

STUDENT POLICIESCOCURRICULAR AND EXTRACURRICULAR PROGRAMSStudent Activities Fund

Money from the student activities funds should be used for covering operating costs of each organization. The elected treasurer of the organization and/or the activity advisor shall be responsible for the handling of all money along with the treasurer of the School District.

Update
Presentation: 1/20/99

First
Vote: 2/3/99

Second
Vote: 2/17/99

West Genesee Central School District
Student Activity Fund
Procedure Guide

Source Document:

The Safeguarding, Accounting, and Auditing of Extra Classroom Activity Funds –
Finance Pamphlet 2 – Revised 1999

Overview

The management of student activity funds should provide the students involved with basic practical business experiences. The skills acquired will help those involved to better understand the practice of collecting funds, depositing collections, and the disbursement of funds for approved activities. The procedures that follow shall be used as a tool to assure the safeguarding of monies that are raised through the activities of our student activity groups.

Student Activity Groups

Currently, West Genesee Middle School, Camillus Middle School, and West Genesee High School have approved student activity accounts. The following guidelines will be used for the safeguarding of the funds raised by activities sponsored by these groups.

Annual Appointment of Advisors and Officers

On an annual basis, each student activity group will have a faculty advisor appointed by the Board of Education, and student officers that are appointed through an election held by each student activity group. Following the appointment of the faculty advisor and student officers, the appointees shall complete a Student Activity Group Annual Information Sheet, (Appendix A) and forward one copy to the business office and the building principal. Each student activity group should retain a copy for their records.

Accounting of Student Activity Funds

- Two separate and independent records of each student activity fund's receipts and disbursements shall be maintained, one by the student activity fund treasurer, and one by the central treasurer. (Appendix B)
- The authority to expend monies shall be separate from the custody of monies.
- All accounts shall be audited on an annual basis.

Accounting of Student Activity Funds – Continued

- The Central Treasurer is responsible for the investment of student activity funds. Such investments must be done in a manner to maximize interest earned without risking any principal investment.
- The following receipts and disbursement procedures shall be followed in an effort to minimize the potential for loss of funds.

Procedures for the Receipts of Monies

It is essential to protect the money collected, and the individuals collecting the monies. To do this it is critical to promptly verify the collections, record the collections, and deposit the collections. The following procedures should be used to facilitate the proper handling on monies:

- Pre-numbered tickets and pre-numbered duplicate Activity Treasurer’s Receipts should be used for all major fundraisers. (Appendix C) The person in charge of sales shall be responsible for the reporting of the beginning ticket number and the ending ticket number. The receipts taken in should agree with the number of tickets sold at the amount per ticket.
- All sales for major fundraisers should include the message of, “checks or money orders shall be made out to”. Cash sales should be strongly discouraged.
- Provide a sufficient number of ticket sellers and scheduled sale dates to avoid hurried sales.
- Ticket sellers should be provided an audited amount of change for sales.
- Ticket sellers should not be responsible for watching the activity entrance(s).
- Adult supervision should be established for all types of fundraisers, sales, and activities.
- In the event of sales such as candy sales, each seller shall sign for the amount of inventory received on an Inventory Control Form. The individual sellers are then responsible for the proceeds of the sale and the safety of any unsold inventory. (Appendix D)
- Immediately following the completion of any ticket sales or fund raising activity period, the sellers shall return all unsold tickets or inventory, the full amount of change initially received, and an accounting of all of the monies collected from sales to the building principal or designee.
- The monies collected, including the initial change for sales and sale receipts, from fundraisers or activities shall be verified together by the sellers, adult supervisor, and building principal or designee.
- If the receipts are collected outside of the normal business hours, all money will be put in the school vault or safe, following verification by the ticket sellers, adult supervisor, and building principal. **In no case shall money be left in an advisor’s room, cabinet, desk, home or in a student’s possession at any time.**

