

Peabody Public Schools



Student Activity Manual

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**Peabody Public School District
Student Activity Funds Management
Policies and Procedures**

Introduction

In the Peabody Public School District all students are afforded an opportunity to participate in fee-based co-curricular activities in order to benefit from unique out-of-classroom experiences. Payments for Student Activities are deposited into separate bank accounts and are managed on behalf of the students by school administration. Student Activity funds are solely for the benefit of students and cannot be used for other school district or city expenses.

Within the Commonwealth of Massachusetts a number of laws, regulations and recognized best practices provide guidance for the establishment and management of student activity funds. The school district and city may establish student activity accounts so that monies may be received and held in fiduciary trust (similar to a scholarship fund) and expended on behalf of students for related activities. This manual outlines specific requirements for managing Student Activity Accounts and the following are sources used in development of this manual:

Department of Elementary and Secondary (DESE) Student Activity Audit Guidelines
<http://www.doe.mass.edu/finance/accounting/AuditGuidelines.docx>

Massachusetts Association of School Committee (MASC) Student Activity Accounts
https://www.masc.org/images/events/2016/jtc-16/handouts/MASBO_SAA-Guidelines.docx

Massachusetts General Laws (M. G. L. Chapter 71, Section 47)
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXII/Chapter71/section47>

Peabody School District Student Activity Policy
<https://z2policy.ctspublish.com/masc/browse/lynnfieldset/welcome/root>

Student Activities Terminology

“Student Activities” – refers to individual student activities that meet the criteria as being non-curricular in nature, contingent on a fee or on external fundraising, and for the benefit of students. Here is a listing of established Student Clubs:
<https://peabody.k12.ma.us/wp-content/uploads/2019/11/PVMHS-Clubs-2019-min.pdf>

“Student Activity Accounts” – refers to the two different bank accounts that are used for student activities. All deposits are made into a “Student Activity Savings Account in order to gain interest. All payments are made out of “Student Activity Checking Accounts”.

“Statement of Purpose” - Student funds may be raised to finance the activities of authorized student organizations and may only be used for the express purpose of conducting student activities. As such each activity must have a “Statement of Purpose” which explains the general purpose of the activity and how it receives revenues and what types of expenditures can occur. (See Attachment B – Student Activity Statement of Purpose).

“Student Activity Financial System” – Within each school student activity funds must be managed using an established “auditable” process or system such as a paper ledger book (with adding machine tapes, etc.), a spreadsheet (i.e. Excel, Google Sheets, etc.) or a separate desktop program like Quicken or QuickBooks.

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Student Activities Terminology (continued)

“Subsidiary Accounts” – Within the Student Activity Accounting System the School Principal shall maintain individual subsidiary accounts by program so monies for “class accounts” can be managed separately than monies for the “chess club”. This will allow proper matching of program expenditures against revenues that are collected for that purpose as well as allow for the efficient determination of the program balance.

Use of Student Activity Accounts

Student Activity funds shall be managed in accordance with sound business and accounting practices. All revenues and expenditures are to be tracked and managed in an accounting program with each activity being set-up as its own subsidiary account. The following areas cover various processes used in managing Student Activity Accounts:

Deposits

- a) All monies collected for student activities must be deposited in a timely manner into the school’s student activity bank account.
- b) All deposits must include a notation detailing how the funds were raised and for what activity they will be used (i.e. “Grade 11 Car Wash”).
- c) Receipts from approved fundraising activities conducted to raise monies for a specific student activity. i.e. field trip,
- d) Student Photos and Yearbook receipts and payments, and other fundraising for Student Activities in accordance with District policies
- e) Ineligible Deposits – Here are some examples of in-eligible deposits:
 - Charitable/Memorial Collections – deposit into a Gift/Donation Revolving Fund
 - Gate Receipts – deposit into Athletic Revolving Fund
 - Gifts/Donations – must be deposited into a Gift/Donation Revolving Fund
 - Proceeds from Book Bins/Fairs, etc. – deposit into Gift/Donation Revolving Fund
 - Recoveries/Lost Books – deposit into Recoveries/Lost Book Revolving Fund
 - Staff appreciation lunch’s, etc. - deposit into Gift/Donation Revolving Fund
 - Sunshine Funds for Students in Need – deposit into Gift/Donation Revolving Fund
 - Ticket Sales – deposit into Performing Arts Revolving Fund

