

# **Student Activity Account**

Class of 2020 Reconciliation  
October 26, 2020

*(includes corrections to slides “B” and “D”; the original slides are included at the end as presented)*

# Development from Projection to Actual

7th & 8th Grade Student Activity Accounts during Class of 2020 Tenure			
	ORIGINAL Projection Early June	July 14 Operations Meeting	Sept 21 Board Meeting
<u>2018-19 7th Grade Student Activity Account:</u>			
Opening Balance	12,121.15	12,121.15	12,121.15
2018 Chicken BBQ final expenses	(363.22)	(363.22)	(363.22)
Little Caesars Pizza - Inflow	3,041.00	3,041.00	3,041.00
Little Caesars Pizza - Outflow	(2,043.00)	(2,043.00)	(2,043.00)
Cookie Dough - Inflow	3,120.00	3,120.00	3,120.00
Cookie Dough - Outflow	(1,851.60)	(1,851.60)	(1,851.60)
Poinsettias - Inflow	843.00	843.00	843.00
Poinsettias - Outflow	(530.00)	(530.00)	(530.00)
Gertrude Hawk - Inflow	1,822.75	1,822.75	1,822.75
Gertrude Hawk - Outflow	(921.53)	(921.53)	(921.53)
7th Grade Dance - Net	530.25	530.25	530.25
Chicken BBQ - Inflow	7,773.53	7,773.53	7,773.53
Chicken BBQ - Outflow	(2,551.06)	(2,551.06)	(2,551.06)
Ending book balance	20,991.27	20,991.27	20,991.27
Less: Opening Balance	(12,121.15)	(12,121.15)	(12,121.15)
Add back: 2017-18 final expense	363.22	363.22	363.22
Final Net Class of 2020 Profit (Loss)	9,233.34	9,233.34	9,233.34
<u>2019-20 8th Grade Student Activity Account:</u>			
Opening Balance	927.97	(415.03)	(415.03)
JG reimbursement for 2019 graduation	(21.00)	(21.00)	(21.00)
Transfer from 7th Grade SA a/c to 8th Grade	9,233.34	9,233.34	9,233.34
7th grade dues deposited in 8th grade	789.45	789.45	789.45
Chicken BBQ ticket \$ deposited in 19-20	65.00	65.00	65.00
Abilities field day shirts	758.00	758.00	758.00
8th grade dues received	7,690.00	8,518.00	8,518.00
Brazelets - Inflow	390.00	390.00	390.00
Brazelets - Outflow	(150.00)	(150.00)	(150.00)
Mums - Inflow	1,895.00	1,895.00	1,895.00
Mums - Outflow	(1,528.50)	(1,528.50)	(1,528.50)
Yankee Candle - Inflow	3,077.00	3,023.00	3,023.00
Yankee Candle - Outflow	(1,963.89)	(1,963.85)	(1,963.85)
Dances - Inflow	2,575.50	2,372.50	2,372.50
Dances - Outflow	(1,473.04)	(1,473.04)	(1,473.04)
Deposit to tour co. for DC	(10,000.00)	(10,000.00)	(10,000.00)
Photographer - deposit	(400.00)	(400.00)	(400.00)
Flowers - for pictures	(182.00)	(182.00)	(182.00)
Balance at May 31, 2020	11,682.83	10,910.87	10,910.87
Spiritwear revenue share	860.00	860.00	860.00
Dances - Undeposited receipts	571.00	-	-
Photographer	(1,472.00)	(1,472.00)	(1,472.00)
Lawn Signs	(352.00)	(352.00)	(352.00)
T-shirts	(658.00)	(707.00)	(707.00)
DC Gift Bags	(2,868.55)	(2,298.71)	(2,298.71)
Other final expenses	(1,000.00)	-	-
Graduation / year-end picnic	(3,000.00)	(2,619.59)	(2,619.59)
Class Gift	(3,000.00)	-	-
Less: Return 8th Grade Dues paid	(7,690.00)	(7,690.00)	(7,690.00)
Less: Return 7th Grade Dues paid	-	(1,894.00)	(1,894.00)
Add back: deposit to DC tour company	10,000.00	8,750.00	7,500.00
Projected Net Class of 2020 Profit (Loss)	3,073.28	3,487.57	2,237.57
Less: Opening Balance	(927.97)	415.03	415.03
Less: 2019 field day shirts	-	(758.00)	(758.00)
Add back: 2018-19 final expense	21.00	21.00	21.00
Projected Unused (Overspent) 8th Grade Funds	2,166.31	3,165.60	1,915.60

A

B

C

D

The chart to the left can be found within the public attachments on the website, and is the basis for this discussion.

