

## REPLENISHMENT OF STUDENT ACTIVITY FUNDS

The School Committee accepts the following provisions of Chapter 66 of the Acts of 1996, which govern student activity accounts. In accordance with School Committee Policy on Student Activity Accounts, the following procedures will be followed:

The Town Treasurer will issue a check to the Student Activity Account Administrator, which will be deposited into each school's activity account. Any expenditures in excess of the maximum amounts noted above in JJF shall be processed through warrants. The checking accounts will never have more than the amounts designated in this policy.

The Hadley Public Schools shall provide bonding for any account cosignatory, in accordance with the Education Reform Act.

At the end of each school year, a list of balances will be prepared by the Student Activity Account Administrator and the balances will be submitted to the Business Manager no later than July 31<sup>st</sup>.

### Revenue:

All revenues will be documented indicating the name of the account, source of revenue, signature of person submitting the receipts, the signature of the school Principal and amount of deposit on an approved form. Individual staff members who receive student activity revenue must bring it to the principal's office daily, where it will be verified and placed in the safe. In addition, detail should be shown on the receipt form such as number of items sold, type of receipt, etc., and backup documentation must be submitted. Revenues will be brought to the Superintendent's office on a weekly basis and given to the Student Activity Account Administrator, who will give a receipt stating the amount, date received and the organization it was received from (clubs, class, etc.). Deposits must be brought to the bank by the Student Activity Account Administrator by the next business day and deposited into the Student Activity Agency Account (money market account). **These deposits will be credited to each school's Student Activity Agency Account.** No deposits will be made directly to the Student Activity checking account, except through the warrant or reimbursement process. Deposits should only be made into the money market account.

**Student Activity Checking Account:** To replenish the checking account, the Student Activity Account Administrator will submit a request to the treasurer and she/he will submit a voucher through the warrant system of the Town. On the request, the Student Activity Account Administrator will indicate the balance of the checking account at that time and the advance amount requested. These two amounts in total shall not exceed the amount designated to be in the account.

Under no circumstances shall deposits be made to the student activity checking account in the custody of the Student Activity Account Administrator (for the school Principals), except for the replenishment of the checking account by the Town Treasurer. The account shall not be used as a "pass-through" account, where a non-student activity check is deposited and then a check is written from the student activity account for non student activity expenses.

The only activity that should take place in the checking account are for checks written, **exclusively for student activity purposes**, for expenses of the student activity fund after an approved voucher, as indicated below, is submitted to the Principal, signed by the principal, and given to the Student Activity Account Administrator.

**The checking account is to be reconciled by the Student Activity Account Administrator on a monthly basis, and reviewed by the Business Manager and each school's principal.**

### **Large Expenditures:**

At some time during the year, it may be required that the student activity fund will have to issue a check for a large amount, such as a prom payment, class banquet, magazine payment, etc. If the checking account's maximum balance will not be sufficient enough to cover the check the Principal or designee should submit these large bills through the warrant system. Because the Town Warrant system can take up to two weeks, some planning on the part of the Principal or designee will be required to submit the invoice through the Town warrant system and still have the invoice paid on time.

### **Expenditures/Disbursements/Checks:**

The student activity checking account is controlled and operated by the school Principals and the Student Activity Account Administrator. It should be pointed out, however, that ultimate responsibility for these accounts lie with the school Principals.

Expenditures will be charged to the proper student body organization. A voucher system should be used and all expenditures should be accompanied by an invoice. These are to be retained at the school level and be available for review. Each expenditure will be approved on a voucher signed by the student club/class president, treasurer or other student representative, the club or class advisor, and the Principal.

**All expenditures/disbursements from student activity accounts shall be made by check.**

**No check shall be made payable to cash.**

Checks will only be signed after they are completely prepared. The superintendent, business manager and the Student Activity Account Administrator shall have authority to sign all checks. All checks require two signatures. All signers on the account shall be bonded.

No checks shall be issued without bills or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks. A record of all checks issued will be maintained. All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).

All student activity account purchases shall be made under the tax exempt number of the Town.

### **Interest:**

Interest earned will be credited to the student activity account. Interest shall be accounted for in the general ledger of the student activity account.

### **Length of time that funds are to exist, the disposition of funds that are inactive, and graduating class accounts:**

All class organizations will have three years from the date of their graduation to expend any remaining balance in their particular account. After that date, a class may withdraw their funds or opt to transfer such funds to a general student activity account.

Any account whose purpose has been satisfied, or deemed insufficient for its intended purpose, can be used for another purpose, upon approval of the School Committee. In addition, any account which has been inactive for three (3) years shall be closed out into the school's general student activity account. An attempt is to be made to reach officers of the group, who have authority to release the balance to the school. In the event that officers do not respond, or cannot be reached, the school may close the account, and add it to the school's general student activity account. After graduation, it is the responsibility of the class president and the class treasurer to update their contact information with the Student Activity Accounts Administrator as long as there is a balance in their class account.

### **Audits:**

Audits of all funds shall be conducted annually and the cost of such audit to be paid from the school department's operating budget. An external audit will be performed every three years. The town accountant will perform the audit in the remaining two years.

### **General Utility/Student Account:**

The general student account will act as a repository for those funds not assigned to any particular student body organization. The account will also act as a depository for graduated class accounts and clubs or organizations that cease to function, as outlined above.

Other receipts into the fund will be as indicated and approved by the School Committee.

The funds will be used at the discretion of the Principals for extraordinary

expenses involving student activities and for the benefit of students of the school. All expenditures charged to the general student account will be approved by the Principals.

Adopted by Hadley School Committee 8-29-16