Expenditures

All payments from the Student Activity Account must be made by check. No cash payments are permitted, and no checks are to be issued blank or made out to “Cash”. Examples of allowable expenses include costs related to approved field trips, club activities, student-initiated events, and co-curricular enrichment activities. Massachusetts Chapter 30B public procurement law does not apply to purchases made with student activity monies but it is recommended that due diligence is conducted prior to making purchases including basic product research and getting competitive quotes. An example of an ineligible expense to charge to Student Activities would be a purchase of general supplies for school use (i.e. office supplies for main office).

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Establishment and Structure of Accounts

Massachusetts General Law requires that student activity monies be managed utilizing what is called the Student Activity Agency Fund. The Student Activity Agency Fund is the primary vehicle for managing student activity monies. The Agency Fund is part of the City's fund accounting structure much like the General Fund, Grant Fund, and the Revolving Fund, etc. The Agency Fund is utilized to record deposits and expenses pertaining to money held on behalf of others. Student activities fall into this category because the school district is holding money collected on behalf of its students for the purpose of conducting student activities.

All monies raised for student activities at a given school must be deposited to its Student Activity Agency Fund. Expenditures may be made from the Student Activity Agency Fund following procedures described in this manual.

Roles and Responsibilities

The successful management of Student Activity Accounts involves school-based staff, District Administration, and the City Treasurer's Office. The importance of proper recordkeeping by each person cannot be overstated. A clear audit trail and appropriate documentation are essential both to safeguard funds and to protect employees from charges of wrongdoing.

- a) The School Principal - Ensures all procedures for safeguarding funds are followed; Approves all expenditures; Ensures that only eligible expenditures are made from student activity funds; Ensures that expenditures do not exceed collected amounts for a specific student activity; Ensures that funds are expended for the activity for which the funds were collected; Designates a School-level Student Activity Coordinator to oversee Student Activity Accounts (maybe a stipend position or possibly the School Secretary).
- b) School-level Student Activity Coordinator - Receives and verifies cash/checks collected from classroom teachers or other staff. Ensures fund activity is supported with proper documentation. Ensures that cash/checks are secured in a safe pending deposit; Ensures timely deposit of cash and checks and proper documentation of all collected funds, deposits and expenditures is filed and retained.
- c) Teachers and/or Other Staff - Collect cash/checks from students/families; Maintain a clear and accurate log of amount collected from each student; Deliver cash, checks, and completed Student Activity Collection Forms by close of school day.
- d) School Business Office Staff - Facilitate the setup of accounts upon the request of school principals and/or City Treasurer. Establish policies and procedures and provide training and support to school staff on procedures as well as operation of accounting program (i.e. Quicken or QuickBooks). Oversee account reconciliations and conduct periodic audits.
- e) City Treasurer Office - Their responsibilities include Control all bank relationships and procedures; Receive and post revenue to ledgers.

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Procedures for Collecting, Depositing, and Expending Student Activity Funds

The procedures below are designed to ensure the proper management of student funds, as well as to protect staff members from mismanagement or allegations of fraud. It is in everyone's interest that the procedures be followed diligently. Proper management of student activity funds includes: Securing cash and checks in a safe on a daily basis. It is the principal's responsibility to maintain the safe and ensure limited access. Depositing funds regularly maintaining accurate records of all funds collected and disbursed Reconciling deposits and expenditures on a regular basis

a) Collection of Monies

- Cash and checks delivered to the school office must be secured in the school's safe pending deposit.
- Each school must maintain a safe in the school office and follow appropriate security procedures to ensure limited access to the safe.
- All cash and checks must be secured in the safe by the end of each school day.
- Checks are always preferred over cash.
- Any school correspondence (e.g. permission slips) should indicate so as appropriate.
- Anyone collecting cash/checks must keep a master log indicating from whom and for what activity the funds were collected and when these funds were submitted to the office for safekeeping.