The slides to follow will break this down into 'bite size' pieces so that it is easier to see on screen and explain.

## A) Class of 2020: 7th Grade Activity - ACTUAL

2018-19 7th Grade Account:	From Prior Classes	Re Class of 2020			FINAL Per Books
		Inflows	Outflows	Net	
Opening Balance - 7/1/2018	12,121.15	-	-	-	12,121.15
2018 Chicken BBQ final expenses	(363.22)	-	-	-	(363.22)
Little Caesars Pizza	-	3,041.00	(2,043.00)	998.00	998.00
Cookie Dough	-	3,120.00	(1,851.60)	1,268.40	1,268.40
Poinsettias	-	843.00	(530.00)	313.00	313.00
Gertrude Hawk	-	1,822.75	(921.53)	901.22	901.22
7th Grade Dance	-	530.25	-	530.25	530.25
Chicken BBQ	-	7,773.53	(2,551.06)	5,222.47	5,222.47
<b>Ending Balance at 6/30/2019</b>	<b>11,757.93</b>	<b>17,130.53</b>	<b>(7,897.19)</b>	<b>9,233.34</b>	<b>20,991.27</b>

**Note:** Practice had been to collect and submit 'cash dues' to the Business Office along with fundraiser proceeds. The Class Advisor maintained records to distinguish between fundraised proceeds and cash dues. A review of those records revealed a total of \$1,105 of the inflows reported above were sourced by direct parent-paid dues during the 2018-19 school year, and are included within the \$17,130.53 of total inflows above.

## B) Class of 2020: 8th Grade Activity - ACTUAL (1/2)

2019-20 8th Grade Account:	From Prior Classes	Re Class of 2020			Per Books
		Inflows	Outflows	Net	
Opening Balance - 7/1/2019	(415.03)	-	-	-	(415.03)
2019 Abilities field day shirts	758.00	-	-	-	758.00
JG reimbursement for 2019 graduation	(21.00)	-	-	-	(21.00)
Transfer from 7th Grade to 8th Grade	-	9,233.34	-	9,233.34	9,233.34
7th grade dues deposited in 8th grade	-	789.45	-	789.45	789.45
Chicken BBQ ticket \$ late deposit	-	65.00	-	65.00	65.00
8th grade dues received	-	7,690.00	-	7,690.00	7,690.00
Bracelets	-	390.00	(150.00)	240.00	240.00
Mums	-	1,895.00	(1,528.50)	366.50	366.50
Yankee Candle	-	3,077.00	(1,963.85)	1,113.15	1,113.15
Dances	-	3,146.50	(1,473.04)	1,673.46	1,673.46
<b>Subtotal Pre-Tour Deposit</b>	<b>321.97</b>	<b>26,286.29</b>	<b>(5,115.39)</b>	<b>21,170.90</b>	<b>21,492.87</b>
Deposit to tour company	-	-	(10,000.00)	(10,000.00)	(10,000.00)
<b>Subtotal Pre-Shutdown</b>	<b>321.97</b>	<b>26,286.29</b>	<b>(15,115.39)</b>	<b>11,170.90</b>	<b>11,492.87</b>

Note: May photographer deposit and flowers for RH pictures are included on the next sheet.

## C) Class of 2020: 8th Grade Activity - ACTUAL (2/2)

2019-20 8th Grade Account:	From Prior Classes	Re Class of 2020			Sept 30, 2020 Per Books	PENDING	PROJECTED FINAL
		Inflows	Outflows	Net			
<b>Subtotal Pre-Shutdown</b>	<b>321.97</b>	<b>26,286.29</b>	<b>(15,115.39)</b>	<b>11,170.90</b>	<b>11,492.87</b>	<b>-</b>	<b>11,492.87</b>
Spiritwear revenue share	-	860.00	-	860.00	860.00	-	860.00
Portraits at RH	-	-	(2,054.00)	(2,054.00)	(2,054.00)	-	(2,054.00)
Lawn signs and t-shirts	-	-	(1,059.00)	(1,059.00)	(1,059.00)	-	(1,059.00)
DC gift bags	-	-	(2,298.71)	(2,298.71)	(2,298.71)	-	(2,298.71)
Graduation / picnic	-	-	(2,105.59)	(2,105.59)	(2,105.59)	(514.00)	(2,619.59)
Scholarships	-	150.00	(350.00)	(200.00)	(200.00)	200.00	-
Return 8th grade cash dues	-	-	(7,528.13)	(7,528.13)	(7,528.13)	(161.87)	(7,690.00)
Return 7th grade cash dues	-	-	(1,894.00)	(1,894.00)	(1,894.00)	-	(1,894.00)
Refund from Tour Company	-	7,500.00	-	7,500.00	7,500.00	-	7,500.00
<b>Ending Balance at 6/30/2020</b>	<b>321.97</b>	<b>34,796.29</b>	<b>(32,404.82)</b>	<b>2,391.47</b>	<b>2,713.44</b>	<b>(475.87)</b>	<b>2,237.57</b>
Less: from prior classes							(321.97)
<b>Class of 2020 remainder</b>							<b>1,915.60</b>

Note: Includes May photographer deposit and flowers for RH pictures.

