

Clinton Public Schools

Student Activity Account Guidelines



IN THIS SECTION:

- General Information
- Operating Procedures
- Appendix

Clinton Public Schools
STUDENT ACTIVITY GUIDELINES MANUAL

Preface	4
Student Activity Law (M.G.L. C.71, S.47)	5
School Committee Policy	6-7
1. General Information	
a. Purpose & Use of Student Activity Accounts	10
b. Student Activity Agency Account & Checking Accounts Explained	10
c. Establishing a Student Activity Account	10
d. Roles & Responsibilities for Managing Student Activity Accounts	11
e. Bonding	11
f. Audits	11
g. Tax Exempt Status	11
h. Staff Funds	11
i. Gifts & Scholarships	12
2. Operating Procedures	
a. Accounting Systems, Forms and Record Keeping	12
b. Subsidiary Accounts	12
c. Receipts	13
d. Purchases	13
e. Expenditures/Disbursements/Checks	14
f. Reimbursements from the Agency Account to the Checking Account	15
g. Earnings	
i. Interest Earnings	15
ii. Other Earnings	15
h. Incoming Class Accounts, and Class Accounts at Graduation	16
i. Cash Boxes	16
j. Fund-Raisers	16

k. Inactive Accounts	17
l. Training Sessions	17
3. Appendix:	
a. ESE Audit Guidelines Appendix A: Frequently Asked Questions	19
b. Sample Forms	20-30
i. Event Financial Report	20
ii. Payment Request Form	21
iii. Check Reimbursement Request Form	22
iv. Accounts Payable Payment Request Form	23
v. Cash Box Log Form	24
vi. Reimbursement Reversal Request Form	25
vii. Request for Recognition of a Student Organization Form	26
viii. Field Trip Request Form	27-28
ix. Graduating Class Form	29
x. Student Treasurer Stipend Request Form	30

PREFACE

The Clinton Public Schools have established guidelines for principals and other school administrative staff on the proper management and operation of student activity funds. These guidelines were designed to ensure compliance with the state law governing student activity accounts, M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996, and School Committee Policy JJF. Additionally, these guidelines are necessary to ensure sound financial practices, safeguard student funds, and protect Clinton employees from allegations of wrongdoing. Any questions on the operation of these accounts should be directed to the School Business Manager.

STUDENT ACTIVITY LAW

M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996: Athletic Programs; School Organizations; Student Activity Accounts

“... [T]he school committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the school committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the school committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the school committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account.

To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the school committee shall be transferred from the Student Activity Agency Account through the warrant process to initially fund such Student Activity Checking Account. Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the school committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the Department of Education.”

CLINTON SCHOOL COMMITTEE POLICY (File JJF)

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account.

When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the Clinton Public Schools Donation Account to be expended by vote of the School Committee specifically for educational purposes.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. 71:47

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.

ADOPTED: November 28, 2016

Authorization

In accordance with M.G.L. Chapter 71, section 47 (as amended by Chapter 66 of the Acts of 1996), a school principal may receive monies in connection with the conduct of particular student activities and must deposit said monies via the Town Treasurer. The raising and expending of activity money by student bodies should have but one purpose: to promote the general welfare, education, and morale of all students through the financing of the normal legitimate co-curricular activities of the student body operation.

The Superintendent must approve all student activity accounts. Student Activity Accounts will be established upon the recommendation of students to the building principal. The principal, in turn, will make a recommendation to the Superintendent of Schools. The accounts must be specific to a student organization. No discretionary or commingled accounts can be established. An interest-bearing Student Activity Agency Account shall be established for the purpose of conducting student activities. All monies received in conjunction with approved student activities will be deposited into such Student Activity Fund Savings Account.

The High/Middle/Elementary School Principals will be provided with a checking account for expenditure purposes only. Funds may not be deposited directly into such accounts. The bank account will be issued via the Town Treasurer with a branch in Clinton.