Procedures for the Receipts of Monies - Continued

- On the first business day following the collection of money, the building principal or designee shall notify the Central Treasurer that there is money that has been collected that needs to be deposited. The deposit must include a pre-numbered Deposit Receipt Form. (Appendix E) The Central Treasurer shall make arrangements to pick up the money at the respective building. At the time the money is picked up, the Central Treasurer will sign for the money being picked up. Immediately upon return, the Central Treasurer will verify the amount of funds that have been turned over. If the deposit is accurate the Central Treasurer will issue a Central Treasurer's Receipt. (Appendix F) If there is a discrepancy, the Central Treasurer will immediately contact the Building Principal or designee to notify them of the discrepancy.
- The Central Treasurer will make daily deposits at the bank designated for student activity funds.
- At no time should any building keep cash from sales over \$250.00 in their possession, unless the event happens outside of the normal business hours of the Central Treasurer.
- At the close of a fundraiser or activity, the faculty advisor and student treasurer shall prepare and sign a Statement of Profit and Loss detailing all revenues and expenditures relating to the fundraiser or activity. (Appendix G) Upon completion, this statement shall be forwarded to the Central Treasurer.

Purchasing and Disbursement of Funds

- Money may be spent by student organizations in any reasonable manner they see fit.
- To request the disbursement of funds, the Central Treasurer shall receive a Payment Order explaining the details and amount requested for each disbursement request. (Appendix H) The Payment Order shall include the signatures of the faculty advisor, student treasurer, and the building principal as well as an original copy of the invoice from the vendor.
- The Central Treasurer, after auditing the claim for accuracy, proper documentation, and funds available, shall issue a check with the Central Treasurers signature. (Appendix I) This check shall be forwarded to the Building Principal. Upon receipt, the Building Principal will counter sign the check before forwarding it back to the advisor to mail.

Reconciliations

- Each student treasurer shall submit a monthly summary of cash receipts and disbursements to the Central Treasurer. (Appendix J)
- The Central Treasurer shall reconcile the Student Activity Funds bank account on a monthly basis.
- The district independent auditor shall audit the student activity funds and respective bank reconciliation's on an annual basis.

APPENDIX B

09/08/10
SAMPLE DETAIL ACCOUNT TRANSACTION

WEST GENESEE CSD

9:08AM

DATE	REF#	INV#	VEND#	EXPLANATION	SCH#	DEBITS	CREDITS	BALANCE
7/1/2010		42		OPENING LEDGER ENTRIES	JE-1	\$0.00	\$5,000.00	\$5,000.00
7/8/2010	800001	SUMMER MUSIC PROGRAM	2618	SUMMER MUSIC PROG	CD-1	\$250.00	\$0.00	\$4,750.00
7/14/2010	12493			#4652 - HS MUSIC - SUMMER LESSONS	CR-1	\$0.00	\$100.00	\$4,850.00
7/16/2010	12494			#4653 - HS MUSIC - SUMMER LESSONS	CR-1	\$0.00	\$600.00	\$5,450.00
7/20/2010	800002		40351	1096 SUMMER JAZZ SHIRTS	CD-1	\$125.00	\$0.00	\$5,325.00
7/20/2010	800003		17651	1974 MUSIC BOOSTER LIAB	CD-1	\$200.00	\$0.00	\$5,125.00
7/28/2010	12530			#4654 - SUMMER MUSIC FEE	CR-1	\$0.00	\$150.00	\$5,275.00
7/28/2010	12531			#4655- SUMMER MUSIC LESSON FEE	CR-1	\$0.00	\$75.00	\$5,350.00
8/2/2010	12580			#4656 - HS MUSIC - SUMMER MUSIC FEES	CR-2	\$0.00	\$30.00	\$5,380.00
8/12/2010	800007	CUST # 0634968	6113	MUSIC SUPPLIES	CD-3	\$75.00	\$0.00	\$5,305.00
8/12/2010	800011	ADDTL DONATION	2618	ADTL DONATION MUSIC	CD-3	\$100.00	\$0.00	\$5,205.00
8/23/2010	800012	SUMMER ACCOMPANIST	6123	ACCOMPANIST	CD-3	\$25.00	\$0.00	\$5,180.00
8/23/2010	800014	ACT# 2968 FUNERAL	2118	FUNERAL ARRANGEMENT	CD-3	\$10.00	\$0.00	\$5,170.00

APPENDIX C

ACTIVITY TREASURER'S RECEIPT NO. 000

DATE: _____

Name of School: _____ \$ _____

_____ Dollars

For: _____

Activity: _____

Original to purchaser or depositor
Copy to activity treasurer

Activity Treasurer

This pre-numbered form is used by the treasurers of the activity treasurer for acknowledging receipt of money. If possible, these forms shall be stamped with the name of the activity before the blanks are issued to the activity treasurers. This form and some other documentary evidence, such as the statement of profit and loss, shall together account for all the money taken in by the activity. Pads of forms can be purchased as needed from office supply stores.

