



School Cash Suite School And District Ledger History (Reports)

Update: September 2013

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School Cash Suite

School and District Ledger History (Reports)

1 Ledger History (Reports):

School Cash Suite offers access to historical data. The historical research will be based on the number of years the district has used School Cash Suite. Historical data research can be based on category information, or school information. In the Ledger History (Reports) menu there are several reports that offer date range selections. Reports can be generated on either a School or District Level. Reporting can be based on a selected school year or a selected date range. Some boards have a “Year End” date of March 31. To allow for this situation, select “Crossover” in the School Year, to base your fiscal reporting to a true school year reporting September to August.

NOTE: Standard Users will only have access to “School Reports” listed on the left. Reported information is based on the last completed year end rollover in School Cash Accounting.

How to Access School Based Ledger History (Reports):

To Access School Based Ledger History (Reports):

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select a report from the menu from **School Reports** panel on the left side of the menu

Ledger History (Reports)

KEVgroup Ledger History (Reports)

School Cash Lakeview Elementary - School Funds

School Reports	District Level Reports
1. Detailed Category Summary (All Transactions)	* Summary Statement Of Finance (Year End)
10. Trial Balance (Umbrella Date Range)	* Overview Statement Of Finance (Year End)
11. Customized Transaction Report	* Summary Schedule Of Activities Fund (Year End)
11K. Reprint-Monthly Bank Reconciliation	* Overview Schedule Of Activities Fund (Year End)
11L. Reprint-Monthly Bank Reconciliation (Overview Of Categories)	* Bank Service Charges For All Schools
14. Tax Rebate Reports For Board Submission	* Tax Rebate
18. Government Reports	* Umbrella Summary Report
YTD History Report	* Umbrella Overview Report
** Vendor 1099 Summary	* Loss Revenue NSF Checks
	* Schedule E - Summary
	* Schedule E - Overview
	** Vendor 1099 Summary

Program Maintenance

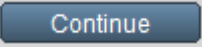
Main Menu

Ledger History (Reports) Menu– Display

2 To Manage Reports

2.1 To Generate a Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select a report from the menu
4. Click **Continue**  to generate the default report

Ledger History (Reports)

2.2 Customizing Basics:

Most reports will open with report defaults, however reports can be customized for individual reporting requirements.

Option checkboxes will allow for multiple selections:

For example:

Category Report Summary could be generated using both

View Report in Accounting Style
And

Include Budgeted Revenue and Expense **(D)**

Drop-down lists will present any available alternate selection:

For example:

Clicking drop-down arrow in School Year will allow for an alternate year to be selected **(A)**

NOTE: The number of school years available in this drop-down depends on the number of years the school has used School Cash Suite.

The **Crossover** option is available for those schools whose year end is March 31.

Lists of items to be included in report can be based on:

Select All (usually the default)

OR

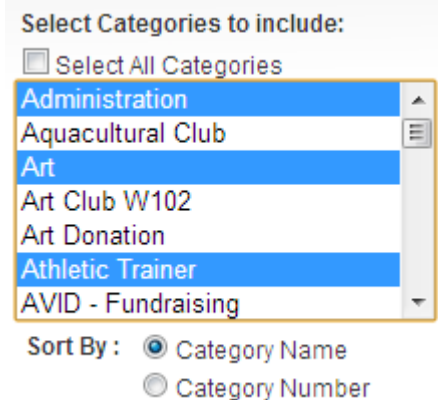
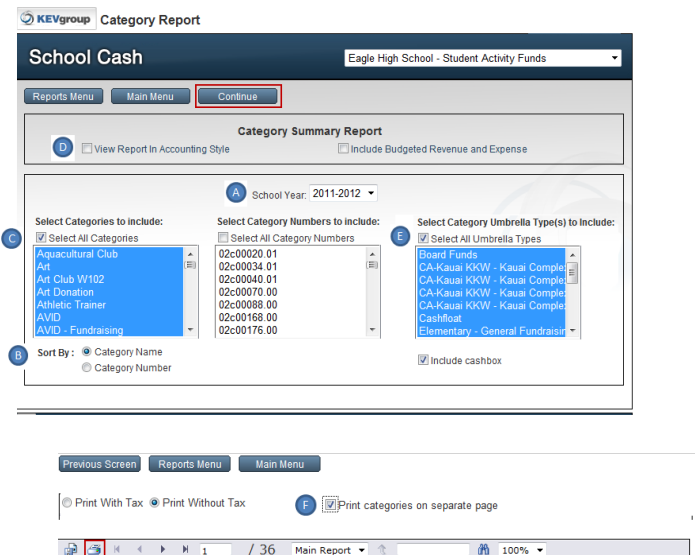
Individually selected items **(C)**

For example:

To select only some of the categories to include in the report:


1. Deselect Select All Categories Option
2. To select sequential categories to be included in the report
Select first category, hold down the **SHIFT** key, select last category

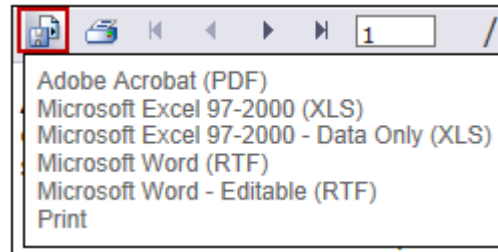
NOTE: If categories are not sequential, hold down **CTRL** key



How to Export A Report:


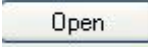
To Export A Report:

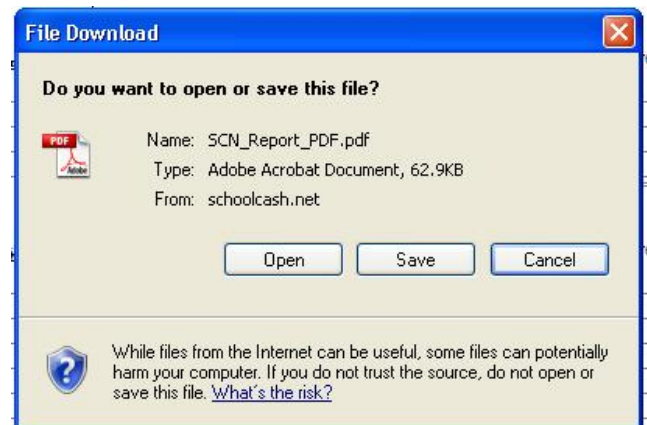
1. Generate the required report
2. Click **Export**  icon on the report toolbar
3. Select the required export option from the drop-down



2.2.1 Export to Adobe:

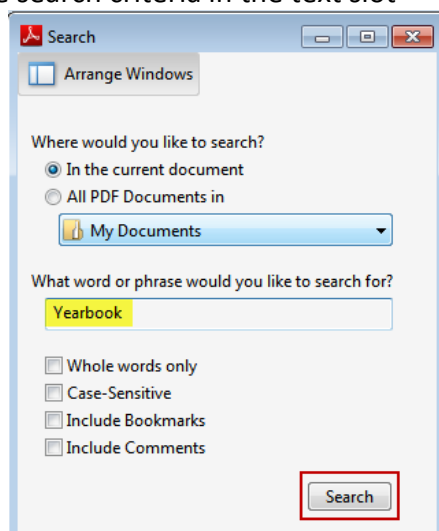
Adobe provides search capabilities that can be useful when viewing long reports.


1. Click **Export**  on the report toolbar
2. Select **Adobe Acrobat (PDF)** from the drop-down
3. Click **Open**  in the **File Download** dialog box

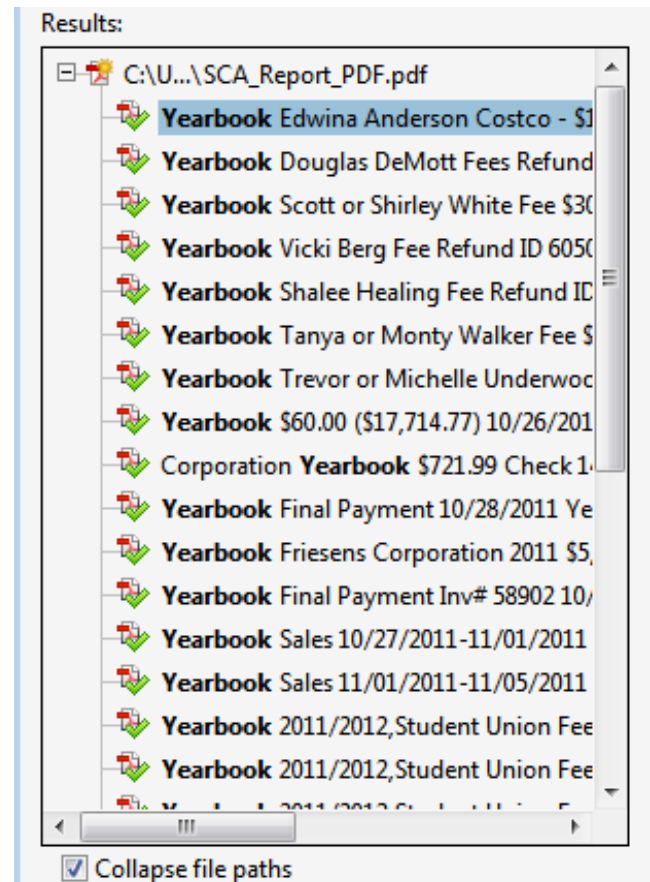


To Search The Document:

1. Click **Edit, Advanced Search**
2. Enter the search criteria in the text slot


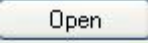


3. Click **Search** 
4. Click any results in the search list to go to that item in the report




2.2.2 To Export to Excel:

Exporting the report to Excel will allow for further mathematical calculations to be applied to the report.

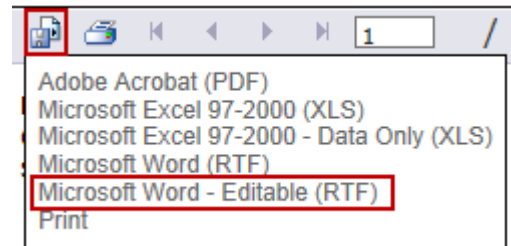
1. Generate the required report
2. Click **Export**  icon on the report toolbar
3. Select the **MS Excel Data Only** from the drop-down
4. Click **Open**  in the dialog box

2.2.3 To Export to Word:

Exporting the report to Word will allow for further word processing techniques to be applied to the report.

1. Generate the required report
2. Click **Export**  icon on the report toolbar
3. Select one of the **Microsoft Word** options from the drop-down
4. Click **Open**  in the dialog box

NOTE: Microsoft Word – Editable (RTF) would allow for further formats of the report For example: Copying selected report information.



3 Ledger History (Reports) – School Reports

A Standard User (Bookkeeper) will have access only to the School based Ledger History Reports. A District User will have access to both the School Reports and the District Level Reports.

The Ledger History (Reports) – School Reports include:

- Report #1 – Detailed Category Summary (All Transactions)
- Report #10 – Trial Balance Umbrella Date Range
- Report #11 – Customized Transaction Report
- Report #11K – Reprint Monthly Bank Reconciliation
- Report #11L – Reprint Monthly Bank Reconciliation – Overview of Categories
- Report #14 – Tax Rebate for Board Submission
- Report #18 – Government Reports
- Vendor 1099 Summary
- YTD History

NOTE:

- New **YTD History Report** can be accessed from both Ledger History (Reports) and from the Checks YTD Deposited Module
- There are additional history reports, that are not displayed in this area. Please see Additional History Reports documentation, for further information.

3.1 Report #1 – Detailed Category Summary (All Transactions)

Perfect report when a school year summary of category activity is required!

This report shows transactions for selected categories. Report details include the category transaction Date, Description, Debit or Credit entry and whether the transaction has been cleared or not. The report is summarized with Grand Totals.

If the bank account has been set up with tax receivable, the default printing option is to display tax. Tax Paid and Tax Rebate will appear as additional columns in the report. Once the report has been generated the user can select additional printing options. These options include: Printing With or Without Tax details (Tax Paid/Tax Rebate), Printing categories on separate pages.

Previous Screen Reports Menu Main Menu

☒ Print With Tax ☐ Print Without Tax ☐ Print categories on separate page

KEVgroup Category Report

School Cash Eagle High School - Student Activity Funds

Reports Menu Main Menu Continue

Category Summary Report

☐ View Report in Accounting Style ☐ Include Budgeted Revenue and Expense

School Year: 2012-2013

Select Categories to include: ☒ Select All Categories

Select Category Numbers to include: ☐ Select All Category Numbers

Select Category Umbrella Type(s) to Include: ☒ Select All Umbrella Types

Sort By: ☒ Category Name ☐ Category Number

☒ Include cashbox

School Ledger History (Reports) - Report #1 – Detailed Category Summary (All Transactions) – Display

Features:

A. Report Design Options:

Select required report design Options include: View Report in Accounting Style and Include Budgeted Revenue and Expense (Defaults to Include Opening Balance, recommended setting)

Select alternative report design option by clicking in check box

NOTE: More than one design option can be selected Defaults to standard report or the User can select: View Report in Accounting Style and/or Include Budgeted Revenue/Expense

B. School Year:

Select required school year from drop-down

C. Select Categories to include:

Select required category(ies) from list (Defaults to Select All)


D. Select Category Numbers to include:

Select required Category Numbers from the list

- E. Select Category Umbrella Type(s) to include:** Select required category umbrella type(s) from list (Defaults to Select All)
- F. Sort By:** Select required sort option (Defaults to Category Name)
- G. Include Cashbox:** Report can include Cashbox if required (Defaults to include Cashbox)

How to Generate Report # 1 – Detailed Category Summary (All Transactions):

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select Report #1 from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above
5. Click Continue  to generate report

Eagle High School
Credit Union
School Funds

Detailed Category Summary - Sorted by Category Name

Summary for: Athletic Assoc Banker
Cat. #: 4350

Contact Person: Henry Jones

Date	Transaction	Description	Debit	Credit	Cleared
09/01/2012	Transfer 113	to cover deficit in the Athletic Association		\$107.53	<input checked="" type="checkbox"/>

Opening Balance: -\$107.53
Category Balance: **\$0.00**
\$107.53

Summary for: Awards
Cat. #: 5810

Contact Person: Liz Graham

Date	Transaction	Description	Debit	Credit	Cleared
03/28/2013	Check 4314	Crazy Horse	\$40.88		<input type="checkbox"/>
03/28/2013	Check 4314	Crazy Horse	\$87.32		<input type="checkbox"/>
03/28/2013	Check 4315	Award Trophies	\$5,000.00		<input type="checkbox"/>

Opening Balance: \$0.00
Category Balance: **-\$5,128.20**
\$5,128.20

Grand Totals:
Opening Balances: **\$16,481.53**
Category Balances: **\$16,341.43**
\$17,207.95
\$17,067.85

*School Ledger History (Reports) Report #1 – Detailed Category Summary (All Transactions)
(sorted by Category Name)– Exhibit*

3.1.1 Report #1 – Detailed Category Summary (All Transactions) – Accounting Style

The View Report in Accounting Style design option will display revenue, expense and transfer details separately for each of the selected categories. The report is sorted alphabetically by Category Name. Transaction details appear in chronological order based on date. Report information includes: Date,

Transaction, Transaction Number, Description, Revenue/Expense or Transfer values. The report also indicates if the transaction has been cleared. Totals appear for each of revenue, expense and transfers. A Category Balance is included for each of the selected categories.

