SCOTT COUNTY VIRGINIA PUBLIC SCHOOLS

"Inspiring Excellence and Empowering Potential"

SCHOOL BOARD MEMBERS

James Kay Jessee
Jeffrey A. Kegley
Gail L. McConnell
William R. Quillen, Jr.
L. Stephen Sallee, Jr.
H. Kelly Spivey, Jr.

DIVISION SUPERINTENDENT

John I. Ferguson
340 East Jackson Street
Gate City, Virginia 24251
Phone: (276) 386-6118
Fax: (276) 386-2684

The Scott County School Board is accepting sealed proposals from licensed in Virginia Certified Public Accountants for an ON SITE AUDIT OF SCHOOL ACTIVITY FUNDS at various schools. This audit will cover a three-year period (fiscal years 2014-15, 2015-16, and 2016-17), services to be paid in annual installments. Proposals stating fees per year will be accepted until 4:30 p.m. on Tuesday, September 30, 2014, at the Scott County School Board Office. Further information may be secured from Mr. John I. Ferguson, Superintendent, Scott County Public Schools, 340 East Jackson Street, Gate City, VA 24251, (276) 386-6118. The School Board reserves the right to reject any or all proposals. A copy of last year's Activity Fund Audit is on file for inspections by proposers.

By: John I Ferguson
Superintendent

SCHOOL ACTIVITY FUNDS

All funds derived from extracurricular school activities, including, but not limited to, entertainment, athletic contests, facilities fees, club dues, vending machine proceeds that are not deposited in the school nutrition program account, and from any and all activities of the school involving personnel, students, or property are considered school activity funds.

Each school shall keep an accurate record of all receipts and disbursements of school activity funds so that a clear and concise statement of the condition of each fund may be determined at all times. It is the duty of each principal to see that such records are maintained in accordance with regulations of the Virginia Board of Education and the Scott County School Board. The principal shall be bonded, and the school board shall prescribe, by regulation, rules governing such bonds for employees who are responsible for school activity funds.

At least once a year, a duly qualified accountant, accounting firm, or internal auditor shall perform an audit, examination, or review of school activity funds to ensure funds are being managed in accordance with this policy and all funds are properly accounted for. The type of engagement (audit, examination, or review) and the accountant, accounting firm, or internal auditor, shall be approved by the School Board. A copy of the report resulting from the audit, examination, or review (and the completed corrective action plan, if suggestions for improvement are made) shall be reviewed by the superintendent and the School Board, and filed in the office of the clerk of the School Board, the superintendent, and the principal. The cost of such an audit, examination or review may be paid from the school operating fund or school activity funds. Monthly reports of such funds shall be prepared by the principal[1] and filed in the principal's office.

Adopted:

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Legal Refs.: Code of Virginia, 1950, as amended, § 22.1-122.1.
8 VAC 20-720-10.

Cross Refs.: DG Custody and Disbursement of School Funds
DM Cash in School Buildings

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SCOTT COUNTY SCHOOL BOARD
BID/PROPOSAL TABULATION SHEET

NAME OF PROJECT: School Activity Fund Audit

PRESENT: John Ferguson, Beverly Stidham, Vicki Lamb

BID/PROPOSAL DATE: 9/30/14

TIME OF BID: 4:30 [ ] A.M. [✓] P.M.

LOCATION: Scott County School Bd. Office

COMPANY & ADDRESS				
Charles R Bridwell & Assoc. 146 E Jackson St. Gate City, Va 24251	$6,200 per Fy + mileage allowance	($158.48 per Fy)		
Hicks, Fury, Brown & Gorrie P.O. Box 801, 454 W Main St Abingdon, Va 24212	$8,500 per Fy includes travel			
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