APPENDIX E

WGCS Student Activity Fund Deposit Slip			7001
School: _____	Currency:	Rolled Coins:	
Activity: _____	\$20's \$ _____	Quarters \$ _____	
Date: _____	\$10's \$ _____	Dimes \$ _____	
Advisor: _____	\$5's \$ _____	Nickels \$ _____	
(Signature)	\$1's \$ _____	Pennies \$ _____	
Student Treasurer: _____	Other: \$ _____	Loose Coins \$ _____	
(Signature)		Subtotal Currency and Coin \$ _____	
Collected For: _____		Subtotal Checks \$ _____	
DO-040 White copy: Central treasurer		TOTAL DEPOSIT \$ <input style="width: 80px; height: 25px;" type="text"/>	
R 11/11 Yellow copy: Activity treasurer			

(Duplicate form)

APPENDIX F

TREASURER'S RECEIPT

WEST GENESEE CSD

Receipt # _____

Date: _____

Received From/For: #8255 – HS MUSIC – CITRUS SALE

\$ _____

**** _____ DOLLARS & _____ CENTS****

ACCOUNT

DEBIT

CREDIT

XC 200

XC HSMUSIC

Signature

APPENDIX G

Statement of Profit and Loss

Club Name _____

Activity _____ Activity Date(s) _____

Subject to NYS Sales Tax? Yes No (Circle One)

Receipts

Date of Sale	Description of Sale Itcm(s)	Ticket Numbers		Total Number Sold	Sale Price Per Item	Total Receipts
		From and Including	Including			
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Anticipated Receipts \$ _____

Total Actual Receipts \$ _____

Disbursements

Date	Payee	Check #	Purpose	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Anticipated Disbursements \$ _____

Total Actual Disbursements \$ _____

PROFIT (LOSS) \$ _____

\$ _____

Club Treasurer

Adviser

Date

APPENDIX - H

<p>Verification of Available Balance by Faculty Advisor</p> <p>Balance Forwarded \$ _____</p> <p>Deposit \$ _____</p> <p>Amount of Unencumbered Balance \$ _____</p> <p>Amount of this Payment Order \$ _____</p> <p>Available Balance after this Payment \$ _____</p>	<p style="text-align: center;">WGCS D Student Activity Fund Disbursing Order</p> <p style="text-align: right;">No: _____</p> <p>School: _____ Date: _____</p> <p>Pay to the Order of: _____ \$ _____</p> <p style="text-align: right;">_____ Dollars</p> <p>For: _____</p> <p>Charge to the Account of: (Activity Fund) _____</p> <p>I HEREBY CERTIFY that the attached invoice or advanced requisition is correct and a proper charge against the account of the herein named activity.</p> <p>Activity Fund Student Treasurer: _____</p> <p>Approved by: (Activity Advisor) _____</p> <p>Approved by: (Building Principal) _____</p> <p><small>DO-039 R 11/11</small></p>
<p>White Copy – Central Treasurer</p> <p>Yellow Copy – Building Principal</p> <p>Pink Copy – Activity Treasurer</p>	

(triplicate form)

APPENDIX I

NO. 800014

WEST GENESEE CENTRAL SCHOOL DISTRICT*300 SANDERSON DRIVE*CAMILLUS,NY 13031

PO #	BUDGET ACCOUNT	INVOICE NUMBER	AMOUNT
	XCHMUSIC	ACT # XXXXX	\$ XX.XX

VENDOR:	CHECK TOTAL	\$ XX.XX
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WEST GENESEE CENTRAL SCHOOL DISTRICT
 300 SANDERSON DRIVE
 CAMILLUS, NY 13031

