

8.**ACCOUNTING****8.1 ACCOUNTS FILE**

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8**ACCOUNTING**

This section will only apply in library resource centres which maintain their own accounting system. Some centres will use their automated system to handle their accounting practices.

8.1. ACCOUNTS FILE**8.1.1 Make an Accounts File**

This could be:

- (a) an alphabetical concertina file;
- (b) a section in a vertical filing cabinet; or
- (c) a ring or lever arch file.

8.1.2 File Contents

This file should contain:

- (a) In alphabetical sequence by supplier:
 - ◆ packing slips (until arrival of invoice);
 - ◆ 'on approval' sheets (until arrival of invoice), and
 - ◆ invoices.
- (b) Accounts record (See **8.3**)

8.2 TERMINOLOGY**Packing Slip**

Lists the contents of the delivery

'On approval' slip

Lists items obtained from the supplier under consideration for purchase

Invoice

Lists purchased items.

Statement (generally issued monthly)

Lists invoices and the amount of the account.

8.3 ACCOUNTS RECORD

This section of the file consists of columns divided into the following:

- (a) date;
- (b) invoice number;
- (c) order number;
- (d) supplier;
- (e) debit;
- (f) credit, and
- (g) balance.

(see sample sheet below)

Individual sheets may be kept for the separate amounts of money you receive from different sources (e.g. P&C, school grant). These sheets may be of use when reporting on expenditure.

It is also useful to note the dates that the money must be spent by.

ACCOUNTS RECORD

ACCOUNT _____

To be spent by _____

DATE	INVOICE NO	ORDER NO	SUPPLIER	DEBIT	CREDIT	BALANCE

8.4 PROCEDURE

- a) Materials are usually delivered to the school from suppliers with either a PACKING SLIP, 'ON APPROVAL' SLIP or INVOICE.
- b) When materials arrive:
 - ◆ Check the materials against the SLIP or INVOICE. Tick if correct; and
 - ◆ Check the materials against the order details to make sure they are exactly what you have ordered (eg. author, title, edition).
- c) If there is something wrong with an item (damaged, wrong edition, etc.) return it to the supplier.
 - ◆ Note this on the SLIP or INVOICE.
 - ◆ Note this on the order .
- d) File the PACKING SLIP or ON APPROVAL SLIP into the ACCOUNTS FILE until the invoice arrives.
NB: If the items arrive with an INVOICE, proceed to g).

- e) When the INVOICE arrives, compare it with the SLIP to make sure you have not been charged for something you have returned.
- f) If everything is correct, destroy the SLIP.
- g) Transfer the information from the INVOICE to the ACCOUNTS FILE.
- h) Once the information has been recorded in the ACCOUNTS FILE, the INVOICE can be marked 'passed for payment', dated, copied and sent to the person responsible for paying accounts.
- i) Keep the copy of the INVOICE in the ACCOUNTS FILE, as proof of expenditure may be required by the funding groups, e.g. P&C.
- j) If a STATEMENT arrives, check the ACCOUNTS FILE to ensure that all relevant invoices have been processed.
- k) Send the STATEMENT to the principal, registrar, or school assistant (clerical) who will have retained the original invoices. Payment is made at this point.
- l) Keep records for at least one year.