b) Deposit of Monies to Student Activity Agency Fund

- All student activity funds collected must be deposited by the principal or designee to the Student Activity Agency Fund.
- Cash and checks should be deposited weekly.
- No cash balance exceeding \$500 may be held beyond the close of the business day.
- Cash deposits must be made in person by the principal or designee to the Cashier's window in the City Treasurer's Office.
- Checks may be deposited utilizing interoffice mail or the US Postal Service.
- All deposits must be accompanied by a completed form stating the source and the anticipated use of the deposit.

c) Tracking Deposits

- Student Activity Collection Forms for all cash/checks must be filed and maintained and reconciled to a master log of funds collected for that particular activity.
- Each day that cash and checks are collected by a school staff member, the daily collection must be tallied on a signed Student Activity Collection Form and turned in to the school office.
- The school office must verify all cash/checks received and sign the Student Activity Collection Form.

d) Expenditures from the Student Activity Agency Fund

- Admins system Purchase Order (PO) Requisitions can be entered.
- Each School and Department is responsible for entering their own PO's.
- The following steps are to be followed for every PO Reqs entered into the Admins system.
- Lead time of about two weeks is sufficient to process most payments from the Student Activity Agency Fund.
- All vendors must provide a W-9 (if they are not already in the City's vendor system) and an invoice.

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- Submit documents to Financial Operations. If you are unsure whether the vendor is new, contact Financial Operations in advance.
 - For reimbursements, a payment voucher utilizing your Student Activity Agency Fund budget codes (to be provided by Financial Operations) and accompanying receipts should be submitted to Financial Operations.
 - The individual will need to complete a W-9 if he/she is not already in the City's vendor system.
 - No purchase orders are required to pay vendors or to process reimbursements.
 - Payments are made via an expedited direct voucher process
 - When making a reservation for a trip that should be paid from student activity monies,
 - Indicate to Finance that the bill should be paid from your Student Activity Agency Fund.
 - No requisition is needed for reservations paid from student activity monies.
 - Any reservations utilizing General Fund or Grant Fund dollars still require a requisition and Purchase Order #.
 - Personnel or sole proprietors: Payment of wages or stipends to individuals is taxable income which must be paid through payroll.
 - Should payments of this nature be required from student activity funds, a service agreement and payment voucher should be processed in the same manner they are processed for the general fund except that you will utilize your provided Agency
- e) Fund budget codes
- It is not permitted to use funds collected specifically for one student activity on the expenses related to another student activity.

Recordkeeping

- a) Schools must maintain appropriate documentation for the collection, deposit, and expenditure of all student activity monies. Schools are also responsible for tracking these transactions as they pertain to each individual student activity. Records must be sufficiently detailed in order to support a full reconciliation of funds collected, funds deposited and funds expended for each student activity.
- b) Student Activity Collection Forms and copies of completed deposit forms must be retained by the school office and filed by individual student activity. Copies of submitted invoices, vouchers, reimbursement forms or other expenditure-related documentation must be retained by the school office and filed by individual student activity.
- c) Each principal or designee is responsible for tracking deposits and expenditures for each individual student activity (funds raised for "Field trip a" may not be used for expenditures related to "Field trip B"). The Student Activity Tracking Form (available in Forms) or a comparable reconciliation tool developed by the principal or designee should be maintained on an ongoing basis.
- d) Financial Operations will perform an audit of each school's student activity accounts annually and may audit any documentation throughout the year upon request.

Reporting Lost/Stolen Funds

- a) In the event that funds collected for student activities are lost or stolen, the school principal is responsible for immediately notifying the Chief Financial Officer
- b) AND for filing a written incident report to the CPS Office of Safety and Security.
- c) In addition, if theft is suspected, a police report may be required.

