

INSTRUCTIONS FOR COMPLETING THE NORTH DAKOTA VOCATIONAL EDUCATION CENTER FINANCIAL REPORT

- 1) Have the appropriate individuals sign the cover sheet. File a copy with the County Superintendent of Schools or designee assigned by the county commissioners **on or before AUGUST 1** and maintain one copy on file with the vocational center.

- 2) REVENUE REPORT

Revenues should be classified into the areas of Local, State, Federal, and Other. Explanations of most individual revenue codes are available in the North Dakota School District Financial Accounting and Reporting Manual.

Note: If you use the accrual method for your accounting records, you must include all accrued revenues in this section.

- 3) RECAP

Beginning Balance must include all investments (checking, savings, and certificates of deposit, etc.) This should be equal to the ending balance from the prior year, unless adjusting entries for audit purposes were made. If an adjustment was made, please attach a memo briefly detailing the adjustment.

Ending Balance must include all investments (checking, savings, and certificates of deposit, etc.) If you use the cash-basis method for your accounting records, the Ending Balance should equal both your ending cash balance and ending fund balance. If you use the accrual method for your accounting records, the Ending Balance should equal your ending fund balance.

- 4) EXPENDITURE REPORT

Expenditures should be classified by Program, Function, and Object. Explanations of each Program, Function, and Object codes are available in the North Dakota School District Financial Accounting and Reporting Manual.

- 5) FUND GROUP 6 - STUDENT ACTIVITIES FUND

Use this page to report revenues and expenditures for any student activities accounting that is not run through the General Fund of the Vocational Center.

- 6) If you have any questions or concerns regarding the completion of the finance report or other matters, feel free to contact Jerry Coleman (328-4051) or Cyndy Laber (328-2283).