

# Clearing Account Guidelines

1. Deposit money collected for school site instructional activities in the school site clearing account.

Note: A clearing account should be established for the collection of money that will later be deposited to the school site budget. Checks can only be issued to Mt. Diablo Unified School District to transfer the money from the clearing account to the school site budget.

There is, however, one exception to this rule. If checks are received from parents who include funds for instructional activities, student body activities and the parents club all in one check, deposit the check in the clearing account and then you can write a check to the Student Body Account for their amount, and another check to the parents club for their portion.

**EXAMPLES OF ITEMS WHICH SHOULD BE DEPOSITED TO THE CLEARING ACCOUNT:** Lost-book money, lab fees, field trip money, money collected for assemblies, library fines, and any other money collected for activities which take place during the school day for instructional purposes.

2. Transfer money from the clearing account to the school site budget by writing a check to Mt. Diablo Unified School District and sending it to Fiscal Services along with the Income From Outside Sources form or the Form A-1: Clearing Account Transfer.
3. It is not legal to make payments for goods and services from a clearing account.
4. The following methods can be used to purchase goods and services:
  - a. School site revolving cash for items less than \$200 (refer to the Revolving Cash Guidelines).
  - b. Requisition/purchase order process.
  - c. Special request memo to Accounting Supervisor, Accounts Payable, for items which exceed \$200 and for which the company will not accept a purchase order.
  - d. Independent services contract for individuals who are not district employees.
  - e. Expense claims for employee conferences.
  - f. Mileage claims.
  - g. Payroll time sheets for extra help (employees must be hired through the Personnel department).

# Use of Clearing Account

## Clearing Account

(Separate Checking Account)

Deposit money collected for:

- lost books
- lab fees
- field trips
- assemblies
- library fines
- voluntary testing

or any other money collected or donated for instructional purposes or for the operation of the school site.

## School Site Budget

Transfer from clearing account to appropriate program code:

- music
- library
- outdoor education
- PSAT testing
- etc.

## Methods Available to Purchase Goods and Services

- Revolving cash for items less than \$200.
- Requisition/purchase order process.
- Open orders.
- Special request memo for items which exceed \$200 and for which the company will not accept a purchase order.
- Independent services contract for individuals who are not employees (must be approved by Assistant Superintendent).
- Expense claims for employee conferences.
- Mileage claims.
- Payroll time sheets for extra help (employees must be hired through the Personnel department).