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- d) The Chief Financial Officer will meet with the principal to determine what immediate steps may be necessary to ensure that the student activity for which funds were intended is not negatively impacted.
- e) In addition, loss of funds will trigger an immediate review of the procedures in place at the school.
- f) The Office of Safety and Security will initiate an investigation into the incident and will contact the Peabody Police Department if required.

Closure and Dissolution of Inactive Accounts

- a) Whenever possible, excess balances collected for particular student activities should be avoided.
- b) Student activity balances with no activity (deposits or disbursements) for two years will be closed and any balances shall be deposited to the City of Peabody's general scholarship account.

Student Activity Checking Accounts

- a) Massachusetts General Laws (MGL) Chapter 71 Section 47 allow for the establishment of Student Activity Checking Accounts in addition to Student Activity Agency Funds.
- b) The benefit of opening a Student Activity Checking Account is to be able to pay vendors who would be difficult to pay through the City's vendor system.
- c) This option is allowed for student activity monies because they are not subject to Chapter 30B public procurement law.
- d) However, with proper advance planning, most types of expenses can be processed efficiently through the City's vendor system utilizing the Student Activity Agency Fund.
- e) Before deciding whether to establish a Student Activity Checking Account for your school, please contact the Finance Office to discuss whether it is a practical option for your school.
- f) Opening a Student Activity Checking Account adds a layer of complexity and risk to the management of these monies that may not be necessary for the types of activities that most schools are doing.
- g) Student Activity Checking Accounts are for expenditures only.
- h) In order for monies to be expended from the Student Activity Checking Account, the school must make a deposit to the Student Activity Agency Fund
- i) Then request a transfer from the Agency Fund to the Checking Account to fund a particular expense or series of expenses.
- j) Checking accounts for the Elementary and Upper Schools will be limited to a \$5,000 balance; the High School is limited to a \$25,000 balance.
- k) School principals will be the signers on all checking accounts and will be responsible for ensuring that all transactions are reasonable and proper.
- l) Principals are also responsible for securing checkbooks in the school safe and limiting access.
- m) Schools will be required to reconcile the account on a regular basis, maintain documentation for all expenses, and ensure that sufficient funds are transferred from the Agency Fund to the Checking Account and available to meet the obligation of any check that is written by the principal.

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Expenditures from the Student Activity Checking Account

- a) With sufficient lead time, most payments can be processed directly from the Student Activity Agency Fund.
- b) Only schools that anticipate having to pay vendors who would be difficult to pay through the City's vendor system should consider requesting a Student Activity Checking Account.
- c) Examples of payments that may be difficult to process through the vendor system include but are not limited to group travel payments (airlines, hotels), as well as expenditures where immediate payment is required and the exact amount is not known in advance.
- d) The Student Activity Checking Account is for expenditures only.
- e) No deposits may be made directly to the Student Activity Checking Account.
- f) All deposits must be made to the Student Activity Agency Fund. A balance is maintained in the Student Activity Checking Account through transfers from the Student Activity Agency Fund to the Student Activity Checking Account upon the request of the Principal.
- g) All expenditures/disbursements from the Student Activity Checking Account must be made by check.
- h) No cash withdrawals may be made. Student Activity Checking Accounts No check may be written payable to cash.
- i) Checks in excess of \$5,000 must be co-signed by the City Treasurer or paid directly from the Agency Fund through the City's vendor check process as described in Section D above.
- j) Contact Financial Operations should you require a disbursement in excess of this threshold.
- k) All checks require an original signature by the Principal. Signature stamps are not permitted.
- l) All checks issued will require invoices or receipts to document the disbursement.
- m) Whenever possible, checks should be written against existing invoices and issued to vendors directly.
- n) For reimbursement of up-front costs, prior approval must be obtained from the principal, and receipts will be required before a reimbursement check will be issued.
- n) Certain types of expenditures MUST be made directly from the Student Activity Agency Fund and MAY NOT be made from the Student Activity Checking Account.
- o) Personnel or sole proprietors: No personnel costs or payments to individuals (with the exception of reimbursements) may be made from the Student Activity Checking Account.
- p) Payment of wages or stipends to individuals is taxable income which must be paid through payroll.
- q) Should payments of this nature be required from student activity funds, a service agreement and payment voucher should be processed in the same manner they are processed for the general fund except that you will utilize your provided Agency Fund budget codes?
- r) Replenishing the Student Activity Checking Account via Transfer of Funds from Student Activity Agency Fund to Student Activity Checking Account.
- s) The Student Activity Checking Account balance is maintained by periodic transfers from the Student Activity Agency Fund to the Student Activity Checking Account, to the extent that money is available in the Student Activity Agency Fund.
- t) To initially fund the Student Activity Checking Account, funds up to the maximum checking account balance shall be transferred from the Student Activity Agency Fund to the Student Activity Checking Account. Student Activity Checking Accounts