The maximum balance that may be on deposit in each checking account is \$20,000. To the extent that funds are available in the Student Activity Agency Account, funds up to the maximum balances set by the School Committee will be transferred from the Student Activity Agency Account through the warrant process to initially fund each checking account. Periodically, to the extent that funds are available in the Agency Account, check reimbursement requests will be submitted to the School Business Manager to be paid through the warrant process.

Signature Authority

Principals must sign all checks and authorizations with an original signature. Signature stamps are not permitted. All checks in excess of the stated maximum must be paid through the Town Warrant. Beginning FY17, all individual checks in excess of \$10,000 must be paid directly through the Town Warrant.

Year-End Balances

All year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students. Upon graduation, the class balance shall be disbursed in accordance with the class vote (see Appendix for Form). Fund balances for each senior class may only be held in the Student Activity Agency Accounts (SAFA) for 90 calendar days past commencement. If graduating class intends on using the balance for reunions or other similar type of activity, the funds must be withdrawn and deposited by an individual and not held under the Town's Tax Exempt number. If there is no such vote and the 90 calendar days has passed by, all funds for that graduating class will be transferred to the **Clinton Public Schools Donation Account to be expended by vote of the School Committee specifically for educational purposes. These funds are a one-time revenue, therefore, they should be spend for one-time expenditures.**

Interest Earned

The interest earned by the Student Activity Fund Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity checking account shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- To cover the cost of periodic outside audits of the accounts; and
- To purchase forms and supplies related to maintaining the student activity agency account by the school and to cover the cost of a student(s) attending a class or school function when students are charged for such, but the principal determines the family is unable to cover such expenses.
- To cover the yearly stipend(s) given to the Student Treasurer(s) of Student Accounts

Commissions

Any monies paid to the school or to a student activity organization as commissions belong to the students. At no time shall such commission be used to benefit staff. Commissions should be spent in support of student clubs and co-curricular activities (source: yearbooks, student store, student pictures) or be deposited to the specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

Undesignated Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval. This plan must also be stated in the annual report to the School Committee or renewal each year.

Performance Bonds

The Town will ensure that the person(s) administering said accounts shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts

Account Reconciliation and Annual Report

An annual report on what the interest was used for shall be filed with the School Business Manager every August for the prior school year. Monthly account reconciliation will be the responsibility of the Principal or the Student Treasurer. The development and oversight of financial practices and procedures will be the responsibility of the School Business Manager combined with the Town Treasurer and Accountant. An audit of the student activity funds shall be conducted in accordance with the procedures as agreed upon between the School Committee and the auditor, based on DOE guidelines. A copy of the Student Activity Accounts Guidelines can be obtained from the School Business Manager.

GENERAL INFORMATION

Purpose and Use of Student Activity Accounts

Under the law, student activity accounts are “to be used for the express purpose of conducting student activities.” As such, the only groups who may use these accounts are those student organizations that have been formally recognized both by the Principal and Superintendent as student activities. Additionally, student activity accounts are specific to the student organizations; Principal’s discretionary and co-mingled accounts are not permitted.

The only revenues that may be deposited to the Student Activity Agency Account are those funds that have been raised by recognized student organizations. It is Clinton Public School’s opinion that gifts to recognized student organizations also may be deposited into the Student Activity Agency Account and expended in accordance with student activity policy and procedures.

Only those student organizations formally recognized as student activities may make expenditures from student activity accounts.

School Department fees, grants and general-purpose donations **MAY NOT** be deposited to student activity accounts. By statute, fees, gifts and grants to the School Department must be deposited with the Town Treasurer and held as separate accounts.

Student Activity Agency Account and Checking Accounts Explained

The Elementary, Middle and High School all maintain a separate checking account, and, in addition, the Town operates separate savings accounts for each school.