NOTE: It is possible to print category details on separate pages if necessary.

[Previous Screen](#)

[Reports Menu](#)

[Main Menu](#)


☐ [Print categories on separate page](#)

How to Generate Report # 1 – Detailed Category Summary (All Transactions)

View Report in Accounting Style :

The Accounting style design will display Revenues, Expenses, Transfers separately. Each reporting section will include totals, a Category Grand Total will appear at the end of each category detail.

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select Report #1 from **School Reports** panel on the left side of the menu
4. Click **View Report in Accounting Style**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report

Summary for: Basketball
Cat. #: 5510

Opening Balance: \$2,259.30
Contact Person: Allan Hall

Revenue

Date	Transaction	Description	Revenue	Cleared
04/02/2013	NSF Paid	Smith, Uniform	-\$50.00	<input checked="" type="checkbox"/>
Total			-\$50.00	

Expense

Date	Transaction	Description	Expense	Cleared
09/26/2012	Check 4286	Adam Smith basketball shirts Inv# 36776882	\$643.27	<input checked="" type="checkbox"/>
11/02/2012	Check 4306	The Acme Corporation Gopher Order - Bolt-On Backboard Padding Inv# 8402020	\$401.79	<input checked="" type="checkbox"/>
11/02/2012	Check 4307	Adam Troitsky November 25 - Tickets - Bears vs Pandas Inv# 1678111	\$100.00	<input checked="" type="checkbox"/>
Total			\$1,145.06	

Transfers

Date	Transaction	Description	Transfers	Cleared
09/01/2012	Transfer 113	money to cover WC sports fees	-\$100.00	<input checked="" type="checkbox"/>
Total			-\$100.00	
Category Balance			\$964.24	

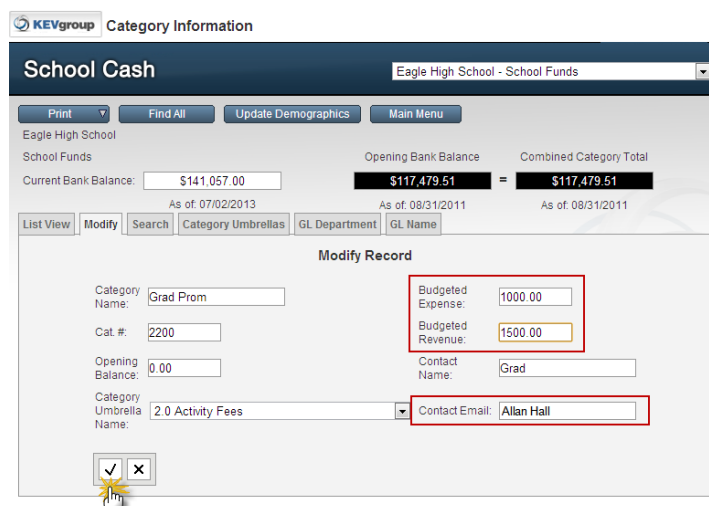
*School Ledger History (Reports) Report #1 – Detailed Category Summary (All Transactions) –Accounting Style
(sorted by Category Name/Revenue/Expense/Transfer/Transaction Date) – Exhibit*

3.1.2 Report #1 – Detailed Category Summary (All Transactions) – Include Budgeted Revenue and Expense

The Include Budgeted Revenue and Expense design option will display the budgeted revenue/expense information below each category. The report is sorted alphabetically by Category Name. The Contact Name also appears in this report.(Contact Name must be part of category information in School Cash Accounting Category (Chart of Accounts.) Transaction details appear in chronological order based on date. Report information includes: Date, Transaction, Transaction Number, Description, Debit, Credit and Tax Rebate values. Also included is the Opening Balance, Category Balance and totals of the Debits and Credits and Tax Rebate. The report also indicates if the transaction has been cleared. Totals appear for each of revenue, expense and transfers. A Category Balance is included for each of the selected categories. The report is summarized on the last page with Grand Totals for Opening Balance, Category Balances, Debits and Credits.

* Budgeted Revenue and Expense information for a category is stored in the Chart of Accounts. For example: The Grad Prom will have expenses (hall rental, decorations etc.). Expected ticket sales and sales of pictures and refreshments will be entered as budgeted revenue.

1. From **Main Menu, My School Information Group**
2. Select **Categories (Chart of Accounts)**
3. Select the required category
4. Click **Modify** tab
5. Enter Budgeted Expense/Revenue information
6. Enter Contact Name if necessary
7. Click **Save**



Category Information

School Cash Eagle High School - School Funds

Print Find All Update Demographics Main Menu

Eagle High School
School Funds

Current Bank Balance: \$141,057.00 Opening Bank Balance: \$117,479.51 Combined Category Total: \$117,479.51

As of: 07/02/2013 As of: 08/31/2011 As of: 08/31/2011

List View Modify Search Category Umbrellas GL Department GL Name

Modify Record

Category Name: Grad Prom Budgeted Expense: 1000.00

Cat. #: 2200 Budgeted Revenue: 1500.00

Opening Balance: 0.00 Contact Name: Grad


Category Umbrella Name: 2.0 Activity Fees Contact Email: Allan Hall

✓ ✕

Category Budgeted Revenue and Expense, Contact Name – Display

How to Generate Report # 1 – Detailed Category Summary (All Transactions) Include Budgeted Revenue and Expense :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select Report #1 from **School Reports** panel on the left side of the menu
4. Click **Include Budgeted Revenue and Expense**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report

Summary for: Basketball
Cat. #: 5510

Contact Person: **Allan Hall**

Date	Transaction	Description	Debit	Credit	Cleared
09/01/2012	Transfer 113	money to cover WC sports fees	\$100.00		<input checked="" type="checkbox"/>
09/26/2012	Check 4286	Adam Booth basketball shirts Inv# 36776882	\$643.27		<input checked="" type="checkbox"/>
11/02/2012	Check 4306	The Prophet Corporation Gopher Order - Bolt-On Backboard Padding Inv# 8402020	\$401.79		<input checked="" type="checkbox"/>
11/02/2012	Check 4307	Adam Troitsky November 25 - Tickets - Bears vs Pandas Inv# 107011	\$100.00		<input checked="" type="checkbox"/>
04/02/2013	NSF Paid	Smith, Uniform		-\$50.00	<input checked="" type="checkbox"/>

Opening Balance: \$2,259.30	Category Balance: \$964.24	\$1,245.06	-\$50.00
Budgeted Revenue: \$600.00	Budgeted Expense: \$250.00		

Grand Totals:

Opening Balances: \$16,481.53	Category Balances: \$16,341.43	\$17,207.95	\$17,067.85
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*School Ledger History (Reports) Report #1 – Detailed Category Summary (All Transactions)
Includes Budgeted Revenue and Budgeted Expense
(sorted by Category Name/Date) – Exhibit*

3.2 Report #10 – Trial Balance (Umbrella Date Range)

Report #10 - Trial Balance (Umbrella Date Range) is based on selected Category Umbrella Types (Defaults to include all). Options include the ability to select a required school year and or date range. The report can either include or display transfers and can be sorted based on Category Umbrellas or Category Numbers (Defaults to Category Umbrella Name). Category information includes: Opening Balance, Expenses, Revenues and the Closing Balance. Grand Total information appears after each category. If a cashbox is being used cashbox details are summarized at the end of the report.

Ledger History (Reports) School Reports– Report #10 – Trial Balance – Display

Features:

A. Report Design Options:

Report defaults to standard design or options can include: Budgeted Revenue and Expense, Roll Up Categories Only*, Active Categories only (Defaults to Active Categories Only)

B. Select School Year:

Select required school year from drop-down
Crossover is available

C. Date Range:

Optional report Start and End Date,
Earliest Date, searches ledger for earliest transaction

Crossover option is available

D. Select Category Umbrella Type(s) to include:

Select required category umbrella types(s) from list (Defaults to All)

E. Include/Display Transfers:

There is an option to either include or display transfers. (Defaults to include transfers in Revenue and Expense columns. Display will show transfers in and out of categories with totals.)


F. Sort Features:

Report details can be sorted by either Category Umbrella Name or Category Number or Category Number No Umbrellas

How to Generate Report # 10 – Trial Balance (Umbrella Date Range):

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report #10** from **School Reports** panel on the left side of the menu

4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Eagle High School Credit Union Student Activity Funds	Trial Balance (Umbrella Date Range)			6/16/2012 ... 7/18/2013 Date ... Range
Categories	Opening Balance	Expenses	Revenues	Balance
Clubs				
Art Club W102 - 02c00040.01	\$1,082.10			\$1,082.10
Calabash - 02c00070.00	\$132.40			\$132.40
Dance Club - 02c00168.00	\$24,659.59	\$9,473.27	\$11,328.08	\$26,514.40
Film Club - 02c00272.00	\$0.00	\$1,264.96	\$3,017.70	\$1,752.74
Food Service - 02c00280.00	\$2,017.76	\$8,622.76	\$6,605.00	\$0.00
Make a Difference Club - 02c00470.00	\$(248.80)			\$(248.80)
NJHS - 02c00416.00	\$2.47			\$2.47
Photography Club - 02c00596.00	\$0.00		\$150.00	\$150.00
Red Cross Club - 02c00020.01	\$1,421.34	\$344.29	\$900.00	\$1,977.05
Science Club W104 - 02c00664.04	\$4,830.79			\$4,830.79
Science Club W202 - 02c00664.02	\$0.00		\$5.00	\$5.00
Surf Club - 02c00700.00	\$123.48	\$247.00	\$520.56	\$397.04
Youth in Action - 02c80050.00	\$0.00		\$120.00	\$120.00
	\$34,021.13	\$19,952.28	\$22,646.34	\$36,715.19
Total Expenses/Revenue:	\$117,479.51	\$90,494.90	\$118,488.08	\$145,472.69
Total Bank Account:	\$117,479.51	\$90,494.90	\$118,488.08	\$145,472.69
Investment	\$0.00	\$0.00	\$19,228.20	\$19,228.20
Cash On Hand:				\$489.97
Total Fund:				\$165,190.86


*School Ledger History (Reports) - Report #10– Trial Balance (Umbrella Date Range)
(sorted by Category Umbrella/Category Name) – Exhibit*

3.2.1 Report #10 – Trial Balance (Umbrella Date Range) – Include Budgeted Revenue and Expense

The Include Budgeted Revenue Expense details will be displayed in separated columns to the right of the Revenues. Also included are Budgeted Balance values. (Budgeted Revenue-Budgeted Expense). Values are totaled at the end of each Category Umbrella and also appear in the report summary found on the last page of the report.

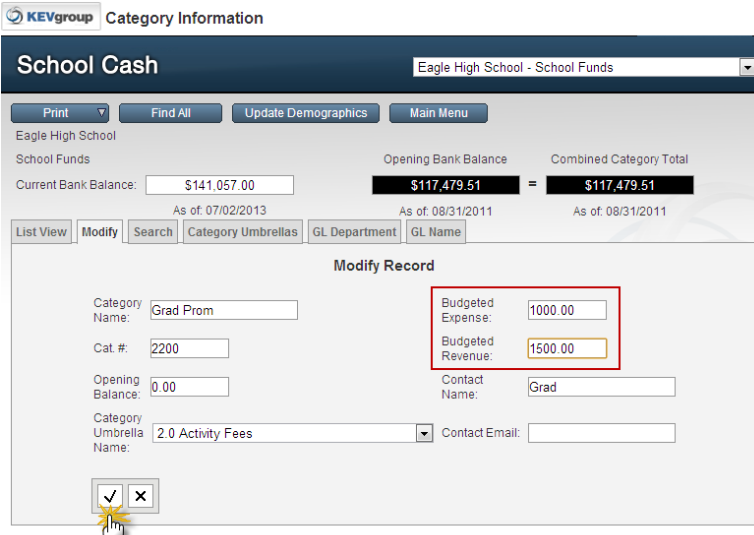
How to Generate Report # 1 – Detailed Category Summary (All Transactions) Include Budgeted Revenue and Expense :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select Report #10 from **School Reports** panel on the left side of the menu
4. Click **Include Budgeted Revenue and Expense**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report

* Budgeted Revenue and Expense information for a category is stored in the Chart of Accounts. For example: The Grad Prom will have expenses (hall rental, decorations etc.). Expected ticket sales and sales of pictures and refreshments will be entered as budgeted revenue.

1. From **Main Menu, My School Information Group**
2. Select **Categories (Chart of Accounts)**
3. Select the required category
4. Click **Modify** tab
5. Enter Budgeted Expense/Revenue information
6. Click **Save**



Budgeted Expense/Revenue – Display

Eagle High School Credit Union Student Activity Funds		Trial Balance (Umbrella Date Range)				6/16/2012 .. 9/11/2013 Date ... Range	
Categories	Opening Balance	Expenses	Revenues	Budgeted Expense	Budgeted Revenue	Budgeted Balance	Balance
Sports							
Athletic Trainer - 10s00080.00	\$(1,915.24)	\$835.00	\$789.00			\$0.00	\$(1,961.24)
Basketball - 10s10000.00	\$103.34	\$125.00	\$298.00	\$250.00	\$600.00	\$350.00	\$276.34
Boys JV	\$0.00	\$415.00	\$646.10			\$250.00	\$231.10
Basketball - 10s16500.00				\$450.00	\$700.00		
Boys Varsity	\$0.00	\$1,615.00	\$1,615.00			\$220.00	\$0.00
Volleyball - 10s00710.00				\$680.00	\$900.00		
Cheerleading - 10s00200.00	\$(434.94)	\$154.50	\$516.50	\$380.00	\$400.00	\$20.00	\$(72.94)
Cross Country - 10s00220.00	\$80.00					\$0.00	\$80.00
Football - 10s00255.00	\$33.04	\$91.70	\$1,761.26			\$0.00	\$1,702.60
Girls JV Soccer - 10s00425.00	\$3,315.33	\$280.69		\$295.00		(\$45.00)	\$3,034.64
Girls JV	\$0.00	\$770.00		\$250.00	\$250.00	\$0.00	(\$770.00)
Volleyball - 10s72000.00							
Golf - Girls - 10s27200.00	\$211.50	\$200.00	\$150.00			\$0.00	\$161.50
JV Softball - 10s00455.00	\$0.00	\$1,877.29	\$2,057.43			\$0.00	\$180.14
Swim Team - 10s00550.00	\$(33.29)			\$250.00	\$250.00	\$0.00	(\$33.29)
Tennis - 10s00600.00	\$0.00		\$1,115.91			\$0.00	\$1,115.91
Track & Field - 10s00650.01	\$673.49	\$336.90	\$250.00			\$0.00	\$586.59
Water Polo - 10s70050.00	\$20.00					\$0.00	\$20.00
Wrestling - 10s80000.00	\$37.68		\$560.00			\$0.00	\$597.68
	\$2,090.91	\$6,701.08	\$9,759.20	\$2,555.00	\$3,350.00	\$795.00	\$5,149.03
Total Expenses/Revenue:							
	\$117,479.51	\$90,494.90	\$118,408.08	\$90,494.90	\$118,408.08	\$795.00	\$145,392.69
Total Bank Account:							
	\$117,479.51	\$90,494.90	\$118,408.08	\$2,555.00	\$3,350.00	\$795.00	\$145,392.69
Investment							
	\$0.00	\$0.00	\$19,228.20				\$19,228.20
Cash On Hand:							
							\$489.97
Total Fund:							
							\$165,110.86


*School Ledger History (Reports) - Report #10– Trial Balance (Umbrella Date Range) –
Include Budgeted Revenue and Expense
(sorted by Category Umbrella, Category Name)– Exhibit*

3.2.2 Report #10 – Trial Balance (Umbrella Date Range) – Roll Up Categories

For organizational purposes categories can be numbered using a decimal. For example: Grade 4 could be numbered 3-3400.00 Grade 4 Car Wash could be numbered 3-3400.05. The Rollup Categories option would group these two categories together in Report #10.