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- u) All expenditures must be documented with original receipts/invoices and check copies before additional transfers to replenish the Checking Account will be processed.
- v) Review the following scenario as an example of how the process works: An elementary school deposits \$10,000 into their Student Activity Agency Fund after collecting money from families for a school trip.
- w) The school has never used their Student Activity Checking Account before.
- x) The principal requests that the checking account be initially funded with \$5,000 (the maximum balance).
- y) A transfer of funds is made from the Student Activity Agency Fund to the Student Activity Checking Account.
- z) There is now \$5,000 in the Agency Fund and \$5,000 in the Checking Account. The School writes a check for \$1,000 to a hotel.
- aa) There is now \$5,000 in the Student Activity Agency Fund and \$4,000 in the Student Activity Checking Account.
- bb) The School provides Financial Operations with a copy of the check written to the hotel and the invoice/receipt provided by the hotel.
- cc) At this time the school may request, if they wish, to transfer another \$1,000 (or less) from the Agency Fund to the Checking Account, replenishing the Checking Account to its \$5,000 maximum balance.
- dd) The Agency Fund balance is now \$4,000.
- ee) Replenishment of the checking account is requested by submitting the Checking Account Replenishment Request form (see attached) to the Financial Operations department, accompanied by original receipts or invoices and copies of all checks issued.
- ff) Once the payment request is processed and approved, an electronic transfer of funds from the Agency Account to the Checking Account is made in the amount of the request.

Recordkeeping

- a) Tracking and reconciling student activity monies becomes much more complex when utilizing both the Student Activity Agency Fund and the Student Activity Checking Account.
- b) In addition to the recordkeeping requirements of the Agency Fund alone, including documentation and reconciliation by student activity of all collections, deposits, and Agency Fund expenditures, schools with checking accounts must also process, track, document and reconcile by student activity all transfers from the Agency Fund to the Checking Account and expenses made from the Checking Account.
- c) The attached Student Activity Tracking Form for Schools with Checking Accounts or some other comparable tracking form must be utilized by the school to ensure that funds are properly reconciled on an ongoing basis.
- d) Financial Operations can provide the Excel version of the template upon request and offer training for schools as needed.

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ATTACHMENT B - STATEMENT OF PURPOSE

The following examples describe the scope and purpose of common student activities along with examples of revenues and expenditures.

A.V. Club – The purpose of this club is to educate students about projectors and sound systems. Club members can be called on to help set-up audio visual equipment in classrooms, auditoriums, and at sporting events. Revenues may consist of fees, donations and fund raisers. Expenses are related to club activities. Equipment and supplies purchased with activity funds are property of this group and should not be used for general operations. This club is open to students in all grades. Club Advisor is assigned each school year.

Art/Graphic Club - The purpose of this club is to encourage fine art awareness and to enhance, enrich, and foster art club member's exposure to art and creativity through field trips, student exhibitions, workshops, and hosting visiting artists. Revenues include donations and fund raisers. Expenses consist of supplies and services related to club activities. Equipment and supplies purchased with activity funds are property of this group and should not be used for general operations. Open to students in all grades. Club Advisor is assigned each school year.

