

ADMINISTRATIVE PROCEDURE
12-4
STUDENT ACTIVITY ACCOUNTS
Exclusively for Student Activity Purposes

Student Activity Agency Accounts (SAA) are established by vote of the School Committee to be used for the express purpose of conducting student activities. Interest earned shall be retained by the fund and School Committee shall determine for what purpose such earnings may be used.

School Committee shall vote to set the maximum balances that may be on deposit in such School Activity Checking Accounts.

The Principal works with the Student Activity Monitor and Student Activity Account Monitor. These positions are posted for each school and receive stipends. This stipend is for work done on accounts before or after the work day. If the need to do SAA work occurs during the work day the Monitor must make up the time at the end of that day.

Flow of Transaction

Collected Funds

- All monies should be turned over to the Principal/Designee within 24 hours of event
- If the event is on a weekend than the monies should be turned over on the first business day
- No student takes money home at anytime
- Student Organizations after an event should have monies collected and counted by two (2) people.

Deposits

- Completed Deposit Slip
 1. Collected funds must be counted by two (2) people
 2. Fill out a deposit slip (appendix a).
 3. One copy of the deposit slip is to accompany monies the other retained by the organization.
 4. The deposit slip shall be signed by the person turning over the money and co-signed by the advisor or a teacher (second person who counted the money).
 5. A short description should be on the deposit slip where the monies came from and what the monies will be used for.
- Bank Deposit Slip
 1. Fill out a bank deposit slip.
 2. Both the monies and the bank deposit slip are placed in the sealed bank bag.
 3. The deposit pick-up form is completed listing the deposit bag numbers and amounts and is given to the Student Activity Monitor for each individual school.
 4. The school designee should receive the deposit bags and pickup form which indicates the school depositing the money and list of deposit bags and amounts within 48 hours of receipt.
 5. All monies not deposited to the bank on the same day shall be kept overnight in a safe or other secure, locked area.
- Deposit Receipt from Bank
- Enter Transaction in Cash and Activity Accounts
- Copy of Bank Statement Showing Deposit

Disbursements

- Completed Request for Disbursement Form
 1. Attach original invoice/receipt
 2. Student organization submits a request for payment form (appendix b) with appropriate receipts attached.
 3. A transaction should **not** happen with inadequate and/or incomplete documentation. Remember vendor statements alone without supporting documents should not be used for issuance of checks.
- Form is Given to School Student Activity Monitor
 1. Verify this transaction is **NOT** a Non-Student Activity
 2. Verify form is complete including signature of activity advisor and original receipt attached
 3. Present with documentation to principal for final authorization of form
- Send Form and Documentation to Student Activity Account Monitor
 1. Verify the particular activity has sufficient funds
 2. Enter transaction in cash and activity accounts
 3. Forms 1099 must be issued for all payments received of \$600.00 or more within one calendar year
 4. Write the check
 - a. No Checks shall be payable to cash
 - b. All expenditures and disbursements from SAA's shall be made by check at all times
 - c. No funds are to be expended for sales taxes, this includes reimbursements (*Tax Exempt forms are located in the business office*)
 - d. All checks written in excess of \$1,000.00 must obtain approval from the Business Manager prior to issuance
 5. Make copy of check and attach to disbursement form
- Record of Transaction in Cash and Activity Accounts
 1. Fill check number and date in on form, and file documentation
 2. Return check and check received form to school
 3. Principal and Associate/Assistant Principal sign the check (*two (2) signatures are required on all checks*)
 4. Remember to keep track of voided checks
 5. Keep bank statement showing check cleared

Deposit and disbursement forms should be able to answer all questions about a transaction:

- Who Turned in or Requested the Funds
- What Activity or Organization
- When was Money Collected and Turned Over, or Needed and Disburse
- Why was it Raised/Needed to be Spent-Who Authorized the Expenditure Purchases:
- No funds should be used to pay stipends or other payroll.
- Payments for reimbursements of expenses (with receipts) are allowed at a minimal, but no payment for time or services shall be made.
- All personal reimbursements must be approved by the Superintendent.
- Up-fronting of monies should be avoided whenever possible.

- When raising money to purchase equipment & supplies with student activity account monies the purchases must be the property of the organization, not of any individual student, advisor or other interested party.

All SAA's shall have an "Internal Audit" annually by the Business Administrator. In addition to the annual audit there will be on-going periodic reviews which involve reviewing the monthly reports.

An "External Audit" will be done in compliance every two to three years per School Committee Policy JJF – Student Activity Accounts.

Common Problems

SAA's are NOT to be used on Non-Student Activities. This use of funds is not authorized by Massachusetts statute. Examples of Non-Student Activities:

Sunshine Fund	Scholarships
General Fund	Graduated Classes
Corporate Donations	

Segregation

- All involved in SAA's should know who is responsible:

Collecting Cash	Preparing Deposits
Record Keeping	Writing Checks
Signing Checks	Reconciling Bank Statement
- The person who signs checks does **not** prepare checks, record or reconcile the SAA.
- The person who prepared and makes deposits should **not** be the same individual who records transactions or retains records.

Reconciliation

You should always reconcile the SAA with the bank statement. If you do not, activity balances may be inaccurate. Activity records should be tied to actual cash balances.

Allowable Activities

- Monies from SAA are to be used for the express purpose of conducting student activities.
- SAA's may be used for monies raised by student organizations and expended by **those** students for their benefit.
- Any monies paid to the school by commissions, ex., school pictures, yearbooks, class rings, candy sales.... shall be deposited into the SAA. Such monies shall be expended in accordance with School Committee Policy #JJF for the benefit of students. **AT NO TIME** shall these monies be spent on staff.

Things to Remember

- SAA's purchases are tax exempt and will be under the school department tax exempt number.
- A transaction should not happen with inadequate and/or incomplete documentation.
- When activities have a deficit balance you can**not** use monies from another activity. This is not authorized.
- Bank balance excess means funds are not being used to benefit students.
- Any SAA inactive for 3 years or more should give written notification to the principal. School Committee Policy must be followed for disposition of these assets.

- Any field trip, class activities ... monies for an individual grade **MUST** be spent by the end of the school year and expended by **those** students that raised the monies.