How to Generate Report # 1 – Detailed Category Summary (All Transactions) Include Budgeted Revenue and Expense :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select Report #10 from **School Reports** panel on the left side of the menu
4. Click **Roll Up Categories**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report

Categories	Opening Balance	Expenses	Revenues	Balance
Classes				
Carnival Proceeds Donation-a - 3-3000.07	\$0.00	\$100.00		(\$100.00)
ESE Classes - Collectively - 3-3454.00	\$58.00	\$146.60		(\$88.60)
Everglades Field Trip - 3-3400.07	\$0.00	\$375.00	\$145.45	(\$229.55)
GRADE 1 - 3-3100.00	\$158.67	\$350.00	\$607.35	\$416.02
GRADE 2 - 3-3200.00	\$224.66	\$876.00	\$279.75	(\$371.59)
GRADE 3 - 3-3300.00	\$228.60	\$1,189.42	\$1,405.56	\$444.74
Grade 3 - SCIENCE MUSEUM - 3-3300.02	\$0.00	\$1,395.77	\$761.00	(\$634.77)
GRADE 3-KRAVIS ONCE UPON A TIME - 3-3300.01	\$0.00	\$322.00	\$549.00	\$227.00
GRADE 4 - 3-3400.00	\$2,678.22	\$1,276.77	\$2,138.61	\$3,540.06
Grade 4 - CAR WASH - 3-3400.05	\$0.00	\$2,802.56	\$3,204.81	\$402.25
Grade 4-POPCORN - 3-3400.04	\$0.00	\$425.85	\$1,429.14	\$1,003.29
GRADE 5 - 3-3500.00	\$1,155.46	\$978.33	\$305.20	\$482.33
Grade 5 - Epcot - 3-3500.04	\$0.00		\$5,040.99	\$5,040.99
Grade 5 - Freeze Pops - 3-3500.07	\$0.00	\$181.05	\$626.00	\$444.95
GRADE 5 - Kravis This Land - 3-3500.01	\$0.00	\$337.00	\$465.00	\$128.00
Grade 5 - Motor City Car - 3-3500.06	\$0.00	\$106.00	\$1,972.87	\$1,866.87
Grade 5 - Valentine Lollipops - 3-3500.05	\$0.00		\$38.00	\$38.00
Grade 6 - 3-3600.00	\$0.00		\$300.00	\$300.00
Kindergarten - 3-3000.00	\$786.88	\$108.00	\$78.00	\$756.88
Kindergarten - FCAT Pizza - 3-3000.02	\$0.00		\$143.25	\$143.25
Kindergarten - PB ZOO - 3-3000.01	\$0.00		\$978.50	\$978.50
Seaworld Ft - Grade 4 - 3-3400.06	\$0.00	\$50.00	\$100.00	\$50.00
St. Augustine - 3-3400.02	\$0.00	\$11,934.00	\$9,024.39	(\$2,909.61)
	\$5,290.49	\$22,954.35	\$29,592.87	\$11,929.01
Clubs				

*School Ledger History (Reports) Report # 10 without Rollup Categories selected
(sorted by Category Umbrella Name) – Exhibit*

Categories	Opening Balance	Expenses	Revenues	Balance
Classes				
TMH Classes - 3-2575.00	\$0.00			\$0.00
Pre-Kindergarten - 3-2900.00	\$0.00			\$0.00
Kindergarten - 3-3000.00	\$786.88	\$208.00	\$1,199.75	\$1,778.63
GRADE 1 - 3-3100.00	\$158.67	\$350.00	\$607.35	\$416.02
GRADE 2 - 3-3200.00	\$224.66	\$876.00	\$279.75	(\$371.59)
GRADE 3 - 3-3300.00	\$228.60	\$2,907.19	\$2,715.56	\$36.97
GRADE 4 - 3-3400.00	\$2,678.22	\$16,864.18	\$16,042.40	\$1,856.44
ESE Classes - Collectively - 3-3454.00	\$58.00	\$146.60		(\$88.60)
GRADE 5 - 3-3500.00	\$1,155.46	\$1,602.38	\$8,448.06	\$8,001.14
Grade 6 - 3-3600.00	\$0.00		\$300.00	\$300.00
	\$5,290.49	\$22,954.35	\$29,592.87	\$11,929.01

*School Ledger History (Reports) Report # 10 with Rollup Categories selected
(sorted by Category Umbrella Name) – Exhibit*


Categories	Opening Balance	Expenses	Revenues	Transfer In	Transfer Out	Balance
Weightlifting/Weight Room - 5591	\$37.68		\$540.00			\$577.68
	\$31,266.80	\$17,185.04	\$22,094.83	\$9,002.76	\$9,002.76	\$36,176.59
5.7 Student Council/Union						
Student Union - 5700	\$24,659.59	\$7,463.27	\$7,798.89	\$1,286.19	\$1,500.00	\$24,781.40
	\$24,659.59	\$7,463.27	\$7,798.89	\$1,286.19	\$1,500.00	\$24,781.40

*School Ledger History (Reports) Report # 10 with Display Transfer selected
(sorted by Category Umbrella Name) – Exhibit*

3.3 Customized Transaction Report:

Perfect report choice when many customized features are required!

The Customized Transaction Report offers the user many reporting options.

 Customized Transaction Report

School Cash Eagle High School - Student Activity Funds

[Report Eleven Menu](#) [Reports Menu](#) [Main Menu](#) [Continue](#)

Customized Transaction Report

A School Year: 2012-2013

Range Of Dates
Enter the Range of Dates then Click Continue

B Report Start Date Report End Date

C Select Categories to include:
☐ Select All Categories
Athletic Assoc Banker
Awards
Awards - Accelerated Reader
Badminton
Basketball
Benevolent Fund
Book Fair/Scholastic

Select Category Numbers to include:
☐ Select All Category Numbers
199
200
1000
1002
1060
1070
1090

D Select Category Umbrella(s) to Include:
☐ Select All Category Umbrellas
1.0 Commissions/Resale
1.3 Fundraising Projects
1.5 Lunch Program
1.6 Special Events (making profit)
1.8 Yearbook
2.0 Activity Fees
3.0 Donations to School

E Select Umbrella Types to include:
☐ Select All Umbrella Types
1. Fundraising Activities
2. Student Fees
3. Donations and Grants to Scho
4. Other SGF
5. Extra-Curricular
6. Field Trips
7. Other Uses of SGF

F Select Transaction Types to include:
☐ Select All Transaction Types
BnkTransf
Cashbox
Cheque
CreditMemo
DebitMemo
Deposit
Direct Deposit

G Select Memo Names to include:
☐ Select All Memo Names
Badminton
Basketball - Boys
Basketball - Girls
Fence Project
Skiing
Swimming

H Select GL Budget Account to include:
☐ Select All GL Budget Account
Admin
Agendas
Art
General Instruction
Library
Options
REVENUE

I Select Rev/Exp to include:
☐ Select All Rev/Exp
Budget Expense
Budget Reimbursement
Budget Revenue
Charity Collections
Charity Donations
Donations & Gifts to Schools
Expense

J Sort Report By
☐ Date
☐ Category Name
☐ Category Number
☐ Category Umbrella
☐ Transaction Type/#
☐ GL Budget Account
☐ Rev/Exp

K Show:
☐ GL Budget Account
☐ Rev/Exp

L Select Contact Person:

M Enter Description:

N Transaction #:

O Credit:

P Debit:

Q Total:

R ☐ Include cashbox

School Ledger History (Reports) Report #11 – Customized Transaction Report – Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)
Crossover option is available.

NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Report Date Range:

Select required start and end date

C. Select Categories/Category Number(s) to include:

Select required category(ies) from list

D. Select Category Umbrella(s) to include:

Select required category umbrella(s) from list

E. Select Category Umbrella Type(s) to include:

Select required category umbrella type(s) from list

F. Select Transaction Type(s) to include:

Select required transaction type(s) from list

G. Select Memo(s) to include:

Select required memo(s) from list

H. Select GL Department to include:

Select required GL Department from list*

I. Select GL Name to include:

Select required GL Name from list*

J. Sort Option:

Select required sort option (one option only)

K. Show:

Select required option

L. Contact Person:

Enter the name of the contact person

M. Description:

Enter any known description

N. Transaction #:

Enter any known transaction number

O. Credit:

Enter a Credit value and select required mathematical comparison operator from the drop-down

P. Debit:

Enter a Debit value and select required mathematical comparison operator from the drop-down

Q. Total:

Enter a Total value and select required mathematical comparison operator from the drop-down

R. Include Cashbox:

Cashbox details can be included (Defaults to No)


***NOTE:** It is possible that the naming convention for GL Department and GL Name may change, depending on information in KEVSetup. Please see Account Settings documentation for further information.

How to Generate Report # 11 – Customized Transaction Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report #11** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above

For Example: Select Category Umbrella : 6.0 Field Trips & Excursions to see all transactions related to Field Trips

5. Click **Continue**  to generate report

Select Category Umbrella(s) to Include:

☐ Select All Category Umbrellas

- 5.5 Sports/Athletics
- 5.7 Student Council/Union
- 5.8 Student Recognition/Prizes/!
- 6.0 Field Trips & Excursions**
- 7.0 Classroom Enhancement
- 7.1 Equipment
- 7.2 School Improvement/Beautif
- 7.5 Staff Fund

Eagle High School
School Funds
Credit Union

Customized Transaction Report

2012-2013

Date	Transaction	Category	Description	Debit	Credit	Total	Clear Date
09/08/2012	Cheque 4280	Field Trips General 7000	Transportation) June Trips Inv# 28087	\$187.70	\$0.00	\$187.70	10/05/2012
09/30/2012	Cheque 4288	Field Trips General 7000	Corn Maze Grade 1-3 Field Trip to the Corn Maze Inv# 168395	\$173.25	\$0.00	\$173.25	10/05/2012
10/17/2012	Cheque 4296	Field Trips General 7000	(Transportation) September Trips Inv# 28193	\$178.06	\$0.00	\$310.30	11/05/2012
10/20/2012	Deposit 163	Field Trips General 7000	MGFS Donation for Grade 1,2,3 FT to Corn Maze	\$0.00	\$366.00	\$5,212.00	11/05/2012
11/02/2012	Cheque 4309	Grade 9 Trip 7209	SUTP 2011/2012 COUPON BOOK Inv# 010744	\$508.00	\$0.00	\$525.00	12/05/2012
11/03/2012	Cheque 4313	Grade 9 Trip 7209	RDC Athletics Inv# 2011/11/03	\$69.00	\$0.00	\$69.00	12/05/2012
11/03/2013	Deposit 166	Grade 9 Trip 7209	SUTP \$ Collected	\$0.00	\$1,000.00	\$1,327.70	12/05/2012
03/28/2013	Deposit 167	Field Trips General 7000	Trip to Rounds Ranch	\$0.00	\$661.00	\$661.00	04/05/2012
Grand Total:				\$1,116.01	\$2,027.00	Balance:	\$910.99

*School Ledger History (Reports) - Customized Transaction Report – All Field Trip Activity
(sorted by Date)– Exhibit*

3.4 Report 11K – Reprint-Monthly Bank Reconciliation:

Previous versions of the Monthly Bank Reconciliation can be reprinted if necessary. Report 11K generates automatically during the regular reconciliation process. Please see System Setup documentation for further information. Report details are organized by Transaction Type (deposits, checks etc.). Each transaction type lists the associated cleared transactions in chronological order based on date. Details include Debit and Credit values, as well as Bank Account Totals.

KEVgroup Category Report

School Cash Eagle High School - Student Activity Funds

Report Eleven Menu Reports Menu Main Menu Continue

Monthly Bank Reconciliation

A School Year 2012-2013

B Reconciled Date 09/30/2012

School Ledger History (Reports) - Report 11K – Reprint-Monthly Reconciliation – Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)


NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Reconciled Date:

Select required reconciliation date

How to Generate Report # 11K – Reprint Monthly Bank Reconciliation :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report #11K** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Monthly Bank Reconciliation

Eagle High School

School Funds

Branch #: 999

Account #: 99999

As At: 09/30/2012

Ledger Balance At: 09/30/2012

\$12,725.00

Bank Balance At: 09/30/2012

\$13,863.98

Add: Outstanding Deposits

<u>Date</u>	<u>Transaction</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>
09/30/2012	Deposit	118	Volleyball fees		\$210.00
09/30/2012	Deposit	117	CD's & Posters		\$215.00
					<u>\$425.00</u>

Less: Outstanding Checks

<u>Date</u>	<u>Transaction</u>		<u>Description</u>	<u>Debit</u>	<u>Credit</u>
06/11/2012	Check	4085	Rob DARE Supplies Inv# 00050440 - GST Rebate	\$0.22	
06/11/2012	Check	4085	Rob DARE Supplies Inv# 00050440 - Student Union	\$6.73	
09/08/2012	Check	4109	Blue School Registration Inv# Sept.8	\$30.00	
09/08/2012	Check	4108	Lor-Al Springs Ltd. Sept 7 Water Delivery Inv# 101606	\$50.00	
09/20/2012	Check	4112	unior Senior High School Golf Tournament Entry Fee Inv# Sept. 20	\$145.00	
09/22/2012	Check	4114	Junior High School Cross Country Meet Fee Inv# Sept. 22	\$30.00	
09/30/2012	Check	4115	Fat Cat Productions HOJACD's & Poster Inv# Sept. 30	\$211.00	
09/30/2012	Check	4118	Field Trips Inv# 27423	\$791.03	
09/30/2012	Check	4116	Scholastic Canada Ltd. Classroom Essentials 2012/2011 Inv# B26015-01	\$284.26	
09/30/2012	Check	4117	Van Children's Math DVD Inv# Sept. 30	\$15.74	
				<u>\$1,563.98</u>	

Adjusted Bank Balance: (Current Bank Balance Less Outstanding Transactions)

\$12,725.00

Difference:

\$0.00

Add Investments:

\$0.00

Total Bank & Investments:

\$12,725.00

Approval: _____

Principal/Supervisor Signature

Date: _____

*School Ledger History (Reports) - Report 11K -Reprint Monthly Reconciliation
(sorted by Date)– Exhibit*

3.5 Report 11 L - Reprint-Monthly Reconciliation (Overview of Categories):

Previous versions of the monthly bank reconciliation can be reprinted if necessary. Report 11L can be included to generate automatically during the regular reconciliation process. Please see System Setup documentation for further information. Report details are organized by Category Umbrella. Each category lists Opening Balance, Expense and Revenue activity, as well as any Transfers in and out. Balances are included for each category as well as Grand Totals for each Category Umbrella. The report is summarized with any Investment values and a Grand Total of bank and investments on the last page of the report.


