

Bank Accounts

PISD has the following bank accounts at JPMorgan Chase:

FND.00.1111.00.000.Y.00.000	Operating – for all funds other than listed below
199.00.1114.00.000.Y.00.000	Operating High Balance Savings
199.00.1117.00.000.Y.00.000	Online Receipts (through RevTrak)
240.00.1111.00.000.Y.00.000	Cafeteria
461.00.1111.00.000.Y.00.000	Campus Activity
481.00.1111.00.000.Y.00.000	Special Projects
599.00.1111.00.000.Y.00.000	Debt Service
629.00.1111.00.000.Y.00.000	Capital Projects
649.00.1111.00.000.Y.00.000	Construction
649.00.1114.00.000.Y.00.000	Construction High Balance Savings
711.00.1111.00.000.Y.00.000	Extended Day Program
753.00.1111.00.000.Y.00.000	Health Insurance
753.00.1114.00.000.Y.00.000	Health Insurance High Balance Savings
772.00.1111.00.000.Y.00.000	Workers Comp Insurance
772.00.1112.00.000.Y.00.000	Section 125
836.00.1111.00.000.Y.00.000	Trust Fund
863.00.1141.00.000.Y.00.000	Payroll Clearing Account
864.00.1111.00.000.Y.00.000	Accounts Payable Clearing Account
865.00.1111.00.001.Y.00.LOC	PHS Student Activity Account
865.00.1111.00.003.Y.00.LOC	CHS Student Activity Account
865.00.1111.00.004.Y.00.LOC	HHS Student Activity Account
865.00.1111.00.041.Y.00.LOC	PMS Student Activity Account
865.00.1111.00.042.Y.00.LOC	WMS Student Activity Account
865.00.1111.00.043.Y.00.LOC	PCMS Student Activity Account
865.00.1111.00.045.Y.00.LOC	DMS Student Activity Account
865.00.1111.00.046.Y.00.LOC	KLMS Student Activity Account
865.00.1111.00.048.Y.00.LOC	CMS Student Activity Account

- Booster clubs, PTA's/PTO's, and/or Foundations are not authorized to use PISD bank accounts or the District's tax identification number for any purpose. If a Booster Club, PTA/PTO, or Foundation has a bank account, it must comply with the following guidelines.
 - The name on the account must state "Booster Club", "PTA/PTO", or "Foundation".
 - Physical control over the account and checks must be maintained by a non-PISD employee. However, the school address can be used for the address of the organization as long as the name on the account includes "Boosters", PTA/PTO", or "Foundation".
 - No PISD employee may be listed on the account's signature card as an authorized check signer.**
- UNDER NO CIRCUMSTANCES SHOULD A BLANK CHECK BE ISSUED.** If a purchase is to be made for which the dollar amount cannot be determined exactly, the school should either submit a purchase order for the estimated amount not to exceed and then pay the invoiced amount, or pre-approve an employee to make the purchase for an amount not to exceed and request reimbursement for the invoiced amount. If the check for an estimated amount is for more than the eventual purchase price, such as meals for students, the resulting change or refund check must be deposited into the expense account from which the check was issued.
- All bank accounts should be reconciled promptly on a monthly basis by a person who is independent of safeguarding the activity fund assets (cash or investments). Since Student Activity accounts are decentralized in PISD, the Finance Department is responsible for the reconciliation of all bank statements. Original Student Activity bank statements are sent

directly to the school principal in original sealed envelopes each month to review for unusual items. The Finance Department reconciles these bank statements using a duplicate copy provided by the bank online. A copy of the bank reconciliation is provided to the campus administrative associate/bookkeeper.

The following apply to Student Activity bank accounts:

1. Each secondary campus may have one Student Activity Fund checking account. This account must be in PISD's approved Depository Bank (JPMorgan Chase). All receipts (both cash and checks) must be deposited into this account, and all disbursements must be made by a check drawn on this account. Individual clubs or organizations are not authorized to have a separate bank account for any reason.
2. Secondary campus Student Activity Fund accounts may be interest-bearing accounts. The interest earned on these accounts may either be:
 - a. allocated to individual clubs/organizations;
 - b. retained in a separate sub-fund to meet the needs of specific organizations at the discretion of the principal; or
 - c. used to benefit the entire student body.
3. Each Student Activity Fund bank account shall have a **minimum of three** authorized check signers, one of which must be the principal. These names must be kept on file in the Finance Department, and updated as necessary. All bank accounts must be set up to require two signatures on checks, and all checks written must be signed by two of the authorized signers. (Note: only manual signatures of the two signers are acceptable.)
4. Each secondary campus is authorized to pay for certain expenses out of the Principal Campus Activity account to be reimbursed by the appropriate Student Activity account when such expenses cannot be paid directly out of the Student Activity account, including:
 - d. MasterCard charges
 - e. Sales tax
 - f. School bus charges

These expenses are to be coded to 461.00.1267.00.XXX.Y.00.100 for the campus (XXX). A funds transfer should then be processed for the appropriate Student Activity group to reimburse the Principal Campus Activity account for such expenses.