Business Club – The purpose of this club is to provide students with workforce-readiness skills that will enable them to meet the demands of the labor market through the creation and operation of business enterprises. Revenues include sales generated and fund raisers, and donations. Expenses include product, supplies and services related to club activities.

Computer Club - The purpose of this club is to foster interest and support of computers and to expand the technical knowledge of club members through interaction with others in computer and computer related fields. Revenues include club fees, donations and fund raisers. Expenses consist of supplies and services related to club activities. Equipment and supplies remain the property of this group and should not be used for general operations. Open to students in all grades. Club Advisor is assigned each school year.

Class Accounts - The purpose of the [insert class name] account is to track and manage revenues and expenses related to class activities such as school pictures, yearbooks, class rings, etc. Such monies shall be expended for the benefit of students. Revenues include class dues, donations and fund raisers. Expenses consist of supplies and services related to class activities. Open to student class officers in a specific grade. Club Advisor is assigned each school year.

Drama Club – The purpose of this club is to help students become familiar with acting and stage craft and actively participate in the various aspects of the production, such as: acting, set building and painting, costumes, makeup, lighting, and sound. Revenues include club fees, performance fees, donations and fund raisers. Expenses consist of supplies and services related to productions and other club activities.

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STATEMENT OF PURPOSE (continued)

Language(s) Club(s) - The purpose of the [INSERT LANGUAGE NAME] club shall be to foster a wide student interest and participation in activities by providing leadership, programs, and service, to assist students in developing skills and leadership, to encourage excellence in academics, and to offer a competitive [INSERT LANGUAGE NAME] club program. Revenues include club fees, donations and expenses include supplies and services.

Model United Nations (U.N.) – The purpose of this club is to which involves substantial researching, public speaking, debating, and writing skills, as well as critical thinking, teamwork, and leadership abilities and to educate students about other countries and to roleplay as delegates to the United Nations. Revenues include club fees, donations and fund raisers. Expenses consist of supplies and services related to club activities.

National Honor Society- The purpose of this club is to provide opportunities for students to reach their greatest potential in school and in life, assist students to become college and career ready, and to provide students and parents with college admission and financial aid planning through resources and other tools. Revenues include club fees, donations and fund raisers. Expenses consist of supplies and services related to club activities. Open to students in all grades. Club Advisor is assigned each school year.

Newspaper/Periodical Club – The purpose of this club is to help students learn about journalism, by writing and conveying their thoughts, ideas, and impressions, through use of solid research while developing the ability to express them in a manner that is respectful, thoughtful, and accepted. Revenues include club fees, donations and fund raisers. Expenses consist of supplies and services related to club activities.

Sport(s) Club(s) - The objectives and purpose of the [INSERT SPORT NAME] club shall be to foster a wide student interest and participation in activities by providing leadership, programs, and service, to assist students in developing skills and leadership, and to offer a competitive [INSERT SPORT NAME] club program. Revenues include donations and fund raisers. Expenses consist of supplies and services related to club activities. Open to students in all grades. Club Advisor is assigned each school year.

Student Council – The purpose of this club is to encourage students to take on a leadership role within their school, to promote good citizenship in the student body, to assist in school affairs and activities, and to help raise awareness for various issues. Revenues include class dues, donations and fund raisers. Expenses consist of supplies and services related to class activities. Open to student class officers in a specific grade. Club Advisor is assigned each school year.

Yearbook – The purpose of this club is to allow students to take part in the creation and publication of the annual yearbook for their school while learning technical aspects of design, layout and photography. Revenues include yearbook fees, donations and fund raisers. Expenses consist of supplies and services related to class activities. Open to student class officers in a specific grade. Club Advisor is assigned each school year.