School Ledger History (Reports) Report 11L -Reprint Monthly Reconciliation Overview of Categories– Display

Features:

- A. Sort Options:** The report can be sorted either by Category Name or Category Number (Defaults to Category Name)
- B. School Year:** Select required school year from drop-down
- C. Report End Date:** Select required report end date from drop-down

How to Generate Report # 11L – Reprint Monthly Bank Reconciliation Overview of Categories :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report #11L** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Eagle High School Credit Union School Funds		Reconciliation - Overview Summary Of All Categories				03/09/2012 - 09/30/2012 Date ... Range
Categories	Opening Balance	Expenses	Revenues	Transfer Out	Transfer In	Balance
1.0 Commissions/Resale						
Commissions/Resale General - 1000	\$1,510.20					\$1,510.20
Book Fair/Scholastic - 1002	\$214.12					\$214.12
Milk/Juice Fund/ELAC - 1060	\$0.00					\$0.00
Recycling Revenue - 1070	\$502.26					\$502.26
Vending Machines - 1090	\$3,238.94					\$3,238.94
	\$5,465.52	\$0.00	\$0.00	\$0.00	\$0.00	\$5,465.52
1.3 Fundraising Projects						
Fundraising General - 1300	\$3,989.32					\$3,989.32
Classroom Fundraiser - 1310	\$0.00					\$0.00
Fundraising - 1315	\$406.00					\$406.00
Students Union Fundraiser - 1385	\$0.00	\$211.00	\$215.00			\$4.00
	\$4,395.32	\$211.00	\$215.00	\$0.00	\$0.00	\$4,399.32
1.6 Special Events (making						
Newspaper - 1630	\$0.00					\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Investments:						\$0.00
Total Bank & Investments:						\$12,725.00

School Ledger History (Reports) - Report 11L -Reprint Monthly Reconciliation–Overview of Categories (sorted by Category Umbrella Name) - Exhibit

3.6 Report 14 – Tax Rebate Reports for Board Submission:

The Tax Rebate Report can also be reprinted if necessary. The report is sorted by Category Name. Transaction details are listed in chronological order by date. Debit values, Tax Paid and Tax Rebate are included in the report. The report indicates if transaction have been cleared. Grand Totals for the report appear at the end of the report. A signature line for authorization is also part of this report.


Tax Rebate Report

School Cash
Eagle High School - Student Activity Funds

Tax Rebate Report Menu
Reports Menu
Main Menu
Continue

Tax Rebate Report

A
School Year:
2012-2013

B
Date Submitted:
09/30/2012

C
Sort Report By:
☒ Category Name
☐ Date

School Ledger History (Reports) - Report 14 –Tax Rebate Report– Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Date Submitted:


Select required start and end date

C. Sort Report By:

Select required sort option (Defaults to Category Name)

How to Generate - Report 14 Tax Rebate Reports for Board Submission:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report #14** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report




Eagle High School School Funds Credit Union		Tax Rebate Report - Detailed Forms				09/09/2012 ... 09/26/2012 Date ... Range	
Date	Transaction	Description	Category Name	Debit	Tax Paid	Tax Rebate	Clear
Basketball							
09/26/2012	Cheque# - 425	Reimburse partial Inv. from SGF account Inv# 8317972	Basketball	\$274.02	\$13.49	\$9.17	X
				\$274.02	\$13.49	\$9.17	
Office General							
09/09/2012	Cheque# - 424	Canada Post Jump Rope for the Heart Postage Inv# 2012/05/05	Office General	\$9.93	\$0.49	\$0.33	X
09/26/2012	Cheque# - 425	Canada Post Fee - Request to Hold Mail Inv# 05/25/2012	Office General	\$152.40	\$7.50	\$5.10	X
				\$162.33	\$7.99	\$5.43	
				Total	\$436.35	\$21.48	\$14.60

Approval: _____
Mike Casey
Mike Casey Principal

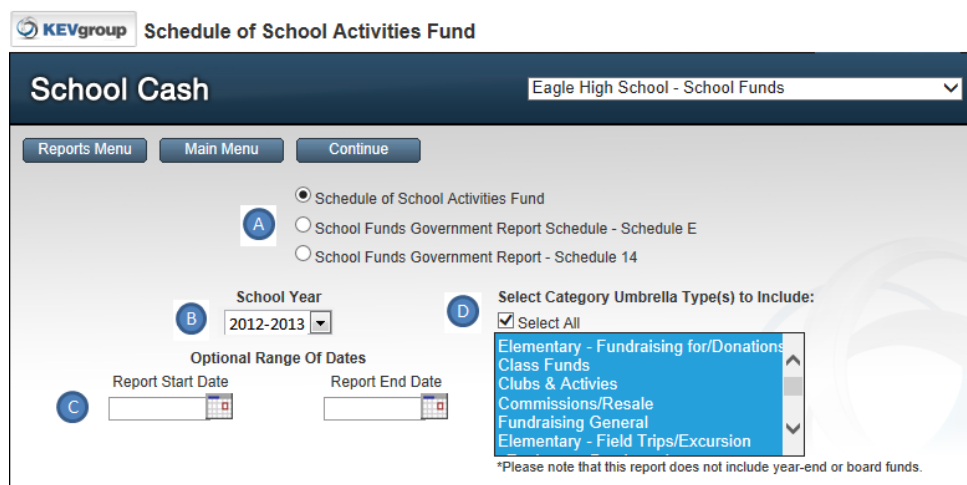
*School Ledger History (Reports) - Report 14 –Tax Rebate Report
(sorted by Category Name, Date)– Exhibit*

3.7 Government Reports:

The Ledger History (Reports) – Government Reports include:

-  Schedule of School Activities Fund
-  School Funds Government Report Schedule – Schedule E
-  School Funds Government Report – Schedule 14

NOTE: These reports are school and bank account based.



The screenshot shows the 'School Cash' interface for 'Eagle High School - School Funds'. It features a 'Reports Menu' button and a 'Main Menu' button. The 'Schedule of School Activities Fund' is selected. Below this, there are options for 'School Funds Government Report Schedule - Schedule E' and 'School Funds Government Report - Schedule 14'. A 'School Year' dropdown is set to '2012-2013'. There are 'Report Start Date' and 'Report End Date' fields with calendar icons. A 'Select Category Umbrella Type(s) to Include:' dropdown is open, showing options like 'Elementary - Fundraising for/Donations', 'Class Funds', 'Clubs & Activities', 'Commissions/Resale', 'Fundraising General', and 'Elementary - Field Trips/Excursion'. A 'Select All' checkbox is checked. A note at the bottom states: '*Please note that this report does not include year-end or board funds.'

School Ledger History (Reports) – Government Reports

Features:

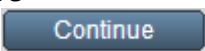
- A. Report Design:** Select appropriate Report Design Option
- B. School Year:** Select required school year from drop-down
- C. Date Range:** Select optional start and end date
- D. Select Category Umbrella Type(s) to include:** Select required Category Umbrella Type(s) to be included (Defaults to All)

3.7.1 Schedule of School Activities Fund

The Schedule of School Activities Fund totals Financial Assets and Liabilities based on the selected Category Umbrella Types. The Net Financial Assets appear at the end of the report.


How to Generate Schedule of School Activities Fund :

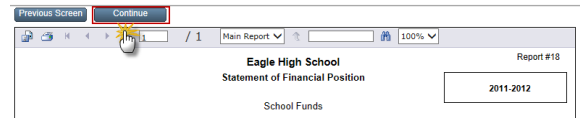
From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report # 18 - Government Reports** from **School Reports** panel on the left side of the menu
4. Select Schedule of School Activities from the design options **(A)**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report



NOTE: This report is in 2 sections.

Click **Continue**  at the top of the report window to generate the next report in sequence



**Eagle High School
Statement of Financial Position**

2012-2013

School Funds

FINANCIAL ASSETS

Cash and Cash Equivalents	\$91,379.53
Accounts Receivable	\$0.00
Investments	\$33.29

Total Financial Assets	\$91,412.82
-------------------------------	--------------------

FINANCIAL LIABILITIES

Accounts Payable	\$0.00
Deferred Revenue	\$0.00

Total Financial Liabilities	\$0.00
------------------------------------	---------------

Net Financial Assets	\$91,412.82
-----------------------------	--------------------

*School Ledger History (Reports) – Government Reports –
Schedule of School Activities Fund (Part 1) - Exhibit*

**Eagle High School
Schedule of School Activities Fund**

Report #18

2012-2013

School Funds

Revenues

School fundraising & other revenues	\$58,409.48
-------------------------------------	-------------

Expenditures

School funded activities	\$50,076.99
--------------------------	-------------

NET REVENUE (EXPENDITURE)	\$8,332.49
----------------------------------	-------------------

CHANGE IN SCHOOL ACTIVITIES FUNDS BALANCE	\$8,332.49
--	-------------------

Balance Forward	\$81,794.14
Adjustment	\$1,286.19
Closing Balance	\$91,412.82


*School Ledger History (Reports) – Government Reports –
Schedule of School Activities Fund – Part 2 - Exhibit*

3.7.2 School Funds Government Report Schedule – Schedule E

The Schedule E is based on the selected Category Umbrella Types. The report displays Gross SGF, Related Expenses and Net SGF. Unexpended opening and closing balances are also included. This report provides lump sum details. NOTE: See Category (Chart of Accounts) documentation for further information regarding correct setup for Schedule E reporting.

How to Generate Schedule School Funds Government Report Schedule – Schedule E :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Report # 18 - Government Reports** from **School Reports** panel on the left side of the menu
4. Select School Funds Government Report Schedule – Schedule E from the design options **(A)**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report



Schedule E to the AFS
Source & Application of School Generated Funds (SGF) - 2012-2013

Unexpended SGF - Opening Balance 8/31/2012 (Note 1)			\$4,998.92
Source of Net School Generated Funds:	Gross SGF	Related Expenses	Net SGF
Fundraising activities	\$10,644.93	\$9,005.20	\$1,639.73
Student fees (Non-Instructional)(Note 2)	\$122.36	\$231.12	(\$108.76)
Donations and grants to schools	\$400.00	\$400.00	\$0.00
Other Source:	\$16.31	\$165.24	(\$148.93)
Net Additions to SGF	\$11,183.60	\$9,801.56	\$1,382.04
Net SGF Available for Discretionary Spending			\$6,380.96
Application of Net School Generated Funds:			
Extra-curricular activities			(\$1,318.00)
School beautification			\$0.00
Field Trips			\$0.00
Equipment			\$0.00
Family literacy and other community resources			(\$100.00)
Other Application:			\$0.00
Net SGF Expended for Discretionary Purposes (Note 3)			(\$1,418.00)
Unexpended SGF - Closing Balance 8/31/2013 (Note 4)			\$7,798.96
<p>School Generated Funds (SGF) are funds raised in the community for student activities that come under the control and responsibility of school management. These funds are usually collected and retained at the school for expenditures paid at the school level. SGF does not include fees with respect to instructional supplies or materials collected pursuant to Section 60(2)(j) of the School Act, and any other funds collected at the school but remitted to central office and accounted for by the jurisdiction (facility rentals, capital assets purchases, etc.).</p> <p>Note 1 Input "(Restated)" beside Balance at 8/31/2012 where not taken from the finalized 2012-2013 Audited Financial Statements.</p> <p>Note 2 Excludes fees collected pursuant to Section 60(2)(j) of the School Act (fees with respect to instructional supplies or materials - essentially textbooks, resource materials in lieu of textbooks, media, software, and materials for classrooms). Amounts collected for CEU-related activities are recorded as instruction resource fees, not SGF.</p> <p>Note 3 Net SGF Expended for Discretionary Purposes is recorded as revenue and expense in the Statement of Revenues & Expenses.</p> <p>Note 4 Unexpended SGF is carried forward to the Statement of Financial Position.</p>			

School Ledger History (Reports) – Government Reports School Funds Government Report Schedule – Schedule E - Exhibit

3.7.3 School Funds Government Report – Schedule 14

The Schedule of School Activities Fund totals Financial Assets and Liabilities based on the selected Category Umbrella Types. The report displays SGF Revenue and SGF Expenses. Grand Total summary values for both Revenue and Expenses are also included in the report.

