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Superintendent of Education

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**FRANKLIN
COOPER-NURSE**
Chief Internal Auditor

September 14, 2017

MEMORANDUM

TO: Stacey Sahagon, Principal, Ligan Elementary School

CC: Jon Fernandez, Superintendent, Guam Department of Education (GDOE)
Erika Cruz, Deputy Superintendent, Education & Community Learning

FROM: Franklin Cooper-Nurse, Chief Internal Auditor, Internal Audit Office

SUBJECT: Guidance for Proper Accountability of Coin Drive Collections

Hafa Adai,

On Monday, September 11, 2017, the Internal Audit Office (IAO) was contacted with regards to guidance for a district wide coin drive to aide in relief efforts for Hurricane Harvey victims. The information given to the IAO was that it will be a coin drive that schools may participate in by placing containers or canisters for students, parents, faculty and staff to donate. The coin drive will run for about a week and half, ending on Tuesday, September 26, 2017. Once the coin drive has concluded, schools who participated will write a check payable to the American Red Cross and the total amount of the checks will be donated and presented to the American Red Cross on Friday, September 29, 2017.

Per Board Policy (BP) 715, Campus Activities Money, also known as Trust and Agency Fund (TAF), includes but are not limited to: money generated from various activities such as donations. Hence, proceeds from the coin drive can be deposited in the respective school's TAF account.

To ensure further accountability of funds, IAO recommends:

- Coin containers/canisters should be sealed, placed in a secure area, and collected daily by at least two designated school personnel.
- Coins collected for each day should be tallied and verified on a cash count sheet, and deposited into the school's TAF bank account daily.
- The total amount of collections should be entered into the school's Munis system under the General Administration Funds, ensuring the funds are properly identified as "coin drive collections for (date)" under the notes section of the Munis receipt.
 - A sub-account for Coin Drive Collections can be made in Munis by IAO at the request of the school.

IAO Memo – Coin Drive Collections

September 14, 2017

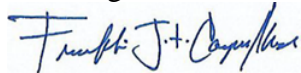
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- At the close of the coin drive, each school will disburse the full amount of all funds collected during the coin drive. A check should be made payable to the American Red Cross and submitted to the coin drive coordinator.
- IAO will audit the funds collected by schools who participated in the coin drive as part of the annual audit of Non-Appropriated Funds.

Ensuring the proper accountability of the funds collected during the coin drive is of the utmost importance, as this fundraising activity will include many schools and several days of collections.

If there you are in need to further guidance, please do not hesitate to contact Carmela Vi at 300-1273 or via email at cavi@gdoe.net or Joy Bulatao at 300-3695 or via email at jvbulatao@gode.net.

Best Regards,

A handwritten signature in blue ink, appearing to read "Franklin J. Cooper-Nurse".

Franklin Cooper-Nurse
Chief Internal Auditor