All funds raised by student activities are to be deposited to the Student Activity Fund Savings Account. Each school’s balance on deposit in this account is tracked on the Town’s Financial Management System. No student monies may be deposited to the individual checking accounts, the purpose of which is described in the next paragraph.

Student activity expenditures are made either directly from the Agency Account (via the Town’s regular warrant process), or from the checking account held at the Elementary/Middle/High Schools. The balance in each school’s checking account is maintained through periodic transfers of funds from the Agency (depository) Account, via the “reimbursement” process discussed below. As a safeguard against fraud and theft, the balance in each checking account is limited and set by the School Business Manager. For fiscal year 2017 the amounts were set at: \$20,000 for each school.

Establishing a Student Activity Account

The Superintendent must approve all student activities.

Student activity accounts are established upon the recommendation of students to the Building Principal. The Principal, in turn, will make a recommendation to the Superintendent of Schools. A student activity account must be specific to a student organization; no discretionary or co-mingled accounts are permitted. To assist with the establishment of student activities, a form for requesting recognition of a student organization has been developed, and is included in the Appendix.

Roles & Responsibilities for Managing Student Activity Accounts:

Principal: Since student activity funds belong to the students, the Principal is the fiduciary agent, who is accountable both to the students and the School Committee for ensuring that student funds are used properly, and at the direction and vote of the students. The Principal makes recommendations to the Superintendent for the creation of new student activities, signs student activity account checks, approves expenditures, collects student funds for deposit, and reconciles student accounts on a monthly basis to ensure balances are accurately maintained.

School Business Manager: The School Business Manager is charged with developing and overseeing financial practices and procedures for student activity accounts, which comply with financial requirements and School Committee policy. Additionally the School Business Manager oversees the reconciliation of student activity account at the end of the fiscal year.

Town Accountant: The Accountant controls all student account disbursement activity, according to Generally Accepted Accounting Principles (GAAP.) The Accountant has final authority to pay an invoice.

Town Treasurer: The Treasurer controls all bank relationships and procedures. The Treasurer has authority to freeze accounts, posts revenue to ledgers and completes cash transfers.

Support Staff: Support Staff(s) assist the Principal in executing his/her responsibilities with regard to student activity accounts. Support Staff do not have the authority to sign student activity checks. A yearly stipend will be given to a Student Treasurer as noted in the Teacher's contract.

Bonding

As required, "the Town will ensure that the person(s) administering said accounts shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts." Where applicable, general liability insurance coverage may be substituted for bonding.

Audits

In Clinton, an annual internal audit of the student activity funds will be conducted by the School Business Manager or the Town Accountant. A three year audit will be conducted by the Town's Independent Auditor, in conjunction with the preparation of Town-wide annual financial statements. Additionally, the Student Treasurer will monitor and review the student account activity on a regular basis.

Tax Exempt Status

All student account activity is conducted under the umbrella of the Town's tax exemption. As such, all expenditures should be made with the tax exemption number provided by Business Office. Monies not under the control of the school system (ex. PTC, Booster Clubs, staff monies, etc.) are not considered student activity monies and are not eligible to use the Town's tax exemption number.

Staff Funds

Under the law, student activity accounts are "to be used for the express purpose of conducting student activities."

Monies that belong to staff (sunshine funds, staff vending machines, etc.) may not be maintained in student activity accounts. Staff who wish to collect and expend funds for their own benefit must establish a bank account in their own name, and can not use the municipal/tax exempt number for such accounts.

Gifts & Scholarships

Gifts are governed by M.G.L. Chapter 44, Sect. 53A, M.G.L. Chapter 71, Sect. 37A, and School Committee Policy KCD. All gifts for educational purposes are deposited with the Town Treasurer and held as a separate accounts, once approved by the School Committee. Scholarship monies also are considered gifts for educational purposes, and, although expended under the jurisdiction of the School Committee, are in the custody of the Town Commissioners of Trust Funds.