How to Generate School Funds Government Report – Schedule 14 :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**

2. Click **Ledger History (Reports)**
3. Select **Report # 18 - Government Reports** from **School Reports** panel on the left side of the menu
4. Select School Funds Government Report – Schedule 14 from the design options **(A)**
5. Select any required report options from the options described above
6. Click **Continue**  to generate report

Schedule 14 - School Generated Funds

Red School District 2012-2013

For the year ended 8/31/2013

6960 Eagle High School - School Funds

1	SCHOOL GENERATED FUNDS - REVENUE/DEFERRED REVENUES	
1.1	Field trips/excursions (including admission, transportation and accommodation)	\$61,279.00
1.2	Fundraising for external charities	\$865.00
1.3	Student activities and resources (including fees)	\$328,464.95
1.4	Other	
1.5	Subtotal (to revenue Sch 9, Lines 4.1 & 4.2)	\$390,608.95
1.6	Capital asset fundraising	
1.7	Subtotal (to deferred revenue Sch 5.1, line 2.31, Col 2)	
1.8	TOTAL SCHOOL GENERATED FUNDS - REVENUES/DEFERRED REVENUES	\$390,608.95
2	SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES	
2.1	Field trips/excursions (including admission, transportation and accommodation)	\$63,434.86
2.2	Donations to external charities	\$1,867.16
2.3	Student activities and resources (including school resources and supplies, library resources, sporting activities)	\$317,448.76
2.4	Other	
2.5	Subtotal (to expenses Sch 10, Line 79, Col 5)	\$382,750.78
1.6	Capital asset fundraising	
1.7	Subtotal (to deferred revenue Sch 5.1, line 2.31, Col 2)	
1.8	TOTAL SCHOOL GENERATED FUNDS - REVENUES/DEFERRED REVENUES	\$390,608.95
2	SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES	
2.1	Field trips/excursions (including admission, transportation and accommodation)	\$63,434.86
2.2	Donations to external charities	\$1,867.16
2.3	Student activities and resources (including school resources and supplies, library resources, sporting activities)	\$317,448.76
2.4	Other	
2.5	Subtotal (to expenses Sch 10, Line 79, Col 5)	\$382,750.78
2.6	Capital assets	
2.7	Subtotal (Total of Col. 1 and 2 should equal Schedule 3, Capital Expenditure Budget, page 2, line 2.21, col. 8)	
2.8	TOTAL SCHOOL GENERATED FUNDS - EXPENSES / EXPEDITURES	\$382,750.78

School Ledger History (Reports) – Government Reports School Funds Government Report – Schedule 14 - Exhibit

3.8 YTD History Report:

Perfect report to research a if an check has been received!

The YTD History Report will list all cash and or checks that have been itemized in the deposits/receipts area and or School Cash Register module for the selected date range. The report default sort order is by Category Name. It is possible to change the sort requirements to sort by: Deposit datae, Amount or, Deposit From.

Report details include: Category Name, Deposited From, Deposit Date, Amount, Tender Type (Cash or Check) and Student Name.

The YTD History Report can be used to:

- 🔍 Research to see if a check has been received
- 🔍 Search on NSF transactions for a previous school year
- 🔍 Re-run a deposit listing for itemized checks

NOTE: Cash and Checks must be itemized through the Deposits/Receipts module in School Cash Accounting for this report to generate accurately. Payments (cash or checks) recorded through School Cash Register are also included in the report details.

The screenshot shows the 'YTD History Report' form. At the top, there's a 'School Cash' header with a dropdown for 'Eagle High School - Student Activity Funds'. Below this are navigation buttons: 'Ledger History (Reports)', 'Cheques YTD Menu', 'Main Menu', and 'Continue'. The main title 'YTD History Report' is centered. The form contains several sections: 'A' School Year: 2012-2013; 'B' Range Of Dates: Enter the Range of Dates then Click Continue, with Report Start Date and Report End Date fields; 'C' Select Categories to include: a list of categories like Athletic Assoc Banker, Awards, etc.; 'D' Sort Report By: radio buttons for Deposit Date, Amount, and Deposit From; 'E' Deposit From: a text field; 'F' checkboxes for Show Receipt Information, Show NSF Information, and Show GL Information; and 'G' Memo: a text field.

School Ledger History (Reports) YTD History Report– Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)

NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Date Range:

Enter required start and end date for the report

C. Select Categories (Category Numbers) to include:

Select required categories to include in report (Check Select All box to select all categories)

D. Sort Report By:

Select required sort order (Defaults to deposit date)

E. Deposit From:

Enter a name that has been used in Itemize Check/cash.

For example: To research if a check has been itemized from Ann Jones, enter “Ann Jones” in this field

F. Show:

Select optional information to be included in the report details

G. Memo:

Select required Memo details to further filter the YTD History Report


How to Generate YTD History Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **YTD History Report** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above

5. Click **Continue**  to generate report

For Example: To see YTD History for “Clubs”:

1. Enter a Date Range for the report
2. Select “Club” Categories
3. Click **Continue**  to generate report

Select Categories to include:

☐ **Select All Categories**

Club - Books & Bagels	^
Club - Eco Vision	
Club - REACH Program	
Club - Sandwich	
Club 121	
Commissions/Resale General	v
Cross Country	
Curling	

YTD History Report

9/1/2012 - 9/12/2013

2012-2013

Club - Books & Bagels

Deposit From	Deposit Date	Amount	Type	Reason	Student Name
Andersen, Jessica	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Andrews, Heather	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Baptiste, Cheryl	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Bernafsky, Alesha	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Blain, Braedyn	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Bristol, Joelle	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	
Campbell, Kassidee	09/19/2012	\$20.00	Cash	Book Club Fees 2012-2012	

Club - Books & Bagels Total:

\$840.00

Club - Eco Vision

Deposit From	Deposit Date	Amount	Type	Reason	Student Name
BP Canada Energy Company	09/09/2012	\$10,000.00	Check	A+ for Energy Grant	
Club - Eco Vision Total:		\$10,000.00			

*School Ledger History (Reports) YTD History Report
(sorted by Deposited From)— Exhibit*

4 Vendor 1099 Summary

Vendor 1099 Summary Report will list transaction details for all Vendors in the Supplier database that have been marked as Vendor 1099. Report details are sorted by Federal ID number/Social Security Number, then by School/Bank Account and include vendor details (address, Federal ID number/Social Security Number), Check Date, Invoice #, Check #, Check Amount, Void. Vendor totals appear after each vendor detail, and a Grand Total appears at the end of the report. **NOTE:** For this report to be accurate the Vendor 1099 option must be selected, as well as Federal ID Number/Social Security Number fields completed in Supplier/Vendor Maintenance table.

Supplier Maintenance

School Cash Lakeview Elementary - School Funds

Print Find All Import Supplier Data Main Menu

List View **Modify** Search Deleted Records

Modify Record

Supplier Name: Heart of a Child Address: 5531 - 51 Avenue
 City: Green Acres Prov/State: OH
 PC/Zip: Country:
 Area Code: Phone:
 Fax: Email:
 Website: Contact Name:
 Contact Phone: Contact Email:
 GST #: 883175028 Account #:
 Tax Identification #: Social Security #: 288-765
 Vendor 1099: ☒ Supplier Number:

✓ ✕

Supplier/Vendor Maintenance (Vendor 1099) – Display

Vendor

School Cash Eagle High School - Student Activity Funds

Reports Menu Main Menu Continue

Range Of Dates

Please enter the range of dates you wish to include on this report, then select Continue.

Report Start Date Report End Date


School Ledger History (Reports) Vendor 1099 Summary – Display

Features:

- A. Date Range:** Select optional Start and End date for the report

How to Generate Vendor 1099 Summary :

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Vendor 1099 Summary** from **School Reports** panel on the left side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Vendor 1099

School Funds

08/09/2012 ... 09/09/2013 Date ... Range

<u>Federal Id</u>	<u>Vendor</u>	<u>Check Date</u>	<u>Invoice #</u>	<u>Check #</u>	<u>Check Amount</u>	<u>Void</u>
180-655	Central Refugee Effort					
Lakeview Elementary - School Funds		10/17/2012		2821	\$100.00	
					Total:	\$100.00
288-765	Heart of a Child					
5531 - 51 Avenue, Green Acres, OH		10/21/2012		2822	\$300.00	
					Total:	\$300.00
					Vendor Total:	\$400.00
					Grand Total:	\$400.00

*School Ledger History (Reports) – Vendor 1099 Summary
(sorted by Vendor Federal ID/Social Security Number) - Exhibit*

5 Ledger History (Reports) – District Reports

District based Ledger History Reports include:

- 🔍 Summary Statement of Finance (Year End)
- 🔍 Overview Statement of Finance (Year End)
- 🔍 Summary Schedule of Activities Fund (Year End)
- 🔍 Overview Schedule of Activities Fund (Year End)
- 🔍 Bank Service Charges For All Schools
- 🔍 Tax Rebate
- 🔍 Umbrella Summary Report
- 🔍 Loss Revenue NSF Checks
- 🔍 Schedule E-Summary (Future development will change this report to School Generated Report – Summary)
- 🔍 Schedule E Overview (Future development will change this report to School Generated Report – Overview)
- 🔍 Vendor 1099 Summary

5.1 Summary Statement of Finance (Year End)

The Summary Statement of Finance (Year End) lists each school in the district. Bank Account information is displayed/sorted by School Number/Bank Account Name. Report information includes: School Name/Number, Cash and Cash Equivalents, Accounts Receivable, Investments, Total Financial Assets, Accounts Payable, Deferred Revenue, Total Financial Liabilities and Net Financial Assets. The report includes Grand Total summaries for each item.

The screenshot shows the 'Statement of Finance Summary' interface for 'Eagle High School - Student Activity Funds'. It includes a 'School Cash' header, navigation buttons (District Report Menu, Reports Menu, Main Menu, Continue), and a 'Statement of Finance Summary' section. This section contains a 'School Year' dropdown set to '2012-2013', an 'Optional Range Of Dates' section with 'Report Start Date' and 'Report End Date' fields, and a 'Select Category Umbrella Type(s) to Include:' section with a list of categories: 1. Fundraising Activities, 2. Student Fees, 3. Donations and Grants to Schools, 4. Other SGF, 5. Extra-Curricular, and 6. Field Trips. The 'Select All' checkbox is checked. A note at the bottom states: '*Please note that this report does not include year-end or board funds.'

District Ledger History (Report) Summary Statement of Finance (Year End)– Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)
NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Date Range:


Enter optional start and end date for the report

C. Select Categories Umbrella Types to include:

Select required category umbrella types to include in report (Check Select All box to select all categories)

How to Generate Summary Statement of Finance (Year End):

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Summary Statement of Finance (Year End)** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Red School District Statement of Financial Position								2012-2013
School No.	Cash and Cash Equivalents	Accounts Receivable	Investments	Total Financial Assets	Accounts Payable	Deferred Revenue	Total Financial Liabilities	Net Financial Assets
5256	Downs School - Student Activity Funds - Credit Union 99999 - 999							
	\$57,292.81		\$27,523.27	\$84,816.08				\$84,816.08
6960	Eagle High School - Alumni Foundation - Credit Union 99999 - 999							
	\$3,836.90		\$0.00	\$3,836.90				\$3,836.90
6960	Eagle High School - Special Fund - Credit Union 99999 - 999							
	\$2,579.40		\$0.00	\$2,579.40				\$2,579.40
6960	Eagle High School - Student Activity Funds - Credit Union 99999 - 999							
	\$149,855.28		\$19,228.20	\$169,083.48				\$169,083.48
	\$213,564.39		\$46,751.47	\$260,315.86				\$260,315.86

*District Ledger History (Report) Summary Statement of Finance (Year End)
(sorted by School Number/Bank Account Name) – Exhibit*

5.2 Overview Statement of Finance (Year End)

The Overview Statement of Finance lists Financial Assets and Liabilities. Total Financial Assets and Liabilities as well as Net Financial Assets are all included in the report details.

District Ledger History (Report) Overview Statement of Finance (Year End)– Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)

NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Date Range:

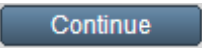
Enter optional start and end date for the report

C. Select Categories Umbrella Types to include:

Select required category umbrella types to include in report (Defaults to Select All)

How to Generate Overview Statement of Finance (Year End):

From **Main Menu**, **My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Overview Statement of Finance (Year End)** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

NOTE: Category Umbrella Types that have been deselected will automatically be excluded from totals. Selecting only one or more Category Umbrella Types will only include values for the types selected.

FINANCIAL ASSETS

Cash and Cash Equivalents	\$174,775.56
Accounts Receivable	\$0.00
Investments	\$43,997.05

Total Financial Assets	\$218,772.61
-------------------------------	---------------------

FINANCIAL LIABILITIES

Accounts Payable	\$0.00
Deferred Revenue	\$0.00

Total Financial Liabilities	\$0.00
------------------------------------	---------------

Net Financial Assets	\$218,772.61
-----------------------------	---------------------

District Ledger History (Report) - Overview Statement of Finance (Year End)– Exhibit

5.3 Summary Schedule of Activities Fund (Year End)

This district level Ledger History Report will summarize the Schedule of Activities Fund by school. The selected Category Umbrella Types are used to base the report summary. The school year can be selected as well as an optional date range. Displayed information includes: Revenue and Expenses, Net Revenue/Expense, Balance Forward, Adjustment and Closing Balance. Grand Totals for each of the fields appear on the last page of the report.

NOTE: This report now includes the option to Display Transfers.

District Ledger History (Report) Summary Schedule of Activities Fund (Year End)– Display

Features:**A. School Year:**

Select required School Year from drop-down (Defaults to current school year)

NOTE: Number of school years available for selection depend on the number of

years the school has used School Cash Accounting)

B. Date Range:

Enter optional start and end date for the report

C. Select Categories Umbrella Types to include:


Select required category umbrella types to include in report (Defaults to Select All)

D. Display Transfers:

Click checkbox to display transfers (in and out) in the report (Defaults not to display transfers)

How to Generate Summary Schedule of Activities Fund (Year End)

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Summary Schedule of Activities Fund (Year End)** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Red School District					
Schedule of School Activities Fund					
2012-2013					
Revenue	Expense	Net R/E	Balance Forward	Adjustment	Closing Balance
1648 - Apple School - School Funds - Credit Union 99999 - 999					
(\$12,627.12)	\$0.00	(\$12,627.12)	\$13,127.12	\$0.00	\$500.00
5256 - Downs Middle School - School Funds - Credit Union 99999 - 999					
\$74,414.48	\$59,211.18	\$15,203.30	\$83,842.16	\$0.00	\$99,045.46
6960 - Eagle High School - Alumni Foundation - Credit Union 99999 - 999					
\$0.00	\$0.00	\$0.00	\$3,836.90	\$0.00	\$3,836.90
6960 - Eagle High School - School Funds - Credit Union 99999 - 999					
\$58,409.48	\$50,076.99	\$8,332.49	\$81,794.14	\$1,286.19	\$91,412.82
6960 - Eagle High School - Special Fund - Credit Union 99999 - 999					
\$100.43	\$0.00	\$100.43	\$3,765.16	(\$1,286.19)	\$2,579.40
\$125,579.30	\$117,442.91	\$8,136.39	\$226,919.19	\$0.00	\$235,055.58

*District Ledger History (Report) Summary Schedule of Activities Fund (Year End)
(sorted by School Name/Bank Account) Without Transfers Displayed— Exhibit*

Red School District
Student Activity Fund Totals

Date ... Range

	BEGINNING BALANCE	TOTAL RECEIPTS	TRANSFERS IN	TOTAL DISBURSEMENTS	TRANSFERS OUT	ENDING BALANCE
Elementary						
Apple School - School Funds	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00
Lakeview Elementary - School Funds	\$6,619.48	\$36,391.53	\$0.00	\$21,031.91	\$0.00	\$21,979.10
Lakeview Elementary - School Funds	\$3,996.66	\$2,581.79	\$0.00	\$2,772.06	\$0.00	\$3,806.39
Thames School - School Funds	\$535.56	\$314.44	\$0.00	\$136.96	\$0.00	\$713.04
Total for School Level:	\$11,651.70	\$39,287.76	\$0.00	\$23,940.93	\$0.00	\$30,804.92
Elementary_Junior_High						
Downs Middle School - School Funds	\$56,318.89	\$90.00	\$0.00	\$0.00	\$0.00	\$56,408.89
Total for School Level:	\$56,318.89	\$90.00	\$0.00	\$0.00	\$0.00	\$56,408.89
Secondary						
Eagle High School - Alumni Foundation	\$3,836.90	\$0.00	\$1,286.19	\$0.00	\$1,286.19	\$3,836.90
Eagle High School - School Funds	\$113,518.47	\$83,860.06	\$11,890.65	\$56,018.90	\$10,604.46	\$142,645.82
Eagle High School - Special Fund	\$3,765.16	\$100.43	\$0.00	\$0.00	\$1,286.19	\$2,579.40
Lime Middle School - School Funds	\$10,364.17	\$30,331.92	\$3,845.00	\$37,384.60	\$3,845.00	\$3,311.49
Total for School Level:	\$131,484.70	\$114,292.41	\$17,021.84	\$93,403.50	\$17,021.84	\$152,373.61
Grand Total:	\$226,919.19	\$125,579.30	\$17,021.84	\$117,442.91	\$17,021.84	\$235,055.58

*District Ledger History (Report) Summary Schedule of Activities Fund (Year End)
(sorted by School Division, School Name/Bank Account)– With Transfers Displayed– Display*

5.4 Overview Summary of School Activities Fund (Year End)

This report displays the Revenues, Expenditures and Net Revenue (Expenditure) for the selected school. A Closing Balance is also included in the report.

