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**AURORA PUBLIC SCHOOLS**

**APS Code: JJF**

**Adopted February 1977**

**Recorded November 1998**

**Reviewed September 2007**

**Reviewed September 2015**

**Reviewed November 2018**

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### **STUDENT ACTIVITIES FUNDS**

The Superintendent of Schools shall establish a procedure, consistent with state statutes, for collection, depositing, spending and accounting to the Board of Education for all monies derived for school-sponsored activities. These funds shall be subject to periodic audits with such audit reports being made available to the Board of Education and to others as directed by the Board of Education.

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**AURORA PUBLIC SCHOOLS**  
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## **STUDENT ACTIVITIES FUNDS**

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Each school principal shall be responsible for ensuring that all funds and accounts under his/her jurisdiction shall be accounted for, in accordance with adopted finance and audit procedures of the district. Complete financial records must be maintained which will provide detailed information on all receipts, disbursements and transfers of monies.

#### **I. Pupil Activity Funds**

All monies derived from school-sponsored activities and district approved fees must be accounted for in one of the designated programs established by the Division of Finance.

Accounts may not be overdrawn as of the end of the district's fiscal year.

#### **II. Reporting Discrepancies, Thefts or Misappropriations**

Any employee of the district who encounters a discrepancy of funds or accounting, or encounters an actual or suspected theft or misappropriation of district property, shall immediately report the situation to the risk management and/or internal auditing offices.

#### **III. Receipt and Deposit of Monies**

##### **A. Receipt of Cash**

All monies collected from school-sponsored activities (except athletic gate receipts) will be recorded by the school secretary/bookkeeper on a pre-numbered cash receipt form. The school secretary/bookkeeper or their designee shall be the only persons permitted to issue these receipts, with all such receipts being accounted for. In the event that a receipt is filled out incorrectly, it shall be voided and retained in the file.

1. When monies are collected by other than the school secretary/bookkeeper, the form entitled "Group Collection Record" (form #1005) shall be utilized by

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the collecting agent (examples: shop teachers, annual sales, club dues, etc.) and then forwarded to the school secretary/bookkeeper who will issue a pre-numbered cash receipt.

2. Individuals who desire a receipt when paying for items (example: shop, annual sales, etc.) shall be referred to the school secretary/bookkeeper for payment and receipt.
3. All monies collected and recorded on the "Group Collection Record" will be the personal responsibility of the individual making the collection.
4. All funds received shall be properly secured at all times.

### **B. Receipt of Checks**

Receipt of checks shall be handled in the same manner as the receipt of monies, except with the following restrictions:

1. All checks received should immediately be endorsed by using the endorsement stamp provided by the Division of Finance.
2. No second party checks are to be accepted.
3. No additional checks will be accepted from those individuals who have submitted a bad check until full restitution has been made.
4. Good business judgment should be used when accepting all other checks, i.e.; do not accept altered checks, checks written in pencil, post-dated checks or checks over a month old.
5. It will be the responsibility of the school principal or designee to

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follow up on all insufficient funds/returned checks. Returned checks must be charged to the pupil activity account to which it was initially credited.

6. Checks from employees for cash are not to be accepted.
7. Receipt of two insufficient fund checks will precipitate a **cash only** basis for the individual involved for the remainder of the school year.
8. Checks deemed uncollectible should be maintained on file at the site, along with summary of collection attempts, name of person contacted, address of person contacted and telephone number of the individual who submitted the check will accompany the returned checks.
9. Acceptance of checks may be limited by sites for certain events or during specific periods of time as approved by the site budget authority.

### **C. Receipt of Credit Cards**

1. Credit card information may be hand entered or swiped into credit card processing system. To secure credit card information, numbers must not be written down. Stored information may contain no more than the last four digits of any credit card number.
2. Signatures should be obtained when a credit card is presented.
3. Credit card convenience fees and processing fees may be charged to card holder.

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- a. Fees will be clearly stated before payment is processed.
- b. Convenience fees and processing fees will not be refunded.

**D. Deposit of Monies**

- 1. Money may be deposited only in the bank designated and only in those accounts approved by the Division of Finance.
- 2. No other bank accounts may be opened for the purpose of conducting business related to the school district.
- 3. Monies may be deposited only by those persons authorized to do so by the school principal.
- 4. All monies must be deposited intact. "Intact" refers to a secretary/bookkeeper not making changes in the bank deposits for employees.
- 5. Deposits will be made in accordance with the scheduled armored car pick-up, unless prior arrangements have been made with the Division of Finance. Prior to pick up, all funds will be properly secured.
- 6. Bank deposit slips must be prepared in triplicate. The original will go to the bank with the deposit. The second copy will go to the Division of Finance attached to an Aurora Public Schools AR Deposit Report and the third copy will remain at the school.

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7. Pre-numbered deposit ticket books will be provided by the Division of Finance.
8. One adding machine tape of checks will be retained at the school and a second one will be sent to the bank with the original deposit ticket.
9. Any voided deposit tickets must be sent to the district accounting office.
10. Bank deposits must be prepared using good internal controls, including but not limited to, independent count of cash and checks in order to verify total amount deposited, balancing bank deposit total to receipts total, balancing bank deposit to Oracle deposit report.

#### **IV. Disbursement of Monies**

- A. A request for purchase must be submitted to the school secretary/bookkeeper for actual payment or reimbursements on club account expenditures. The request must contain a description of the materials, supplies and/or services being purchased, the dollar amount involved, the student account (club account) to be charged, the invoice or receipt, if a reimbursement is being made, and the signature of the principal or assistant principal, the club sponsor, and the club treasurer (student). If a student is requesting reimbursement for monies, his signature is to be required. The school secretary/bookkeeper should, under no circumstances, request checks without the above-mentioned documentation.
- B. Employees other than administrators shall obtain authorization from their immediate supervisors or administrators prior to making a petty cash purchase. Original itemized receipts must be provided for all petty cash expenditures. The principal or designee shall be responsible for monitoring the petty cash expenditures.

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C. The school principal, or designee, must approve all requests for money and all purchase requests.

### **V. Transfer of Funds**

Transfers between student accounts must be approved by the principal or assistant principal in charge of student accounts and the club treasurer. The amount of the transfer and the purpose must be fully documented in writing.

### **VI. Inventories**

A physical inventory of all shop supplies and all arts and crafts supplies, which are held for resale to students, will be taken at the beginning of each school term (quarter and/or semester) and at the end of each school year.

### **VII. Periodic Financial Reports**

Reports are available from the district financial system and should be reviewed monthly. Additional reports may be obtained from the district financial system on an as-needed basis.