OPERATING PROCEDURES

Accounting Systems, Forms & Record Keeping

To safeguard student assets, and to protect record keepers from potential charges of wrong doing, detailed records of student account activity should be kept, which include appropriate backup documents. A clear audit trail shall be left at all times, including:

- The use of pre-numbered deposit tickets and deposit transmittal slips, with an inventory system in place for monitoring the use of such.
- The use of standardized forms (for deposits, disbursements, etc.)
- A requirement that all disbursements be accompanied by an original invoice or receipt.
- A requirement that deposit transmittal slips be used, which clearly state the source and amount of each deposit, and which are signed by the Principals' designee.
- A policy that account reconciliations be done on a regular basis, with account information made available to the student officer/treasurer or advisor of each organization.
- The preparation of periodic financial reports, which are made in accordance with School Committee policy.
- The preparation of other reports, as required by the School Business Manager, the Superintendent and/or School Committee.
- Deposit tickets and transmittal slips are available from the Business Office. Sample forms are shown in the Appendix.
- Field trip request form, which provides information about the field trip and calculates participant fees.

Subsidiary Accounts

Each principal is responsible for maintaining subsidiary ledgers that match deposits and expenditures to individual student activities. Subsidiary accounts should be balanced on a regular basis to the total activity of the checking and Agency accounts, as shown in the Town's general ledger.

Principal's discretionary and co-mingled accounts are not permitted.

Receipts

Since the receipts process is the area most susceptible to abuse, the Clinton Public Schools have implemented strict procedures for the control of receipts:

- Only Clinton Public School staff and students are allowed to receive funds for deposit. Volunteers and other non-school personnel may not collect or handle school funds, including student activity receipts or trip-related funds.
- All monies received by student organizations (from fund-raisers, donations, etc.) should be turned over to the Principal's designee by the end of the business day, for subsequent deposit to the Student Activity Agency Account.
- If money is received after hours or on a weekend, it shall be turned over on the next business day.
- No student shall take money home at any time; money received over the weekend shall be secured in a locked vault on school property, or safeguarded by other means.
- Departments/schools are not allowed to retain cash receipts for petty cash purposes; all receivables must be deposited in a timely manner.
- Cash and checks may not be held longer than one week prior to deposit. Additionally, on any day that the cumulative cash balance exceeds \$200, or whenever the total receipts (cash and checks) collected exceed \$1,500, the Student Activity Account Manager MUST make a deposit.
- Under no circumstances shall monies be deposited to the school checking account; all student funds must be deposited to the Student Activity Agency Account.
- Funds must be stored in a locked safe or vault, prior to deposit.
- All funds turned over for deposit should be accompanied by a Student Activity Account Deposit Transmittal Slip stating the source of the monies and the amount being deposited. The school shall deposit directly to the savings account and then give the Accounting Clerk at the Central Office the deposit slip and form.
- The Principal's designee should retain copies of all deposit tickets, transmittal slips and supporting deposit information.
- Deposits and expenditures related to specific events shall be recorded on the Event Financial Form, found in the Appendix.

Purchases

- No purchases will be made without the prior approval of the Principal.
- The 'up fronting' of personal monies should be avoided whenever possible. If it is anticipated that 'up fronting' of monies may be necessary, prior approval shall be obtained from the Principal. Only students

and faculty may be reimbursed from student activity accounts; parents and non-school personnel may not be reimbursed from these funds.

- Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor, or other interested party.
- Purchases with student activity funds are exempt from Chapter 30B Uniform Procurement Act purchasing requirements, unless otherwise determined by the Office of the Inspector General.
- Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
- Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.