District Ledger History (Report) Overview Summary of School Activities (Year End)– Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)

NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Date Range:

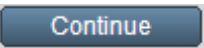
Enter optional start and end date for the report

C. Select Categories Umbrella Types to include:

Select required category umbrella types to include in report (Defaults to Select All)

How to Generate Overview Schedule of Activities Fund (Year End):

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Overview Schedule of Activities Fund (Year End)** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Red School District Schedule of School Activities Fund		2012-2013
Revenues		
School fundraising & other revenues		\$159,129.29
Expenditures		
School funded activities		\$116,299.85
NET REVENUE (EXPENDITURE)		\$42,829.44
<hr/>		
CHANGE IN SCHOOL ACTIVITIES FUNDS BALANCE		\$42,829.44
<hr/>		
Balance Forward		\$218,772.61
Adjustment		-\$1,286.19
Closing Balance		\$260,315.86

District Ledger History (Report) Overview Schedule of School Activities Fund (Year End)– Exhibit

5.5 Bank Service Charges for All Schools

The District Level Bank Service Charges for All Schools Ledger History Report summarizes information by school and bank account. Report details include: School Name, Bank Account Name, Bank Account # and Bank Name and Branch Number. Report details include Date, Transaction Type (serv. chrg), Description and Charge Amount. The amount charged details are sub- totaled by School bank account and totaled by school. A Board Total appears on the last page of the report.

The report can be generated either as a detailed report (breaks down services charge transactions by date for each school) or as an overview report (each school is summarized).

NOTE: Bank services charges must be recorded on the Ledger during the monthly reconciliation process using a category called Service Charge in order for this report to generated correctly.

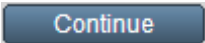
District Ledger History (Report) Bank Services Charges - Display

Features:

- A. Design Option:** Select required design option (Defaults to Detailed)
- B. School Year:** Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)
- C. Date Range:** Enter optional start and end date for the report
- D. Select Schools to include:** Select required school(s) to include in report (Defaults to Select All)

How to Generate Bank Service Charges For All Schools Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Bank Service Charges For All Schools** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Detailed report will display service charge information sorted by school/bank account.. Report details also include: Date, Transactions, Description, Charge Amount. Details are summarized with a Bank Account Total, School Total and a Board Total, which appears at the end of the report.

NOTE: The detailed report option includes an additional sort option. The report can be sorted either by school or by Bank Name (Defaults to School).

Sort Options for Overview report – Display

2012-2013

Green District
Bank Service Charges - Detail Report
 District Wide

07/24/2012 ... 08/30/2013
 Date ... Range

Blue Middle School

Account Name: Activity Funds
Bank: Commerce Bank

Account #: 233425
Branch #: 2323

<u>Date</u>	<u>Transactions</u>	<u>Description</u>	<u>Charge Amount</u>
07/31/2012	Serv. Chrg	JULY FY'09 SC-BANKATLANTIC	\$17.00
07/31/2012	Serv. Chrg	JULY FY09 SC-BANKATLANTIC	\$13.06
08/31/2012	Serv. Chrg	Bank of America Svc.Charge for August	\$6.18
08/31/2012	Serv. Chrg	Bank Atlantic Svc.Charge for August	\$17.33
09/30/2012	Serv. Chrg	Sept. FY09 Service Charge	\$133.16
09/30/2012	Serv. Chrg	Sept.FY09 SC/Bank of America	\$6.06
12/01/2012	Serv. Chrg	Nov. FY09 Credit Card Fee Charge	\$0.88
02/28/2013	Serv. Chrg	Check Order	\$123.00

Bank Account Total: **\$316.67**

School Total: **\$316.67**

Board Total: **\$538.79**

*District Ledger History (Report) Bank Services Charges Detailed
 (sorted by School Name/Bank Account, Date) - Exhibit*

The Overview design option generates a list of all selected schools, the Bank Name, Branch Number, Bank Account Name and Number, the Service Charge Total and a District Grand Total are included in this report. The report details are sorted by School Name/Bank Account.

2012-2013

Green District
Bank Service Charges - Overview Report
 District Wide

Date ... Range

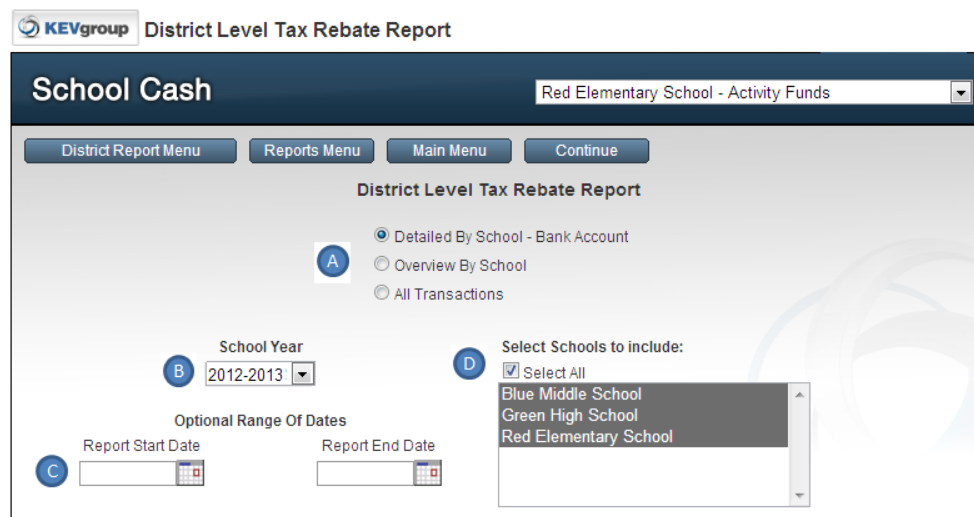
<u>School</u>	<u>Bank</u>	<u>Branch #</u>	<u>Account Name</u>	<u>Account #</u>	<u>Charge Amount</u>
Blue Middle School	Commerce Bank	2323	Activity Funds	233425	\$316.67
Green High School	BankAtlantic	12345	Activity Funds	0065071118	\$52.31
Red Elementary School	BankAtlantic	*	Activity Funds	0059904977	\$169.81
Total:					\$538.79

*District Ledger History (Report) Bank Services Charges Overview
 (sorted by School Name/Bank Account) - Exhibit*

5.6 Tax Rebate

The District Level Tax Rebate report summarizes tax rebates by selected school. By default report details are sorted alphabetically by school. Category information is sorted alphabetically within each school detail. Rebate information is displayed by category and includes Tax Expenses, Total Tax Paid and Total Tax Rebate values. Grand Totals by Bank Account and School are included. A summary Board Total appears on the last page of the report.

NOTE: Tax information must be established in School Cash Accounting in order for the details of this report to generate.



Tax Rebate– Display

Features:

- | | |
|--------------------------------------|--|
| A. Report Design: | Select required report design option (Defaults to Detailed By School Bank Account) |
| B. School Year: | Select required School Year from drop-down (Defaults to current school year) NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting) |
| C. Date Range: | Enter optional start and end date for the report |
| D. Select Schools to include: | Select required schools to include in report (Defaults to Select All) |

How to Generate Tax Rebate Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Tax Rebate** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

2012-2013

Green District
District Level Tax Rebate Report

2012-2013

Blue Middle School**Account Name:** Activity Funds**Account #:** 233425**Bank:** Commerce Bank**Branch #:** 2323**68% Rebate**

		<u>Total Expenses</u>	<u>Total Tax Paid</u>	<u>Total Tax Rebate</u>
Band Concert Pizza Sales	4-3700.10	\$148.01	\$3.40	\$2.31
Basketball Boy's Varsity	1-0750.00	\$119.50	\$5.45	\$3.71
Chess Club	4-4160.00	\$186.63	\$6.17	\$4.20
DECA	4-4190.00	\$200.00	\$4.31	\$2.93
Music Activities	7-0100.00	\$54.62	\$2.49	\$1.69
		<hr/>	<hr/>	<hr/>
		\$708.76	\$21.82	\$14.84
Bank Account Total:		\$708.76	\$21.82	\$14.84
<hr/>				
School Total:		\$708.76	\$21.82	\$14.84

Red Elementary School**Account Name:** Activity Funds**Account #:** 0059904977**Bank:** BankAtlantic**Branch #:** ***68% Rebate**

		<u>Total Expenses</u>	<u>Total Tax Paid</u>	<u>Total Tax Rebate</u>
ESE Classes - Collectively	3-3454.00	\$146.60	\$10.00	\$3.40
General Activities	7-0100.00	\$828.74	\$23.55	\$8.01
Textbook	6-5200.00	\$491.10	\$27.17	\$9.24
		<hr/>	<hr/>	<hr/>
		\$1,466.44	\$60.72	\$20.65
Bank Account Total:		\$1,466.44	\$60.72	\$20.65

Board Total: **\$2,175.20** **\$82.54** **\$35.49**

*District Ledger History (Report) Tax Rebate Detailed by School
(sorted by School Name/Bank Account/Rebate Percentage/Category Name)– Exhibit*

The Overview By School report design summarizes tax rebate details by school. The report sorts based on school name/bank account. The report includes Total Expenses, Total Tax Paid and Total Tax Rebate for each bank account. Values are totaled by school. Board Grand Total of Total Expenses, Total Tax Paid and Total Tax Rebate appear at the end of the report.

NOTE: Tax information must be established in School Cash Accounting in order for the details of this report to generate.

2012-2013

Green District
District Level Tax Rebate Report

2012-2013

<u>School Name</u>	<u>School No.</u>	<u>Total Expenses</u>	<u>Total Tax Paid</u>	<u>Total Tax Rebate</u>
Red Elementary School	2142	\$1,466.44	\$60.72	\$20.65
Blue Middle School	P2012	\$708.76	\$21.82	\$14.84
Total:		\$2,175.20	\$82.54	\$35.49

District Ledger History (Report) Tax Rebate Overview
(sorted by School Name/Bank Account)— Exhibit

The All Transactions report design lists all transaction eligible for tax rebate but have not been signed off. The transactions are sorted by date. Details include the percentage rebate, Transaction type and Number, Description, Category Name, Debit, Tax Paid, Tax Rebate and if the transaction has been cleared in the monthly reconciliation process. Board totals are included in the report. An approval line appears at the end of the report.

NOTE: Tax information must be established in School Cash Accounting in order for the details of this report to generate.

20012-2013

Green District
District Level Tax Rebate Report

Date ... Range

<u>Date</u>	<u>Transactions</u>	<u>Description</u>	<u>Category Name</u>	<u>Debit</u>	<u>Tax Paid</u>	<u>Tax Rebate</u>	<u>Clear</u>
68% Rebate							
02/17/2012	Cheque # - 3385	ABC Supplies - stale dated - Tax \$0.34 - Void - 2/27/2012	Textbook	\$100.00	\$1.00	\$0.34	<input checked="" type="checkbox"/>
05/08/2012	Cheque # - 3353	Broward Medical Supply Inv# 12345-2	DECA	\$200.00	\$4.31	\$2.93	<input checked="" type="checkbox"/>
05/08/2012	Cheque # - 3353	Broward Medical Supply Band-aids Inv# 8976	Music Activities	\$54.62	\$2.49	\$1.69	<input checked="" type="checkbox"/>
05/08/2012	Cheque # - 3353	Broward Medical Supply Inv# 12345-2	Chess Club	\$100.00	\$2.22	\$1.51	<input checked="" type="checkbox"/>
05/08/2012	Cheque # - 3353	Broward Medical Supply Inv# 12345-2	Band Concert Pizza Sales	\$148.01	\$3.40	\$2.31	<input checked="" type="checkbox"/>
05/11/2012	Cheque # - 3355	GREAT CANADIAN CHEESE Cheese Sales Inv# 12345	Chess Club	\$86.63	\$3.95	\$2.69	<input checked="" type="checkbox"/>
05/11/2012	Cheque # - 3354	DOMINO'S PIZZA Basketball Tournament	Basketball Boy's Varsity	\$119.50	\$5.45	\$3.71	<input checked="" type="checkbox"/>
10/04/2012	Cheque # - 3386	ABC Supplies	Textbook	\$391.10	\$26.17	\$8.90	<input checked="" type="checkbox"/>
04/28/2013	Cheque # - 3391	AMSTERDAM PRINTING AND LITHO Agenda - Set Up Inv# 12345	General Activities	\$56.32	\$1.25	\$0.43	<input checked="" type="checkbox"/>
04/28/2013	Cheque # - 3391	AMSTERDAM PRINTING AND LITHO Agenda Inv# 12489	General Activities	\$772.42	\$22.30	\$7.58	<input checked="" type="checkbox"/>
06/08/2013	Cheque # - 3392	JONES SCHOOL SUPPLY supplies Inv# 141414	ESE Classes - Collectively	\$146.60	\$10.00	\$3.40	<input checked="" type="checkbox"/>
Total:				\$2,175.20	\$82.54	\$35.49	
Board Total:				\$2,175.20	\$82.54	\$35.49	

Approval: _____

District Ledger History (Report) Tax Rebate All Transactions
(sorted by Rebate Percentage/Transaction Date) – Exhibit

5.7 Umbrella Summary Report

Summary Report details are displayed based on Category Umbrella Name. Categories are sorted alphabetically within each Category Umbrella. Associated category information includes Category Name, Number, Opening Balance, Expenses and Revenues. Transfers and Category Balances also display. The Category Umbrella details are summarized and a Grand Total appears on the final page of the report.

