belonging to or administered by the Board, including motor vehicles, buildings, miscellaneous equipment, and installations. Insurance carried by the Board is generally renewable every five years. The recommendation appearing below does not apply to the Fidelity (Performance, Surety) Bonds which are separately itemized.

RECOMMENDATION: RETAIN EXPIRED INSURANCE POLICIES FOR ONE YEAR AFTER TERMINAL DATE OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

14. FIDELITY BONDS (PERFORMANCE, SURETY)

Size: Folded papers
 Dates: 1958 - -
 Quantity: 1 document file
 File Arrangement: Chronological
 Audit: Biannual outside audit

Fidelity Bonds provide protection against mismanagement or malfeasance in financial and property operations carried out by Board personnel. This type of insurance may be collectible after the termination of the policy for acts committed during the life of the policy in cases in which the insurer has not been relieved of responsibility by the filing of the Fidelity Release and Clearance of Accounts forms.

RECOMMENDATION: RETAIN EXPIRED FIDELITY (SURETY, PERFORMANCE) BONDS FOR FIFTEEN YEARS AFTER TERMINAL DATE OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, AND THEN DESTROY.

ANNEXED TO Code
 OF MARYLAND,
 1957 Ed. as amended,
 ART 57 SEC 3, 5
 NOTE II a)

15. INSURANCE REGISTER

Size: 8 $\frac{1}{2}$ " x 11" binder
 Dates: 1948 - -
 Quantity: 1 binder
 Audit: Biannual outside audit

The register is arranged by class of insurance—Buildings, Motor Vehicle, and Miscellaneous—by year, giving the effective and expiration dates of the policies, the names of the insurer and of the agent, the amount of coverage and the amount of the premium.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

16. BUILDINGS AND CONTENTS INSURANCE CONTROL

Size: 14" x 11" sheets
 Dates: 1952 - -
 Quantity: 1 volume
 Audit: Biannual outside audit

This record contains more detailed information than the Insurance Register (Item 15) giving the effective date of the policy, a description of the property insured, the insured valuation and the amount of excess insurance carried, the total insurance in force on each property by year with totals carried forward. Insurance on motor vehicles and miscellaneous insurance, including Fidelity Bonds, are included in the Control record.

RECOMMENDATION: RETAIN PERMANENTLY.

17. INFORMATION SHEETS FOR PAYMENT OF MILEAGE ALLOWANCE TO TRAVELING TEACHERS

Form No.: TA-2 (revised) and TB - 2
 Size: Letter-size
 Dates: 1953 - -
 File Arrangement: Alphabetical by name of teacher

The Information Sheets are filed annually by the visiting teachers and approved by the Home School Principal for estimating mileage allowances to be paid to teachers assigned to classes in more than one school. The sheet gives the name of the teacher and of the home school, teacher's address, the subject area (position), distances traveled and names of the schools, with a weekly schedule by period and day of the week, and space for office use to show mileage payments for the school year by month. TB-2 form, Transportation Expense Voucher, which is prepared monthly by the teacher and approved by the Principal is forwarded to the Transportation Division for checking against the Information Sheet and then sent to the Accounting Division for payment. The recommendation below applies only to the Information Sheets (Form TA-2); the Transportation Expense Vouchers are provided for in the Schedule for the Payroll Division, Teacher's Folders.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.