ACTIVITY FUND

DATE: XXXXXXXX

VOID VOID VOID VOID VOID VOID VOID VOID

PAY
TO
THE
ORDER
OF

NON-NEGOTIABLE



WEST GENESEE CENTRAL SCHOOL DISTRICT
 300 SANDERSON DRIVE
 CAMILLUS, NY 13031

TO: Activity Fund Advisors
RE: Student Activity Deposits and Disbursements

The Business Office is the recipient of your various activity funds for deposit into the bank as well as disbursing orders that generate checks for payment of your activity expenses. **ALL FUNDS MUST BE DEPOSITED AND DISBURSED THROUGH THE DISTRICT OFFICE. **Please see your Procedure Guide for full instructions and sample forms****

Please remember to keep clearly labeled detail records for each deposit. Put the number from each Student Deposit Slip on the back-up document(s). You will need to leave your records with your school office **before you leave in June, for access by the Auditors**. Please check with your building principal before retrieving your records from the school office to make sure that the auditors are done with their review.

Please prepare all deposits in the following manner:

Deposit Slip: Should be **entirely** filled in, including **signatures of both advisor & student treasurer**. The Student Treasurer must **sign** each deposit slip. The advisor cannot fill in the name of the student. **All deposits must be sent to the district office within 5 business days of receipt**. We have had several bounced checks due to checks being held more than 5 days. Also, you must send supporting documentation for each deposit. Examples include- a listing of payers, what they are paying for and the cost of each item/service being sold.

Checks: Must be made payable to **West Genesee C.S.D. Student Activity Fund**. Please note that there is only one account at the bank for all of the interscholastic activity funds. Therefore, checks should be made out to "W.G.C.S.D. Student Activity Fund" as opposed to the individual school or activity. The school and activity should be referenced in the memo area of the check. Please make sure that all blanks on checks are filled in and that the amounts correspond. Also, if the payer alters the check, please make sure that the alteration is initialed by the payer.

Currency: Should be face up, in one direction and enclosed in currency straps. Odd bills can be placed in straps with the denomination-side reversed and the amount written on the outside.

Coins: Should be inserted in coin wrappers. Short rolls should not be submitted. Loose coins should be placed in a coin envelope with the amount indicated.

Disbursing Orders: Please be sure that disbursing orders are filled in completely. We require three (3) signatures on each disbursing order: those of the activity advisor, the activity student treasurer and the building principal. Any disbursing orders received incomplete will be sent back to the advisor causing payment to be delayed. Requests for payment must include original invoices (not statements or copies) or other documentation/back-up as appropriate. Payments to individuals for services must include their address and Social Security number.

Activity funds are not tax exempt. Please inform your vendors at the time of ordering.

Contact your school's main office for blank deposit slips and disbursing orders.

****Please see your Procedure Guide for full instructions and sample forms.****

September 3, 2013

Dear Advisor:

Welcome back. This letter is to remind you of the financial responsibilities as an advisor for one of our student activities. Please read the attached carefully as the district and you as the advisor are required to follow the practices set forth by New York State. Please note the section regarding your student treasurer and their duties related to deposits. **Their signature is required on each deposit.**

As you know, the Business Office is using our financial software - Finance Manager to maintain the student activity records. **You are still responsible for maintaining your own student ledger to reconcile to the Business Office records.**

Please fill in the enclosed "Student Activity Information" form and return it to me at the Business Office as soon as possible. This is **required** for audit purposes. A copy must also be sent to your building principal.

All fundraisers require a profit and loss statement. This statement must be turned in to the Business Office once the fundraiser has ended. Please refer to Appendix G for an example of the information required. An Excel spreadsheet that includes this information is acceptable. If you have questions or would like to meet to discuss please call Elke at 4694.

If you do not plan to have any financial activity for the account for the 2013-2014 school year, please send the form back to me and indicate that the fund will not be financially active this year.

If you have any questions, I can be reached at 487-4692. Thank you and I hope you have a great year!

Sincerely,

Barbara Schmidt
Accounting Department
District Office

enclosure