

STUDENT ACTIVITY ACCOUNTS

Section J: Students

File: JJF

The single most important protection for any Student Activities Account is to separate the duties and responsibilities of those collecting and depositing money from those who disburse or spend it.

The School Committee shall adopt procedures for the creation, operation, and control of Student Activity Funds.

1. An interest bearing account has been created by the City Treasurer to be used as a depository for all monies raised by student organizations. The account is "Newburyport Public Schools Student Activities".
2. A sub account has been created for each (checking account) for the purpose of paying daily student activity expenditures. A limit of \$75,000 will be maintained. When these funds need to be replenished, a warrant will be produced. A voucher with verification of expenditure attached (approved by Principal) will be provided showing amounts of the requested funds that have been paid by the Student Activity Accounts. Both the Warrant and vouchers must be approved by the Assistant Superintendent of Finance or his/her designee before being presented to the School Committee for authorization.
3. All bank deposits must be evidenced by a student activity deposit slip signed by the advisor with the student organization to be credited and forwarded to the Bookkeeper in charge of the Student Activity for deposit. Any monies not deposited shall be held over in the school safe and deposited the next day.
4. Miscellaneous student earnings (such as vending machines) will be distributed for student activity benefit. The earnings will be used for the direct benefit of student at the appropriate school.
5. Fundraising events must be held in accordance with School Committee Policy. Fundraising financial results must be reported to the Principal within one week of the conclusion of the event. Funds must be deposited in accordance with prior instructions.
6. A standard Request for Funds form will accompany all requests for payments. The Request for Funds form will state to whom the check is payable and the amount. The check will be prepared by the Student Activities Bookkeeper and signed by an authorized signer. A copy of the check and request/invoice will be kept on file with the Student Activity bookkeeper. All purchases are to be made under the town tax exempt number.
 - a. No check will be made payable to cash.
 - b. No check will be issued without bills or receipts.
 - c. Vendor statements shall not be accepted
 - d. All checks shall be sequentially numbered and accounted for including voids
 - e. Both accounts will have 2 signers authorized; principal and central office finance. Both signatures will be required for any amount of \$5,000 or higher
7. Student Activity Accounts shall be maintained by the Principal and Student Activity Bookkeeper. The receipts and expenditures should match to the appropriate recognized Student Activity Account. The student organization accounts should be balanced to the control accounts.
8. Bank and account reconciliations will be performed monthly by the Student Activity Bookkeeper. Copies of Student Accounts will be sent to Principals, Business Manager and to each account advisor as requested.
9. School Committee policies shall specify the use and disposition of all interest earned, which shall be for the benefit of the students participating in activities.
 - a. Interest earned on deposits may be expended for operating costs related to the operation of the Student Activity Account
 - i. Bank charges, audits, forms, tickets and computer supplies
 - b. Balance of unused interest will be distributed to the Student Organization account using a distribution formula based on the average monthly balance in each account.
10. Any student organization account inactive for a period of three (3) years shall be closed by the following action;

- a. Written notification by the student activity bookkeeper to the student advisors & principal that the activity will cease to be a viable account. If an advisor or student office/treasurer is not available, such discontinuance will be authorized by the principal.
 - b. Any disposition of assets of an inactive recognized Student Activity Organization shall be determined by the School Committee, but in no case shall disposition benefit specific individuals. (the primary goal in disposition should be to benefit the student body)
 - c. Senior Class accounts shall remain open ninety (90) days after graduation to insure that all outstanding bills can be paid. Upon completion of the ninety (90) days, all funds in not withdrawn by the officers shall be forwarded to the elected treasurer of the graduation Senior Class. Once a class of student graduates, the school district is no longer responsible for these monies.
11. Storage of checkbooks and deposits shall be in the central office, locked cabinet. Storage of documents and records shall be in a secure and confidential place.
 12. An internal audit will be conducted once a year by the Assistant Superintendent of Finance or his/her designee. An independent audit by an outside auditing firm shall be scheduled every three (3) years. The audits shall be paid for by interest earned by the Student Activity accounts. Ongoing internal reviews should be done by the Assistant Superintendent for Business and Finance or his/her designee.
 13. Faculty advisors or student offices shall not benefit from Student Activity Funds.
 14. Staff Accounts, Athletic Revolving Accounts and Scholarship Accounts may not be commingled and maintained under the student activity account.
 15. A bond is maintained which covers employees who handle Student Activity Funds.
 16. Financial advisors to other fundraising bodies not under the direct control of the Newburyport Public Schools such as all Booster, PTO and Post-Graduation Party organizers will be encouraged to purchase a bond covering funds held on deposit. The cost of the bond will be the responsibility of the individual organization.
 17. Student advisors, or others involved in purchasing, may not benefit personally from any purchasing – either directly or indirectly.
 18. Reimbursement of funds are allowed only when the option to purchase through the schools purchasing process is not available. All reimbursement purchases must be pre-approved by the principal and the reason must be stated on the appropriate form, no reimbursement will be approved without the proper documentation; reimbursement form signed by principal and a detailed receipt.

References:

SOURCE: Reading School Committee

LEGAL REF.: M.G.L. 71:47
603 CMR 26.06

Version Control

Action	Date
First Reading	6/5/2017
Second Reading	6/19/2017
Adopted	6/19/2017