Expenditures/ Disbursements/ Checks

- All expenditures/disbursements from student activity accounts shall be made by check. **UNDER NO CIRCUMSTANCE SHOULD CASH BE PAID.**
- No check shall be written payable to cash.
- Checks shall be signed only after they are completely prepared.
- All checks require an original signature by the Principal. Signature stamps are not permitted.
- No checks shall be issued without original invoices or original receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks.
- In the event that a particular expenditure exceeds \$10,000, payment must be made via a warrant check made payable to the vendor. Proper procedures should apply when requesting such warrant check.
- A record of all checks issued will be maintained.
- All checks shall be accounted for, including voided checks (which shall be mutilated to avoid re-use but not destroyed).
- Checkbook reconciliations to bank statements and account reconciliations should be done at least quarterly by the Principal or the Student Treasurer (preferably monthly), and on an annual basis by the School Business Manager.
- A Student Activity Payment Request Form should be completed for all check requests by student organizations. This form shall be accompanied by original invoice(s)/ receipt(s) and supporting documents, and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the student organization to be charged, and the approval signature of the student officer/ Treasurer and/or Advisor.

- Expenditures and deposits related to specific events shall be recorded on the Event Financial Form, found in the Appendix.
- Sample forms are shown in the Appendix.

Reimbursements from the Agency Account to the Checking Account

After checks from the Student Activity checkbooks have been written, the balance in each checking account is replenished by means of an accounts payable 'reimbursement' from the Agency Account to the checking account.

'Reimbursements' are requested using the Check Reimbursement Request Form, accompanied by receipts, invoices and supporting materials, which document the disbursement of funds. If receipts or invoices are not available, the Principal must sign the payment request form, certifying that the expenditure was made.

Once the payment request is approved through the Town Warrant, the Treasurer authorizes check be processed from the Agency Account into the checking account in the amount of the payment request. The Principal, or designee, deposits the town check into the SAA checking account.

Earnings

A. Interest Earnings

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity checking account shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- To cover the cost of periodic outside audits of the accounts;
- To purchase forms and supplies related to maintaining the student activity agency account by the school;
- To cover the cost of a student(s) attending a class or school function when students are charged for such, but the principal determines the family is unable to cover such expenses.
- Student Treasurer Stipend (reimbursed via the payroll system)

B. Other Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval.

Incoming Class Accounts, and Class Accounts at High School Graduation

A class account will be established for each incoming Grade 9 class. Additionally, all year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next school, following the class of students.

Once a class has graduated from the High School, their funds should be removed from the High School Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred to the Clinton Public Schools Donation Account to be expended by vote of the School Committee specifically for educational purposes. These funds are one time revenue, therefore, they should be spent for one-time expenditures.

Cash Boxes

- Cash boxes for the purpose of making change at student events are available upon request from the Principal's designee. At no time shall a cash box be used as a petty cash fund.
- Cash boxes shall be signed out for each event, and returned to the Principal's designee at the conclusion of the event. A log box shall be kept which records which group is using the cash box, the date signed out, and amount in the cash box, and the signatures of both the person signing it out and the person receiving it. Upon return of the cash box, the log also shall record the date returned, the amount returned (which shall be equal to the amount signed out), and signatures of both parties again.
- Users must follow procedures for 'opening' and 'closing' a cash box, as detailed in the Cash Management guidelines.
- The cash box shall be closed out at the end of the fiscal year by depositing the money back to the main account. The amount deposited back must equal the amount originally withdrawn to establish the cash box.

The Cash Box Log Book form is shown in the Appendix.

Fund-Raisers

- Fund-raising activities must be conducted in accordance with School Committee policy. Student organizations may not conduct raffles or games of chance.
- All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".
- Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures (see "Purchases" and "Expenditures /Disbursements/Checks").

Inactive Accounts

Any student activity organization inactive for a period of three (3) years or more, and for which there have been no receipts or disbursements, shall require the following actions to be closed:

- Written notification by the advisor or student officer/treasurer to the Principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by recommendation of the Building Principal.
- All assets of the recognized student activity organization shall be determined and stated in writing.
- Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee. However, the primary goal in disposition should be to benefit the student body.