# Final Balance

**\$1,915.60**    The final balance of available funds relative to the Class of 2020

No Class Gift

No “placeholders” except for pending transactions as noted

**\$1,250.00**    POTENTIAL additional credit from tour company against future trip

*IF the additional credit is realized, the Board has agreed to pass this credit back to the Class of 2020 in the same manner as agreed for the current balance.*



## D) Version Changes

	ORIGINAL (Early June)	Changes	Mid-July <sup>*</sup>	Changes	CURRENT	COMMENTARY
Transfer from 7th Grade to 8th Grade	9,233.34	-	9,233.34	-	9,233.34	No changes
Abilities field day shirts (2019)	758.00	(758.00)	-	-	-	Deposited 8/19; belongs to 2019 class
7th grade dues deposited in 8th grade	789.45	-	789.45	-	789.45	No changes
Chicken BBQ ticket \$ late deposit	65.00	-	65.00	-	65.00	No changes
8th grade dues received	7,690.00	-	7,690.00	-	7,690.00	No changes
Bracelets	240.00	-	240.00	-	240.00	No changes
Mums	366.50	-	366.50	-	366.50	No changes
Yankee Candle	1,113.15	-	1,113.15	-	1,113.15	No changes
Dances	1,673.46	-	1,673.46	-	1,673.46	No changes
Deposit to tour company	(10,000.00)	-	(10,000.00)	-	(10,000.00)	No changes
Spiritwear revenue share	860.00	-	860.00	-	860.00	No changes
Portraits at RH	(2,054.00)	-	(2,054.00)	-	(2,054.00)	No changes
Lawn signs and t-shirts	(1,010.00)	(49.00)	(1,059.00)	-	(1,059.00)	Final price vs. quote
DC gift bags	(2,868.55)	569.84	(2,298.71)	-	(2,298.71)	Returned items that came too late
Graduation / picnic	(3,000.00)	380.41	(2,619.59)	-	(2,619.59)	Original estimate vs. actual expenses
PLACEHOLDER - Class Gift	(3,000.00)	3,000.00	-	-	-	No class gift
PLACEHOLDER - Other Y/E Exps	(1,000.00)	1,000.00	-	-	-	No other expenses
Return 8th grade cash dues	(7,690.00)	-	(7,690.00)	-	(7,690.00)	No changes
Return 7th grade cash dues	-	(1,894.00)	(1,894.00)	-	(1,894.00)	Decision to also return 7th Grade dues
Refund from Tour Company	10,000.00	(1,250.00)	8,750.00	(1,250.00)	7,500.00	Decision to return only refunds realized
Ending Balance at 6/30/2020	2,166.35	999.25	3,165.60	(1,250.00)	1,915.60	

\* The ending balance of this version is within \$100 of the amount presented at the June 29, 2020 Board Meeting.

# Lessons Learned

- Current separation of duties continues to appropriately ensure that the “Student Activity Fund” only contains inflows and outflows related to the various student activities.
  - ◆ *Supported by annual external audit and related testing procedures*
- Previous method to track sub-accounts was well-intentioned, but carried an inherent risk of data-entry error.
  - ◆ *Spreadsheet has since been restructured to a “ledger-style” format*
  - ◆ *Allows for easier input, review, analysis, and reporting*
- Activity Advisors and Business Office need to collaborate
  - ◆ *Review messaging sent to families for impact, risk, and policy*
  - ◆ *Better communication around collections and purpose*
- However...
  - ◆ *There are no ‘Student’ accounts, only Student Activity accounts*
  - ◆ *Fundraised money is to support the Activity, not the individual*



