

DEUTSCHE SCHULE WASHINGTON

GUIDANCE REGARDING CLASS ACCOUNT RECONCILIATION

Updated September 2016

- All class funds will be managed through the Business Office.
- A contribution of \$75 per student to the class account has been built into each student's tuition invoice and gets transferred into the respective class account.
- Students who leave the school mid-year or at the end of each year are not entitled to a refund; this fee is non-refundable. For students who enroll later in the school year, the fee will be prorated and also billed through the Business Office.
- All funds collected each year for all classes from Grade 1 on will follow that class through Grade 12. If funds have accumulated, the class funds can be used towards Graduation and Abi-Ball Expenses. If there are remaining funds after all events, the Grade 12 students can decide what to do with the funds, such as making a gift to the school or another charitable organization.
- There are several options for handling expenses incurred by the class:
 - a) Each class will be issued a credit card that can be used for all expenses throughout the school year (see below);
 - b) Representatives may choose to spend their own funds and be reimbursed by the Business Office; or
 - c) The Business Office may pay vendors directly, if requested.
- Credit cards will be distributed to the parent representatives or the class teacher at the beginning of the school year. **Please do not sign the back of the card.** The parent representative and teacher should decide who should hold the credit card for the class. The recipient of the credit card (parent or teacher) will be asked to sign that they have received the card. The person who accepts the credit card at the beginning of the school year is responsible for the card and for ensuring that receipts for any charges to the credit card are submitted to the Business Office within seven days after the date of the expense. The credit cards must be returned to the Business Office no later than the last day of classes at the end of each school year.
- Parent representatives/class teachers will be supplied with sales tax exemption cards that will permit them to make purchases in Maryland without having to pay sales taxes.

Note: Please remember to use the tax exemption card for every purchase made for the classes since sales tax amounts will not be reimbursed for any purchases in Maryland. Also note that the tax-exempt certificate is often accepted in Virginia or the District of Columbia and the parent representatives should present the certificate at the time of purchase.
- All parent representatives and class teachers will receive quarterly reports for their class account that list all income and expense activities within the school year.
- It is assumed that the class reps/teachers will keep within the class account budget and will review the budget reports provided by the Business Office.
- The parent representatives and the teachers should agree upon expenses that are made for the class. These can include classroom materials requested by the teacher, class parties/events, field trips, teacher gifts and any other class related expenses agreed upon. Teachers' gifts are not to exceed \$100 for any gift event (i.e. Christmas or end of the school year) as per school policy.

- Receipts for all class fund expenses **MUST** be submitted to the Business Office for reconciliation as soon as incurred but no later than seven days after the date of the expense, regardless of which option is selected for the handling of expenses listed under point “There are several options for handling expenses” above.
- If costs are split between two or more classes, e.g. for a joint field trip, the parent reps/teachers of each class have to inform the Business Office in writing. The Business Office needs to be informed about which expenses need to be booked on which class account.
- Revenues generated through fundraising need to be deposited with the Business Office. If a class raises funds directly for the class itself or for charitable purposes, the funds will flow directly through the class account. These fundraisers could be through bake sales, selling items, reading marathons, etc. Please use the class account deposit form to turn in any other collected funds to the Business Office.

Note: Please review the German School’s cash policy, below.

- To submit forms, scanned invoices/receipts or if you have any questions regarding the class account, please send an email to classaccounts@dswash.org. In the subject line of your email, please indicate that class to which your email pertains (e.g. “Class Account for Class 1A”).
- Please download accounting forms from the website under “About Us – Parents’ Council.”

GERMAN SCHOOL CASH POLICY

Any and all checks and cash received in connection with school events, fundraisers, bake sales, concessions, programs, field trips, school dances, sports activities/uniforms, concerts, theatre performances, purchases, etc. must be kept in the Business Office to be held securely. All monies collected must be delivered to the Business Office within 24 hours of receipt with a completed Deposit Slip. This policy will not only help to secure the funds but also protects employees and volunteers who receive funds on behalf of the school.