

Part I. Addendum B

Fiscal Policies and Procedures

Accounting

Paying Bills:

1. clerk will open mail, date stamp, and stamp for approval to pay
2. bills go to administrator for initial for approval to pay
3. LSB treasurer will write and sign checks
4. Assistant Administrator will co-sign checks
5. copy of paid bill will be filed in binding case
6. input transaction using Quick Books
7. clerk will mail checks
8. LSB President is also authorized to co-sign checks in absence of Treasurer or Assistant Administrator

Paying DOE Employees:

1. daily time sheets are initialed by employee
2. Administrator signs time sheets
3. time sheets are submitted to Kekaha School SASA who reports Hours to DOE payroll department
4. direct deposit statements and/or checks are sent to school via Courier

Paying Employees Through Ceridian

1. daily time sheets are initialed by employees
2. Administrator inputs hours into Ceridian website
3. funds are deposited into KKNOK school account at FHB and automatically withdrawn by Ceridian to cover payroll costs
4. wages are directly deposited to employee account

Paying Private Contractors:

1. all other KKNOK employees are paid as private contractors
2. as a private contractor, each employee has a GE license
3. individual timesheets are turned in to Administrator for signature
4. time sheets are faxed to Edward L. Punua, CPA before the 5th and 20th of each month
5. checks are generated and mailed to KKNOK
6. funds are deposited with Edward L. Punua, CPA in a timely

manner to cover employee wages and administrative costs

Deposits:

1. clerk will open mail, and date stamp any checks
2. all checks go to LSB Treasurer who writes and sign receipts
3. Treasurer fills out deposit slip
4. Treasurer gives a copy of the check along with all pertinent correspondence to Assistant Administrator for inputting into Quick Books
5. either Treasurer or Assistant Administrator will deposit checks
6. deposit receipts go to Assistant Administrator for filing

Account Reconciliation:

1. clerk gives monthly bank statements to Assistant Administrator for reconciliation in computer program
2. either Treasurer or Assistant Administrator will staple returned checks to bills or purchase orders
3. Assistant Administrator prints out monthly report of credits and debits and submits to Administrator

Year-End Report

1. each July, Assistant Administrator makes a summary statement of all credits and debits for the Fy (July 1 – June 30)
2. summary statement will include a detailed print-out of all credit and debit transactions for the year
3. report is submitted to the Administrator for approval