# Sub Account Tracking

THEN:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB
1				Deposits			Withdrawals																					
2		2019																										
147	12/11/2019		DaVinci Center 5th	62.5					62.5																			
148	12/13/2019		Wolfpack Ride K-2	427																427								
149	12/13/2019		7th cookie dough	207									207															
150	12/13/2019		7th cookie dough	160									160															
151	12/13/2019		7th cookie dough	207									207															
152	12/16/2019	2653	DaVinci Center 5th				-451		-451																			
153	12/20/2019		DaVinci Center 5th	25					25																			
154	12/20/2019		Student Council Smelly Pencils	66																		66						
155	12/20/2019		Student Council Smelly Pencils	166.18																		166.18						
156																												
157			Interest	48.91					48.91																			
158																												
159	2020																											
160																												
161	1/3/2020		Wolfpack K-2	364.6																364.6								
162	1/3/2020		Smelly pencils Student Coun	92																		92						
163	1/3/2020		Drama Club	200																200								
164	1/5/2020	2655	Warren City All Star Band				-45		-45																			
165	1/6/2020	2656	UEMC				-107.55		-107.55																			
166	1/6/2020	2657	Print Abilities Music				-292.5		-292.5																			
167	1/6/2020	2658	Ann Hoyt Winter Concert				-200		-200																			
168	1/15/2020		Fund Raiser Pasta	362.2																		362.2						
169	1/15/2020		Fund Raiser Pasta	50																		50						
170	1/17/2020		trans to gen				-207		-207																			
171	1/24/2020		8th grade dues	475					475																			
172	1/25/2020		Healthy U	350																						350		
173	1/30/2020	2659	Gabگوی Jennifer				-63.48		-63.48																			
174																												
175			Interest	34.79					34.79																			
176																												
177	2020																											
178																												
179	2/4/2020		Yearbook	481					481																			
180	2/4/2020		Yearbook	35.5					35.5																			
181	2/7/2020		8th grade dance	1132.5					1132.5																			
182	2/7/2020		8th grade dance	684					684																			
183	2/10/2020		returned ex Penita				-15		-15																			
184	2/11/2020		returned ex Cuccinello				-15		-15																			
185	2/11/2020	2660	American Adven-Tours				-10000		-10000																			
186	2/11/2020	2661	Nick Serrano				-27.96		-27.96																	-27.96		
187	2/11/2020	2662	Nick Serrano				-160		-160																	-160		
188	2/14/2020		Spec Ed	72.32																						72.32		
189	2/14/2020		Spec Ed	3																						3		
190	2/18/2020	2663	Disc Jockey Lunden Fog				-275		-275																			
191	2/21/2020		Healthy U	200																								
192	2/22/2020	2664	High Note Festival				-1799		-1799																			
193	2/26/2020	2665	American Heart Asso				-476		-476																			
194	2/26/2020		Heart Challenge	476					476																			
195	2/27/2020		Yearbook	1115.5					1115.5																			
196	2/28/2020																											

NOW:

	C	D	E	F	G	H	I
1	Date	Reference	Description	Amount	SubFund	CLR	O/S
2644	4/22/2020	2071	Gertrude Hawk	(50.40)	Grade 7	CLR	-
2645	4/22/2020	2069	JW Pepper	(18.00)	Music	CLR	-
2646	4/22/2020	2070	Flaghouse	(35.50)	Student Council	CLR	-
2647	4/30/2020		Interest	5.23	Miscellaneous	CLR	-
2648	5/6/2020		Drama Broadway ticket reimg	4,200.00	Drama	CLR	-
2649	5/6/2020		Lakota Wolf Preserve	10.00	Miscellaneous	CLR	-
2650	5/12/2020		Drama bag buddy	35.00	Drama	CLR	-
2651	5/12/2020		Drama bag buddy	235.00	Drama	CLR	-
2652	5/12/2020		3rd grade trip centernary U	175.00	Miscellaneous	CLR	-
2653	5/12/2020		3rd grade trip centernary U	225.00	Miscellaneous	CLR	-
2654	5/12/2020		Yearbook	980.00	Yearbook	CLR	-

# REPLACED SLIDES

Between the original draft in June and the version produced in July, an entry was made to reallocate \$828 into direct parent-paid dues from Yankee Candle proceeds and Dance proceeds.

This entry was made based upon descriptions recorded in the tracking spreadsheet, which indicated these funds belonged to dues.

Upon review of the original deposits, the following was discovered:

- A \$759 deposit on 11/19/2019 with a tally sheet and checks noting 'dance' was erroneously recorded in the spreadsheet with the description 'dues'
- A \$670 deposit on 11/15/2019 with a tally sheet noting 'dues' included a \$54 check related to the Yankee Candle fundraiser
- An \$890 deposit on 3/3/2020 with a tally sheet noting 'dues' included a \$15 check related to a recent dance

The total of the above-highlighted items is the \$828 in question at the meeting.

**CONCLUSION:** These corrections had already been accounted for in the original figures in June, which was driven by the records of the class advisors, but were unintentionally 'uncorrected' by relying on the descriptions in the spreadsheet for the subsequent versions.