KEVgroup Board Level Umbrella Summary

School Cash Eagle High School - Student Activity Funds

Board Level Umbrella Summary

A School Year: 2012-2013

Enter the report end date then click continue.
(If no date is supplied then the report will display all transactions)

B [Date Picker] Continue

District Report Menu

Reports Menu

Main Menu

Umbrella Summary Report– Exhibit

Features:

- A. School Year:** Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)
- B. Report Start Date:** Enter optional start date for the report

How to Generate Umbrella Summary Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Umbrella Summary Report** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

Board Level Umbrella Summary							As of: 08/12/2013
Red District							2012-2013
1.0 Commissions/Resale							
Category Name	Cat. #	Opening Balance	Expenses	Revenues	Transfers In	Transfers Out	Balance
Book Fair/Scholastic	1002	\$214.12	\$4,575.52	\$2,649.77	\$77.00		-\$1,634.63
Canteen/Tuck Shop	1010						\$0.00
Commissions/Resale General	1000	\$1,627.56	\$360.51	\$865.00			\$2,132.05
Magazine Sales	1050		\$1,425.04	\$1,865.00			\$439.96
Milk/Juice Fund/ELAC	1060	\$1,013.47	\$1,155.99	\$3,551.95			\$3,409.43
PF - School Pictures	1075						\$0.00
PF - Vending Machines	1090						\$0.00
Recycling Revenue	1070	\$502.26					\$502.26
School Clothing & Other	1250	\$184.97					\$184.97
School Pictures	1075	\$171.71					\$171.71
Ticket Pack/STUPE	1080						\$0.00
Vending Machines	1090	\$3,238.94		\$209.78			\$3,448.72
Umbrella Total		\$6,953.03	\$7,517.06	\$9,141.50	\$77.00	\$0.00	\$8,654.47
Grand Total							
		\$75,024.91	\$95,555.77	\$88,655.00	\$11,312.96	\$11,312.96	\$68,124.14

*District Ledger History (Reports) Umbrella Summary Report
(sorted by Category Umbrella Name/Category Name)– Exhibit*

5.8 Overview Umbrella Report

The Overview Umbrella Report details include: Umbrella Name, Opening Balances, Expenses/Revenues, Transfers In and Out, and Balance. The report is summarized with Grand Total information on the last page. If an umbrella is selected for drilldown, expanded details include the selected school specific category umbrella details.

Board Level Umbrella Overview

School Cash
Eagle High School - Student Activity Funds

District Report Menu
Reports Menu
Main Menu
Continue

Board Level Umbrella Overview

School Year :
2012-2013

☐ Exclude Umbrella Drilldown

Select from the list below which umbrellas you would like to expand and view the school information for:

1.0 Commissions/Resale
1.3 Fundraising Projects
1.5 Lunch Program
1.6 Special Events (making profits)
1.8 Yearbook
2.0 Activity Fees

☐ Exclude Inactive Umbrellas

Enter the report end date then click continue.
(If no date is supplied then the report will display all transactions)

Select School(s) to Include :
☒ Select All

Apple School
Lakeview Elementary
Thames School

Select Category Umbrella Type(s) to Include :
☒ Select All

1. Fundraising Activities
2. Student Fees
3. Donations and Grants to Schools
4. Other SGF
5. Extra-Curricular
6. Field Trips

Overview Umbrella Report – Display

Features:

A. School Year:

Select required School Year from drop-down (Defaults to current school year)

NOTE: Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. Exclude Umbrella Drilldown:

Turns off report drilldown feature*

C. Umbrella List for Drilldown:

Select required category umbrella types to include in drill down feature of report. Drilldown feature displays school specific information for the selected category umbrella

D. Exclude Inactive Umbrellas:

Click to exclude inactive umbrellas

E. End Date:

Enter optional end date for report

F. Select Schools to include:


Select required schools (Defaults to All)

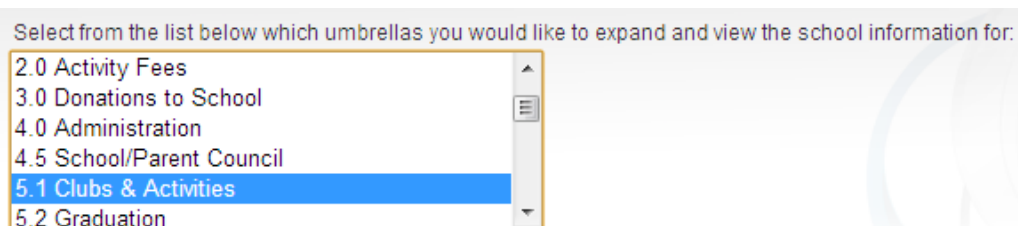
G. Select Category Umbrella Type(s) to include:

Select required umbrella type(s) (Defaults to All)

How to Generate Umbrella Overview Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Umbrella Overview Report** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report



**Overview Umbrella Report Umbrella Selected for Drill Down– Display*

Board Level Umbrella Overview Developer District						As of: 08/13/2013 2012-2013
Umbrella Name	Opening Balance	Expenses	Revenues	Transfers In	Transfers Out	Balance
1.0 Commissions/Resale	\$5,652.04	\$6,361.07	\$5,589.55	\$77.00		\$4,957.52
1.3 Fundraising Projects	\$4,947.83		\$1,423.50		\$1,423.50	\$4,947.83
1.5 Lunch Program		\$510.00	\$525.00			\$15.00
1.6 Special Events (making profits)	\$40.00		\$796.00			\$836.00
1.8 Yearbook	\$1,143.36		\$240.00			\$1,383.36
2.0 Activity Fees	\$489.50		\$1,370.00		\$1,859.50	\$0.00
4.0 Administration	\$13,977.55	\$7,920.00	\$400.00	\$107.53		\$6,565.08
4.5 School/Parent Council	\$2,953.20	\$518.95	\$20.00			\$2,454.25
5.1 Clubs & Activities						
Apple School	\$1,552.62					\$1,552.62
Thames School	\$2,537.13	\$8,459.98	\$9,859.61	\$1,423.50		\$5,360.26
Total 5.1 Clubs & Activities	\$4,089.75	\$8,459.98	\$9,859.61	\$1,423.50		\$6,912.88
5.2 Graduation	\$3,913.84		\$650.00	\$489.50		\$5,053.34
5.3 Charity	\$351.66	\$2,021.05	\$2,021.05			\$351.66
5.4 Special Events/Projects	\$11,226.21	\$801.68	\$870.00			\$11,294.53
Grand Total	\$72,531.63	\$60,175.71	\$54,038.29	\$11,312.96	\$11,312.96	\$66,394.21

*District Ledger History (Report) Overview Umbrella Report Umbrella with Drill Down
(sorted by Category Umbrella Name/Category Name and School Name)– Display*

5.9 Loss Revenue NSF Checks

The Detailed Loss Revenue NSF Checks report displays school specific NSF transaction details. The report details are displayed in alphabetical order based on school name. The details include: Deposited Date, NSF Date (date NSF check was recorded in School Cash Suite NSF module), Paid Date (date NSF repayment was recorded in School Cash Suite NSF module), Amount, NSF Charge, Transaction Total (total of NSF check and NSF charges), Outstanding Total (amount of NSF transaction that has not been repaid). The report also displays itemized check details (checks must have been correctly itemized in School Cash Suite Deposits/Receipts module), Category Name and Reason. A school total displays at the end of each selected school details. The report is summarized with a Grand Total for all selected schools, on the last page of the report.

Overview design option will collapse the individual NSF details and present summary totals by school. Grand Total information is also included in this option.

District Level NSF Report

School Cash
Eagle High School - Student Activity Funds

District Report Menu
Reports Menu
Main Menu
Continue

District Level NSF Report

☒ Detailed
 ☐ Overview

School Year: 2012-2013

Select Schools to include:

- ☒ Select All
- Eagle High School
- Green High School
- Red Elementary School

Optional Range Of Dates

Report Start Date:

Report End Date:

Loss Revenue NSF Checks - Detailed Report – Display

Features:**A. Report Design Option:**

Select required report design (Defaults to Detailed) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

B. School Year:

Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

C. Report Date Range:


Enter optional start and end date for report

D. Select Schools to include:

Select required schools to include in report (Defaults to All)

How to Generate Loss Revenue NSF Checks Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Loss Revenue NSF Checks** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

District Level NSF Detail By School
Red District

2012-2013

Eagle High School - 6960

Deposit Date	NSF Date	Paid Date	Amount	NSF Charge	Transaction Total	Outstanding From Detail Total	Category Name	Reason	
9/2/2012	9/9/2012	9/29/2012	\$5.00	\$3.00	\$8.00	\$0.00	Lee, Allen - Roger Mahan	ID Badges	Student ID's
9/2/2012	9/8/2012	9/29/2012	\$6.00	\$3.00	\$9.00	\$0.00	Lee, Allen - Roger Mahan	Student Agendas	Agendas
8/26/2012	9/3/2012	9/22/2012	\$6.00	\$3.00	\$9.00	\$0.00	Lee, Allen - Roger Mahan	Deposits-Locks	Student Lock Rentals
9/2/2012	10/14/2013		\$15.00	\$5.00	\$20.00	\$20.00	Allen, Daniel - Brittan Allen	Vocational-Woodshop	Donations
10/14/2012	3/20/2013		\$9.00	\$5.00	\$14.00	\$14.00	Dias, Manoel - Lucia Dias	Language Arts Vocab. Workbooks	Vocab. Workbooks
9/4/2012	9/11/2012		\$6.00	\$3.00	\$9.00	\$9.00	Haberstick, Connie - Nick Ford	Deposits-Locks	Student Lock Rental
9/9/2012	8/27/2012		\$6.00	\$3.00	\$9.00	\$9.00	Ratner Haney, Beth	Student Agendas	Agenda
9/9/2012	8/28/2012		\$5.00	\$3.00	\$8.00	\$8.00	Stanley, Rose	Student Agendas	Agenda
9/9/2012	8/28/2012		\$6.00	\$3.00	\$9.00	\$9.00	Stanley, Rose	Student Agendas	Agenda
10/23/2012	10/16/2012		\$30.00	\$0.00	\$30.00	\$30.00	Polcani, Guy	General Sport-a-Thon	Check #765
11/3/2012	10/23/2012		\$15.00	\$0.00	\$15.00	\$15.00	Hill, Eric	Vocational-Woodshop	Donations
School Total:			\$1,203.00	\$146.00	\$1,349.00	\$1,035.00			
Grand Total:			\$11,484.63	\$340.00	\$11,824.63	\$4,817.80			

*District Ledger History (Reports) Loss Revenue NSF Checks - Detailed Report
(sorted by School Name/Bank Account and Transaction Date)– Exhibit*

Overview design option will collapse the individual NSF details and present summary totals by school. The report is sorted in alphabetical order based on school name. Grand Total information is also included in this option.

District Level NSF Overview By School					
2012-2013			Red District		2012-2013
School Name	School No.	Deposit Amount	NSF Charge	Transaction Total	Outstanding Total
Eagle High School	6960	\$1,203.00	\$146.00	\$1,349.00	\$1,035.00
Green High School	1941	\$3,615.65	\$53.00	\$3,668.65	\$1,079.95
Red Elementary School	2142	\$6,665.98	\$141.00	\$6,806.98	\$2,702.85
		\$11,484.63	\$340.00	\$11,824.63	\$4,817.80

*District Ledger History (Reports) Loss Revenue NSF Checks - Overview Report
(sorted by School Name)– Exhibit*

6 Schedule E – Summary

District Level Schedule E Summary will display Schedule E reports for each school in the district. Details display in chronological order based on school number. For further information on Schedule E reporting, see the Schedule E section of this document.

District Level Schedule 14 Summary will display Schedule 14 reports for each school in the district. Details display in chronological order based on school number. For further information on Schedule 14 reporting, see the Schedule 14 section of this document.

District Level School Generated Funds Year-End Summary is the most frequently used report SGF Summary style. This report displays the GL Account Name, Number and Budget Manager, Debit and Credit values. Revenue and Expenditure information is summarized with Grand Total values.

NOTE: To ensure correct GL account setup is required in School Cash Accounting Category (Chart of Accounts).

SGF - Summary– Display

Features:

A. SGF Report Type:

Select required report style

Most frequently used report type is School Generated Funds Year-

End Report

NOTE: Correct category umbrella types must be established in School Cash Accounting in order to generate any of these report styles. For further information regarding categories please see Category (Chart of Accounts) documentation

B. School Year:

Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

C. Report Date Range:


Enter optional start and end date for report

D. Include Cashbox:

Select include cashbox option (Defaults to “include cashbox”)

How to Generate Umbrella Summary Report:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Schedule E Summary** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

2012-2013

Schedule E - School Summary

2012-2013

Red School Division

15 Grand Drive East, Green Acrs, 123334

RES - Red Elementary School

EXPENSES

Source of Net School Generated Funds:	Revenue	Related Expense	Net SGF	Extra- Curricular	School Beautif.	Field Trips	Equipment	Literacy	Other
Fundraising activities	\$9,803.65	\$8,879.74	\$923.91						
Student fees (Non-Instructional)(Note 2)	\$0.00	\$30.00	(\$30.00)						
Donations and grants to schools	\$0.00	\$0.00	\$0.00						
Other Source:	\$16,689.91	\$14,843.09	\$1,846.82						
Application of Net School Generated Funds:				(\$4,319.10)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Opening Balance:

\$34,600.30

Net Additions to SGF:

\$2,740.73

(Total Of Net SGF)

Net SGF Available For Spending:

\$37,341.03

(Opening Balance + Net Additions)

Net SGF Expended:

(\$4,319.10)

(Total Of All Expenses)

Closing Balance:

\$41,660.13

(Net SGF Available - Net SGF Expended)

GHS - Green High School

EXPENSES

Source of Net School Generated Funds:	Revenue	Related Expense	Net SGF	Extra- Curricular	School Beautif.	Field Trips	Equipment	Literacy	Other
Fundraising activities	\$8,400.00	\$7,992.47	\$407.53						
Student fees (Non-Instructional)(Note 2)	\$0.00	\$0.00	\$0.00						
Donations and grants to schools	\$0.00	\$0.00	\$0.00						
Other Source:	\$2,134.90	\$905.73	\$1,229.17						
Application of Net School Generated Funds:				(\$4,056.26)	\$0.00	\$0.00	\$0.00	\$116.46	\$0.00

Opening Balance:

\$58,035.18

Net Additions to SGF:

\$1,636.70

(Total Of Net SGF)

Net SGF Available For Spending:

\$59,671.88

(Opening Balance + Net Additions)

Net SGF Expended:

(\$3,939.80)

(Total Of All Expenses)

Closing Balance:

\$63,611.68

(Net SGF Available - Net SGF Expended)

*District Ledger History (Reports) Schedule E Summary Report
(sorted by School Number)- Exhibit*

Schedule 14 - School Generated Funds

Red School District

For the year ended 8/31/2013

2012-2013

6960 Eagle High School - School Funds

1	SCHOOL GENERATED FUNDS - REVENUE/DEFERRED REVENUES	
1.1	Field trips/excursions (including admission, transportation and accommodation)	\$61,279.00
1.2	Fundraising for external charities	\$865.00
1.3	Student activities and resources (including fees)	\$328,464.95
1.4	Other	
1.5	Subtotal (to revenue Sch 9, Lines 4.1 & 4.2)	\$390,608.95
1.6	Capital asset fundraising	
1.7	Subtotal (to deferred revenue Sch 5.1, line 2.31, Col 2)	
1.8	TOTAL SCHOOL GENERATED FUNDS - REVENUES/DEFERRED REVENUES	\$390,608.95
2	SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES	
2.1	Field trips/excursions (including admission, transportation and accommodation)	\$63,434.86
2.2	Donations to external charities	\$1,867.16
2.3	Student activities and resources (including school resources and supplies, library resources, sporting activities)	\$317,448.76
2.4	Other	
2.5	Subtotal (to expenses Sch 10, Line 79, Col 5)	\$382,750.78
1.6	Capital asset fundraising	
1.7	Subtotal (to deferred revenue Sch 5.1, line 2.31, Col 2)	
1.8	TOTAL SCHOOL GENERATED FUNDS - REVENUES/DEFERRED REVENUES	\$390,608.95
2	SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES	
2.1	Field trips/excursions (including admission, transportation and accommodation)	\$63,434.86
2.2	Donations to external charities	\$1,867.16
2.3	Student activities and resources (including school resources and supplies, library resources, sporting activities)	\$317,448.76
2.4	Other	
2.5	Subtotal (to expenses Sch 10, Line 79, Col 5)	\$382,750.78
2.6	Capital assets	
2.7	Subtotal (Total of Col. 1 and 2 should equal Schedule 3, Capital Expenditure Budget, page 2, line 2.21, col. 8)	
2.8	TOTAL SCHOOL GENERATED FUNDS - EXPENSES / EXPEDITURES	\$382,750.78

*District Ledger History (Reports) Schedule 14 Summary Report
(sorted by School Number)- Exhibit*

Red School Division
GL Name Umbrella Summary Report

Date ... Range

Year To Date

RES - Red Elementary School School Funds

<u>SGF Revenue</u>	<u>GL Account Name</u>	<u>GL Account</u>	<u>Budget Manager</u>	<u>Program</u>	<u>DR</u>	<u>CR</u>
Commercial Sales GST	R - Commercial Sales GST	1-1-04-080-060-	ASSE-	SGFP-	\$0.00	\$34589.44
Commercial Sales Non GST	R - Commercial Sales non-GST	1-1-04-080-061-	ASSE-	SGFP-	\$0.00	\$99.25
Fundraising Revenue	R - Fundraising Revenue	1-1-04-080-063-	ASSE-	SGFP-	\$0.00	\$3983.34
GST Rebate - 68%	R - 68% GST Rebate	1-3-34-812-721-	ASSE-	SGFP-	\$0.00	\$97.33
Other revenue - Non Curricular	R - Other	1-1-04-080-998-	ASSE-	SGFP-	\$0.00	\$0.00
Receivables and Reimbursements	R - Reimbursements	1-3-34-812-998-	ASSE-	SGFP-	\$0.00	\$904.23
Total SGF Revenue					\$0.00	\$39673.59

<u>SGF Expenditures</u>	<u>GL Account Name</u>	<u>GL Account</u>	<u>Budget Manager</u>	<u>Program</u>	<u>DR</u>	<u>CR</u>
Academic Supplies	E - Academic Supplies	1-2-16-130-312-	ASSE-	SGFP-	\$90.00	\$0.00
Cost of Sales	E - Cost of Sales	1-2-16-135-649-	ASSE-	SGFP-	\$20955.62	\$0.00
Furniture & Equipment	E - Furniture & Equipment	1-5-82-910-760-	ASSE-	SGFP-	\$6356.96	\$0.00
GST Rebate - 68%	E - 68% GST Rebate	1-3-34-812-721-	ASSE-	SGFP-	\$268.19	\$0.00
Receivables and Reimbursements	E - Reimbursements	1-3-34-812-998-	ASSE-	SGFP-	\$448.20	\$0.00
Student Related Expenses	E - School Generated Funds	1-2-16-170-365-	ASSE-	SGFP-	\$6056.04	\$0.00
Total SGF Expenditures					\$34175.01	\$0.00

*District Level School Generated Funds Year End Summary Report
(sorted by Revenue/Expense/GL Account Name) – Exhibit*

7 Schedule E – Overview

The School Generated Funds Year-End Report - Overview displays GL Name information organized by SGF Revenue and SGF Expenditures. School information is displayed grouped by GL Name. GL Account Name, Account Number, Debit (DR) and Credit (CR) values are included in the report.

School Funds Government Report Schedule - Schedule E – Overview report displays Gross SGF, Related Expenses and Net SGF. Unexpended opening and closing balances are also included. This report provides lump sum details. NOTE: See Category (Chart of Accounts) documentation for further information regarding correct setup for Schedule E reporting. The report also includes an authorized signature line.

School Funds Government Report - Schedule 14 – Overview report displays SGF Revenue and SGF Expenses, sorted by GL Name. The report displays district Elementary School and District Secondary school information in separate columns. Grand Total summary values for both Revenue and Expenses are also included in the report.

SGF – Overview – Display

Features:

A. SGF Report Type:

Select required report style

Most frequently used report type is School Generated Funds Year-End Report

NOTE: Correct category umbrella types must be established in School Cash Accounting in order to generate any of these report styles. For further information regarding categories please see Category (Chart of Accounts) documentation

B. School Year:

Select required School Year from drop-down (Defaults to current school year) **NOTE:** Number of school years available for selection depend on the number of years the school has used School Cash Accounting)

C. Report Date Range:


Enter optional start and end date for report

D. Include Cashbox:

Select include cashbox option (Defaults to “include cashbox”)

How to Generate Schedule E - Overview:

From **Main Menu, My School Information Group**

6. Click **Program Maintenance**
7. Click **Ledger History (Reports)**
8. Select **Schedule E - Overview** from **District Reports** panel on the right side of the menu
9. Select any required report options from the options described above
10. Click **Continue**  to generate report

Schedule E to the AFS
Source & Application of School Generated Funds (SGF) - 2012-2013

Unexpended SGF - Opening Balance 8/31/2012 (Note 1)				\$771,216.32
Source of Net School Generated Funds:	Gross SGF	Related Expenses	Net SGF	
Fundraising activities			\$0.00	
Student fees (Non-Instructional)(Note 2)			\$0.00	
Donations and grants to schools			\$0.00	
Other Source:			\$0.00	
Net Additions to SGF	\$0.00	\$0.00		\$0.00
Net SGF Available for Discretionary Spending				\$771,216.32
Application of Net School Generated Funds:				
Extra-curricular activities			\$0.00	
School beautification			\$0.00	
Field Trips			\$0.00	
Equipment			\$0.00	
Family literacy and other community resources			\$0.00	
Other Application:			\$0.00	
Net SGF Expended for Discretionary Purposes (Note 3)				\$0.00
Unexpended SGF - Closing Balance 12/30/1899 (Note 4)				\$771,216.32
<p>School Generated Funds (SGF) are funds raised in the community for student activities that come under the control and responsibility of school management. These funds are usually collected and retained at the school for expenditures paid at the school level. SGF does not include fees with respect to instructional supplies or materials collected pursuant to Section 60(2)(j) of the School Act, and any other funds collected at the school but remitted to central office and accounted for by the jurisdiction (facility rentals, capital assets purchases, etc.).</p> <p>Note 1 Input "(Restated)" beside Balance at 8/31/2012 where not taken from the finalized 2012-2013 Audited Financial Statements.</p> <p>Note 2 Excludes fees collected pursuant to Section 60(2)(j) of the School Act (fees with respect to instructional supplies or materials - essentially textbooks, resource materials in lieu of textbooks, media, software, and materials for classrooms). Amounts collected for CEU-related activities are recorded as instruction resource fees, not SGF.</p> <p>Note 3 Net SGF Expended for Discretionary Purposes is recorded as revenue and expense in the Statement of Revenues & Expenses.</p> <p>Note 4 Unexpended SGF is carried forward to the Statement of Financial Position.</p>				

Approval: _____

Principal/Supervisor Signature

School Funds Government Report – Schedule E – Overview – Exhibit

For the year ended 8/31/2013

		Elementary Col. 1	Secondary Col. 2
1	SCHOOL GENERATED FUNDS - REVENUE/DEFERRED REVENUES		
1.1	Field trips/excursions (including admission, transportation and accommodation)	\$23,095.29	\$15,042.12
1.2	Fundraising for external charities	\$70,239.26	\$17,163.59
1.3	Student activities and resources (including fees)	\$321,172.12	\$448,599.34
1.4	Other	\$1,495.01	\$813.00
1.5	Subtotal (to revenue Sch 9, Lines 4.1 & 4.2)	\$416,001.68	\$481,618.05
1.6	Capital asset fundraising	\$0.00	\$0.00
1.7	Subtotal (to deferred revenue Sch 5.1, line 2.31, Col 2)	\$0.00	\$0.00
1.8	TOTAL SCHOOL GENERATED FUNDS - REVENUES/DEFERRED REVENUES	\$416,001.68	\$481,618.05
		Elementary Col. 1	Secondary Col. 2
2	SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES		
2.1	Field trips/excursions (including admission, transportation and accommodation)	\$18,980.55	\$14,474.42
2.2	Donations to external charities	\$76,254.48	\$16,277.02
2.3	Student activities and resources (including school resources and supplies, library resources, sporting activities)	\$342,562.21	\$443,665.14
2.4	Other	\$3,932.06	\$2,108.06
2.5	Subtotal (to expenses Sch 10, Line 79, Col 5)	\$441,729.30	\$476,524.64
2.6	Capital assets	\$0.00	\$0.00
2.7	Subtotal (Total of Col. 1 and 2 should equal Schedule 3, Capital Expenditure Budget, page 2, line 2.21, col. 8)	\$0.00	\$0.00
2.8	TOTAL SCHOOL GENERATED FUNDS - EXPENSES / EXPENDITURES	\$441,729.30	\$476,524.64

School Funds Government Report – Schedule 14 – Overview – Exhibit

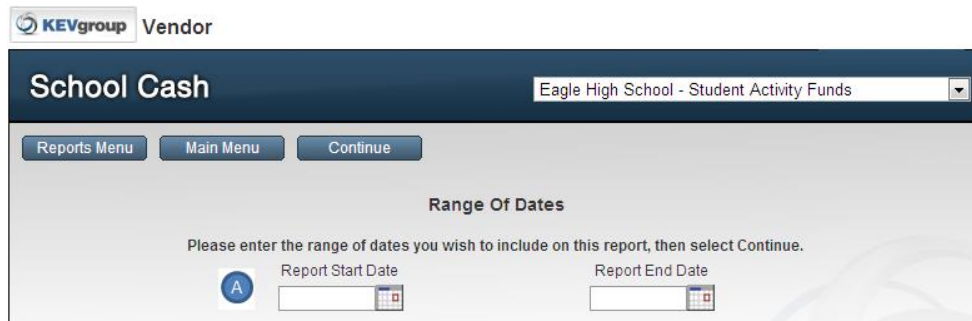
2012-2013		Red School District		Date ... Range	
		GL Name Umbrella Overview Report			
				Year To Date	
<u>SGF Revenue</u>	<u>Bank Account</u>	<u>GL Account Name</u>	<u>GL Account</u>	<u>DR</u>	<u>CR</u>
Commercial Sales GST	Red Elementary School - School	R - Commercial Sales GST	1-1-04-080-060	\$0.00	\$34589.44
Total Commercial Sales GST				\$4681.16	\$754733.58
Commercial Sales Non GST	Red Elementary School - School Funds	R - Commercial Sales non-GST	1-1-04-080-061	\$0.00	\$99.25
Total Commercial Sales Non GST				\$6.50	\$58187.41
Total SGF Revenue				\$44693.32	\$1439446.32

School Funds Year-End Report – Overview – Exhibit

8 Vendor 1099 Summary

Vendor 1099 Summary Report will list transaction details for all Vendors in the Supplier database that have been marked as Vendor 1099. Report details are sorted by vendor and include vendor details (address, Federal Id number), Check Date, Invoice #, Check #, Check Amount, Void.

Vendor information is summarized by school bank account within the district. Vendor totals appear after each vendor detail, and a Grand Total appears at the end of the report. **NOTE:** For this report to be accurate all required vendors must have a check mark beside Vendor 1099 option in Supplier/Vendor Maintenance table.

The screenshot shows the 'Vendor 1099 Summary' report interface. At the top, there's a 'KEVgroup Vendor' header. Below it, a dark blue bar contains the title 'School Cash' and a dropdown menu showing 'Eagle High School - Student Activity Funds'. Underneath, there are three buttons: 'Reports Menu', 'Main Menu', and 'Continue'. The main area is titled 'Range Of Dates' and contains the instruction: 'Please enter the range of dates you wish to include on this report, then select Continue.' Below this, there are two date input fields labeled 'Report Start Date' and 'Report End Date', each with a calendar icon. A blue circle with the letter 'A' is positioned to the left of the 'Report Start Date' field.

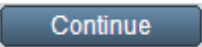
Vendor 1099 Report – Display

Features:

- A. Optional Date Range:** Select optional Start and End date for the report

How to Generate Vendor 1099 Summary:

From **Main Menu, My School Information Group**

1. Click **Program Maintenance**
2. Click **Ledger History (Reports)**
3. Select **Vendor 1099 Summary** from **District Reports** panel on the right side of the menu
4. Select any required report options from the options described above
5. Click **Continue**  to generate report

		Vendor				
		Red District				
Federal Id	Vendor	Check Date	Invoice #	Check #	Check Amount	Void
119-64-2943	PLASTER TIME					
4047 OKEECHOBEE BLVD. #110, ATLANTA, TX 75063						
Green High School - Deposits		10/16/2012	101604	14404	\$462.00	
		12/09/2012	111303	14454	\$584.50	
		02/09/2013	012202	14523	\$255.00	
		Total:			\$1,301.50	
Red Elementary School - Activity Funds		09/17/2012		1702	\$770.00	
		Total:			\$770.00	
		Vendor Total:			\$2,071.50	
Grand Total:					\$14,441.32	

*District Ledger History (Reports) Vendor 1099 – Summary
(sorted by Federal ID/Social Security, School Name/Bank Account) – Exhibit*