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ATTACHMENT C - STUDENT ACTIVITIES CHECKLIST**

GENERAL MANAGEMENT

1. All over-night travel authorized in advance by the School Committee.
2. All student activity finances managed by the School Principal (or designee).
3. All students have an opportunity to take part in co-curricular student activities.
4. Students participate in the decision-making process for student activities.
5. There a written Statement of Purpose for the student activity funds.
6. Student Activity Advisors trained to manage their responsibilities.
7. Procedures exist for the acceptance and deposit of gifts.
8. Procedures exist for reporting problems, discrepancies and/or concerns.
9. A policy exists for use of student activity funds to pay for student travel.
10. A Travel Authorization Form completed and approved in advance by the Principal.
11. A financial record of travel expenses filed by the Advisor after the trip.

CASH RECEIPTS

15. The student activity funds have a separate checking account.
16. The student activity funds have an interest bearing agency account.
17. Only the Treasurer makes transfers between agency and checking accounts.
18. All deposits are made only to the student activity agency account.
19. All deposits are made into agency account at least on a weekly basis.
20. All receipts for bank deposits accompanied by a signed deposit slip.
21. All deposit receipts handed over within twenty-four (24) hours.
22. With large transaction sales (prom, yearbook) two (2) people count cash.
23. All receipts from large transactions sales controlled with pre-numbered forms.
24. A reconciliation process completed to verify/audit pre-numbered receipts.
25. All monies not deposited are kept overnight in a locked safe/secured area.
26. No student activity monies are ever taken home overnight.

FINANCIAL MANAGEMENT

27. All student activity funds are recorded through a financial software program.
28. The software program record and report all receipts and disbursements.
29. Individual subsidiary accounts maintained within the software program.
30. There written descriptions for each individual subsidiary account.
31. The software program runs reports by individual subsidiary account.
32. All revenues and expenditures are coded properly to subsidiary accounts.
33. The school receives copies of monthly bank accounts.
34. Interest earned by the agency account credited to the student activity account.
35. The school audit bank statements against financial software reports.
36. Bank reconciliations completed monthly or at least quarterly.
37. There a standard procedure/form used for bank reconciliations.
38. Copies of monthly bank reconciliations sent in to the Business Office.
39. Student Activity Advisors made aware of subsidiary account balances.

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STUDENT ACTIVITIES CHECKLIST (continued)

PURCHASING

40. A competitive process followed prior to making purchases for student activities.
41. The receipt of products/services verified before payment is made.
42. Physical copies of paperwork (PO's, invoices, etc.) are kept on file.
43. Items purchased with student activity funds are segregated from use in classrooms.

PAYMENT OF FUNDS

44. All student activity disbursements made by check and never paid with cash.
45. A record of numbered checks maintained, including void checks.
46. A standard form used by the Student Activity Advisors to request a check.
47. Checks are signed only after they are completely prepared (no blank checks).
48. There two signatures on checks for individual disbursements over \$600.
49. All disbursements exceeding \$600 approved by the Business Office in advance.
50. All Student Activity Advisors reimbursed for expenses through the activity fund.
51. All student activity checks properly assigned and never written out to "Cash".
52. All individuals who write checks are prevented from doing bank reconciliations.
53. All disbursements include adequate supporting documentation.
54. Disbursements are limited to avoid subsidiary accounts going into deficit.
55. The payment of testing fees prevented from being charged to student activities.
56. The payment of payroll/stipend not allowed to be charged to student activities.

CLASS ACCOUNTS

57. There a separate class account established for each grade.
58. Class accounts disposed of within one (1) year of graduation.
59. There a specified length of time prior to disposing of inactive class account.
60. Prior to disposing of inactive class accounts all assets recorded in writing.
61. Attempts are made to contact prior class officers regarding inactive class accounts.
62. The disposition of inactive class accounts are authorized by the School Committee.

AUDITING

63. There are written procedures on the safeguarding of student activity funds.
64. There are different people responsible for cash handling and deposit recording.
65. There are sufficient internal controls regarding management of student activity funds.
66. The Student Activity funds are audited at least quarterly by the School.
67. The Student Activity funds are reviewed annually by the Business Office.
68. The Student Activity funds audited every 3-year by an Independent Audit firm.