## B) Class of 2020: 8th Grade Activity - ACTUAL (1/2)

2019-20 8th Grade Account:	From Prior Classes	Re Class of 2020			Per Books
		Inflows	Outflows	Net	
Opening Balance - 7/1/2019	(415.03)	-	-	-	(415.03)
2019 Abilities field day shirts	758.00	-	-	-	758.00
JG reimbursement for 2019 graduation	(21.00)	-	-	-	(21.00)
Transfer from 7th Grade to 8th Grade	-	9,233.34	-	9,233.34	9,233.34
7th grade dues deposited in 8th grade	-	789.45	-	789.45	789.45
Chicken BBQ ticket \$ late deposit	-	65.00	-	65.00	65.00
8th grade dues received	-	<del>8,518.00</del>	-	<del>8,518.00</del>	<del>8,518.00</del>
Bracelets	-	390.00	(150.00)	240.00	240.00
Mums	-	1,895.00	(1,528.50)	366.50	366.50
Yankee Candle	-	<del>3,023.00</del>	(1,963.85)	<del>1,059.15</del>	<del>1,059.15</del>
Dances	-	<del>2,372.50</del>	(1,473.04)	<del>899.46</del>	<del>899.46</del>
<b>Subtotal Pre-Tour Deposit</b>	<b>321.97</b>	<b>26,286.29</b>	<b>(5,115.39)</b>	<b>21,170.90</b>	<b>21,492.87</b>
Deposit to tour company	-	-	(10,000.00)	(10,000.00)	(10,000.00)
<b>Subtotal Pre-Shutdown</b>	<b>321.97</b>	<b>26,286.29</b>	<b>(15,115.39)</b>	<b>11,170.90</b>	<b>11,492.87</b>

Note: May photographer deposit and flowers for RH pictures are included on the next sheet.

Strikeouts indicate where numbers have changed; net impact to the account and families is zero.

# D) Version Changes

Strikeouts indicate where numbers have changed; net impact to the account and families is zero.

	ORIGINAL (Early June)	Changes	Mid-July *	Changes	CURRENT	COMMENTARY
Transfer from 7th Grade to 8th Grade	9,233.34	-	9,233.34	-	9,233.34	No changes
Abilities field day shirts (2019)	758.00	(758.00)	-	-	-	Deposited 8/19; belongs to 2019 class
7th grade dues deposited in 8th grade	789.45	-	789.45	-	789.45	No changes
Chicken BBQ ticket \$ late deposit	65.00	-	65.00	-	65.00	No changes
8th grade dues received	7,690.00	<del>828.00</del>	<del>8,518.00</del>	-	<del>8,518.00</del>	Realloc'd from Yankee Candle & Dances
Bracelets	240.00	-	240.00	-	240.00	No changes
Mums	366.50	-	366.50	-	366.50	No changes
Yankee Candle	1,113.11	<del>(53.96)</del>	<del>1,059.15</del>	-	<del>1,059.15</del>	Original included some dues
Dances	1,673.46	<del>(774.00)</del>	<del>899.46</del>	-	<del>899.46</del>	Original included some dues
Deposit to tour company	(10,000.00)	-	(10,000.00)	-	(10,000.00)	No changes
Spiritwear revenue share	860.00	-	860.00	-	860.00	No changes
Portraits at RH	(2,054.00)	-	(2,054.00)	-	(2,054.00)	No changes
Lawn signs and t-shirts	(1,010.00)	(49.00)	(1,059.00)	-	(1,059.00)	Final price vs. quote
DC gift bags	(2,868.55)	569.84	(2,298.71)	-	(2,298.71)	Returned items that came too late
Graduation / picnic	(3,000.00)	380.41	(2,619.59)	-	(2,619.59)	Original estimate vs. actual expenses
PLACEHOLDER - Class Gift	(3,000.00)	3,000.00	-	-	-	No class gift
PLACEHOLDER - Other Y/E Exps	(1,000.00)	1,000.00	-	-	-	No other expenses
Return 8th grade cash dues	(7,690.00)	-	(7,690.00)	-	(7,690.00)	No changes
Return 7th grade cash dues	-	(1,894.00)	(1,894.00)	-	(1,894.00)	Decision to also return 7th Grade dues
Refund from Tour Company	10,000.00	(1,250.00)	8,750.00	(1,250.00)	7,500.00	Decision to return only refunds realized
Ending Balance at 6/30/2020	2,166.31	999.29	3,165.60	(1,250.00)	1,915.60	

\* The ending balance of this version is within \$100 of the amount presented at the June 29, 2020 Board Meeting.