

SEIN – is defined as State Employer Identification Number

EIN – is defined as Non-State Employer Identification Number

FSF – indicates appropriations within First State Financials with deposits in OST’s Concentration Account with JP Morgan.

### Guide for Determining When a School Outside Bank Account (OBA) is Appropriate

Entity	Source of Funds	Purpose	Account Management			Rationale
			FSF?	OBA (SEIN)*	OBA (EIN)	
School District	Federal (ASF or NSF)	As prescribed by grant/federal application/reimbursement	Yes	No	No	
	State (General Fund)	Personnel costs, supplies, materials, etc.	Yes	No	No	
	Local School Funds on Deposit with OST (NSF)	Petty cash	Yes	No	No	Beginning in FY18, these accounts will be phased out and brought into FSF
		Minor capital projects	Yes	No	No	
		Bond debt payments	Yes	No	No	
		All other debt payments	Yes	No	No	
	Donations/Gifts on Deposit with OST (NSF) (incl. outside foundation grants)	Petty cash	Yes	No	No	Beginning in FY18, these accounts will be phased out and brought into FSF
		Minor capital projects	Yes	No	No	
		Bond debt payments	Yes	No	No	
		All other debt payments	Yes	No	No	
	Parents	Parent-Teacher Organization	No	No	Yes	
		Parent-Teacher Association	No	No	Yes	
		Booster Club	No	No	Yes	
		Cafeteria Funds	No	Yes	No	
	Student	Activities (Class, Prom, etc.)	No	Yes	No	
		Scholarship Funds	No	Yes*	No	*Unless held in an external foundation, in which event, the funds shall be held in OBA (EIN)
	Staff	Sunshine Funds	No	No	Yes	

\*Authorized only by the Office of the State Treasurer

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### Guide for Determining When a School Outside Bank Account (OBA) is Appropriate

Entity	Source of Funds	Purpose	Account Management			Notes
			FSF	OBA (SEIN)	OBA (EIN)	
Charter School	Federal (ASF or NSF)	As prescribed by grant/federal application/reimbursement	Yes	No	No	
	State (General Fund)	Personnel costs, supplies, materials, etc.	Yes	No	No	
	Local School Funds (NSF)	Petty cash	Yes	No	No	Beginning in FY18, these accounts will be phased out and brought into FSF
		Personnel costs	Yes	No	No	
		Supplies, materials, etc.	Yes	No	No	
	Foundation (Charter)	Petty cash	No	No	Yes	
		Minor capital projects	No	No	Yes	
		Bond debt payments	No	No	Yes	
		Other debt payments	No	No	Yes	
	Donations/Gifts/Grants	Petty cash	No	No**	Yes	**Unless requested and approved by OST
		Minor capital projects	No	No**	Yes	**Unless requested and approved by OST
		Bond debt payments	No	No**	Yes	**Unless requested and approved by OST
		Other debt payments	No	No**	Yes	**Unless requested and approved by OST
	Parents	Parent-Teacher Organization	No	No	Yes	
		Parent-Teacher Association	No	No	Yes	
		Booster clubs	No	No	Yes	
		Cafeteria funds	No	No**	Yes	**Unless requested and approved by OST
	Student	Activities (Class, Prom, etc.)	No	No**	Yes	**Unless requested and approved by OST
		Scholarship	No	No**	Yes	**Unless requested and approved by OST
	Staff	Sunshine funds	No	No	Yes	