## **2.2 Bank Procedures Policy**

The Board of KC International Academy adopts the following policy which shall be effective on the date that the policy is adopted by the Board.

**SECTION 2.2.1. Bank Accounts**

SECTION 2.2.1.1. The Superintendent of KC International Academy has the authority to open a business checking account, a business operating account, and any other accounts necessary to conduct school business, on behalf of KC International Academy to be used to hold the school’s assets.

SECTION 2.2.1.2. The KC International Academy may utilize a request for proposals or another method for seeking competitive bids for banking services. The Board will adopt a resolution at a board meeting held in accordance with its bylaws to designate the financial institution that the school will use for its banking transactions. Once the resolution has been adopted, the Superintendent has the authority to enter into an agreement with the selected financial institution. This agreement should be signed the Superintendent and Board President.

**SECTION 2.2.2. Checks**

SECTION 2.2.2.1. Any authorized check drafted on the school’s designated bank account over $10,000 shall require two signers from the Board. The following officers are authorized to sign checks from the bank account on behalf of the school: the Superintendent, the Board President, and the Board Treasurer.

Each check must be completed in its entirety before it is signed by either party.

SECTION 2.2.2.2. Checks Received. Checks received shall be endorsed “for deposit only” and deposits should be made daily by someone other than the person who prepared the deposit.

SECTION 2.2.2.3. Check Requests. Services or products rendered, reimbursement requests with original receipts, or mileage reimbursements may receive payment with a check. A check request form must be completed by the requestor and approved with a signature by the Superintendent. The check request form shall contain the name of the payee, the date the check is requested to be written, the amount of the check, a brief description for the issuance of the check, and the funding source that will be drawn from. The check request shall then be submitted to the Director of Finance for processing. All check request forms shall be maintained by the Director of Finance.

SECTION 2.2.2.4. Checks payable to cash are prohibited.

**SECTION 2.2.3. Mail Procedures**

SECTION 2.2.3.1. The Administrative Assistant to the Superintendent should receive the mail, open it and list all checks on a daily collection report or in a pre-numbered receipt book. This report or receipt should identify the date, name of organization or person submitting payment, amount of payment and description of what the payment is for.

SECTION 2.2.3.2. An account staff member should receive the checks and daily collection report or receipt book from the person opening the mail.

**SECTION 2.2.4. Bank Reconciliations**

SECTION 2.2.4.1. There will be segregation of duties between individuals responsible for cash receipts and cash disbursement and the individual(s) responsible for bank reconciliations.

SECTION 2.2.4.2. The Director of Finance or designee is responsible for bank reconciliations a minimum of once monthly. Bank statements should be delivered to Director of Finance unopened. Each bank statement, assets, and liabilities shall be reconciled to both the checkbook and the general ledger.

**SECTION 2.2.5. Credit Card Procedures**

It is the policy of KC International Academy that credit card use shall be limited and only the following employees or board members are authorized to use credit cards: the Superintendent, the Director of Student Services, and the Director of Maintenance. KC International Academy will not use debit cards. Credit cards shall only be used for school business expenditures. Credit cards may not be used for personal purchases and/or cash transactions and shall be maintained using the highest level of security. Credit card transactions exceeding $5,000 must receive prior board approval and credit card transactions exceeding $10,000 are prohibited

Employees issued a credit card must receive prior, documented approval from the Superintendent or designee before the use of the credit card. Each credit card transaction by any user must be accompanied by the original receipts documenting each transaction.

**SECTION 2.2.6. Transfer Of Information**

If the individual serving as the Director of Finance ends his or her term with the Board/employment with KC International Academy or is terminated by the school or otherwise removed from his or her duties, he or she shall immediately give the school management all necessary passwords and other related information. The school will change the passwords and other security information once the individual serving as the Director of Finance ends his or her employment with the school.