Training Sessions

The services and/or guidance of the superintendent's office, the school business office, or the superintendent's designee shall be made available to the principal's office to review laws and the essentials of good bookkeeping procedures to ensure accurate and auditable books/accounts.

It is recommended that an annual meeting be conducted for advisors and student officers/treasurers in early September to review these principles of the Student Activity Accounts system. Training shall be made available on the necessary procedures, forms, authorizations needed, and the books and records to be kept to accurately systemize an audit trail and procure the proper reports.

APPENDIX:

ESE Audit Guidelines Appendix A: Frequently Asked Questions

<u>Forms #</u>	<u>Form Name</u>
Form 1	Event Financial Report
Form 2	Payment Request Form
Form 3	Check Reimbursement Request Form
Form 4	Accounts Payable Payment Request Form
Form 5	Cash Box Log Form
Form 6	Reimbursement Reversal Request Form
Form 7	Request for Recognition of a Student Organization Form
Form 8	Field Trip Request Form
Form 9	Graduating Class Form
Form 10	Faculty Manager Stipend Request Form

Frequently Asked Questions

Q1: Are student activity disbursements subject to Chapter 30B procurement laws? No. It is ESE's opinion that Chapter 30B of the General Laws of Massachusetts does not pertain to purchases made with student activity funds because private purpose funds are exempt from Chapter 30B. While this exemption exists, ESE strongly encourages a competitive procurement process whenever possible.

Q2: May a student activity organization accept gifts and donations? Yes. It is ESE's opinion that gifts to recognized student activities can be deposited into the student activity agency account and expended in accordance with the local school committee's policies for expenditures from such student activity account. It is recommended to have gifts under a specific threshold accepted by the Superintendent and gifts over this threshold accepted by the School Committee. Gifts to other than student organizations are governed by Section 53A of Chapter 44 of the General Laws of Massachusetts.

Q3: May grants and gifts be accepted by a student activity organization for educational purposes? No. Under the provisions of Section 53A of Chapter 44 and Section 37A of Chapter 71 of the General Laws of Massachusetts, all grants and gifts for educational purposes shall be deposited with the City/Town/District Treasurer and held as a separate account by the municipality or district and not included within student activity funds.

Q4: May the student activity organizations conduct fund raising activities? Yes and No. Fund-raising activities should be held in accordance with School Committee policies and for the benefit of students to supplement student activities. If fund raisers are held to supplement operations, such as supplies, books and other operating costs, then they are considered part of the curriculum and will fall under Section 53A of Chapter 44 of the General Laws of Massachusetts and considered a gift to the municipality or district.

STUDENT ACTIVITY ACCOUNT

SAA-#1 Event Financial Report

To be filled out at the completion of all fund raisers, activities, etc.

CLUB/CLASS _____ DATE _____

EVENT _____ EVENT DATES _____

INCOME:

DEPOSIT DATE	SOURCE	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL INCOME		\$ _____

EXPENDITURES:

ITEM	CHECK #	AMOUNT
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL EXPENSE		\$ _____

PROFIT/LOSS \$ _____

SUBMITTED BY _____ DATE _____

REVIEWED BY _____ DATE _____

Form must be submitted to the School Bookkeeper.

STUDENT ACTIVITY ACCOUNT

SAA-#2 Payment Request Form

ORGANIZATION

CLUB/CLASS: _____ DATE _____

AMOUNT \$ _____

MAKE CHECKS PAYABLE TO: _____
(Vendor Name & Address) _____

PURPOSE: _____

WHICH OF THE FOLLOWING IS ATTACHED:

_____ **Original Bill/Invoice** (Not Yet Paid)

_____ **Original Receipts** (Paid By Individual Above) with copy of canceled check or credit card statement

REQUESTED BY: _____ FACULTY ADVISOR: _____

STUDENT TREASURER _____

APPROVED BY: _____

Principal

* * * * * Completed by
School Bookkeeper Office

CHECK: _____ CHECK DATE: _____ ISSUED BY: _____

COMMENTS: _____

* * * * * Completed by
DPS Business Office

DOCUMENTATION COMPLETE: YES: _____ NO: _____ SIGNED BY: _____

COMMENTS: _____

STUDENT ACTIVITY ACCOUNT

SAA-#3a CHECK REIMBURSEMENT REQUEST

SCHOOL: _____

ACCOUNT NUMBER: _____

CHECK #	CHECK DATE	PAYEE	ORGANIZATION/ CLUB/ CLASS	AMOUNT
TOTAL				

Attach the following original documents to the reimbursement request for each check:

- Completed check request form, with:
 - Original bill/invoice (not statement) **OR**
 - Original detailed receipt and credit card statement/canceled check and event document explaining details

Return completed form (with original backup) to: School Business Office

cc: Principal – copied documents

Class Advisor/Treasurer/Teacher – copied documents

STUDENT ACTIVITY ACCOUNT

SAA-#3b ACCOUNTS PAYABLE PAYMENT REQUEST

SCHOOL: _____

ACCOUNT NUMBER: _____

PAYEE	ORGANIZATION/ CLUB/ CLASS	AMOUNT
TOTAL		

Attach the following original documents to the reimbursement request for each check:

- Completed check request form, with:
 - Original bill/invoice (not statement) **OR**
 - Original detailed receipt /and credit card statement or canceled check with event document explaining details

Return completed form (with original backup) to: School Business Office

cc: Principal – copied documents
Class Advisor/Treasurer/Teacher – copied documents

STUDENT ACTIVITY ACCOUNT

SAA-#4 Cash Box Log Book

SIGN OUT: _____

SIGN IN: _____

Date Out	Club/ Teacher	Amount	Advisor Signature	Date In	Amount	Advisor Signature	Office Signature

STUDENT ACTIVITY ACCOUNT

SAA-#5 Reimbursement Reversal Request Form

School:	Date:
Check #:	Organization/Club/Class:
Reason for Reversal:	
Supporting Documentation (MUST be attached – select one) <input type="checkbox"/> Copy of Voided Check/ Other <input type="checkbox"/> Original Reimbursement Documentation	

SAA Secretary: _____ Date: _____

DPS Business Office: _____ Date: _____

Return completed form (with backup) to: School Business Office

cc: Principal – copied documents
Class Advisor/Treasurer/Teacher – copied documents

STUDENT ACTIVITY ACCOUNT
SAA-#6 Request For Recognition Of A Student Organization

SCHOOL: _____ DATE OF REQUEST: _____

The undersigned hereby request the recognition of the following student organizations, including approval to maintain monies in a student activity account.

Suggested Name of Organization: _____

Reasons for Forming This Organization: _____

Criteria for Membership in Organization: _____

Grade Span: _____

How will Adult Supervision be Achieved?: _____

If approved, we understand that the organization will be held accountable for complying with all regulations/guidelines/procedures for fundraising, procurement of goods and services under the Uniform Procurement Act (as required), and the handling of monies.

Student Signature

Teacher/Advisor Signature

Principal Signature

Student (Print Name)

Teacher/Advisor (Print Name)

* * * * * * * * * * * * * * *Completed by*
Superintendent's Office

The above organization is approved as a recognized student organization.

Superintendent

Date

Date approved by School Committee (if approved): _____

| |
|---------------------------------------|
| <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Out of State |

STUDENT ACTIVITY ACCOUNT

SAA-#7 Field Trip Request Form

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial prior approval of the School Committee. **The Superintendent approves all subsequent trips, with 30 days prior notice.** This form must be completely filled out. Forms with incomplete or missing information will be returned without approval:

SCHOOL: _____ **SCHOOL CLUB/CLASS:** _____

TRIP INFORMATION:

| | | | |
|---|--|--|----------------|
| Trip Destination: | | | |
| Trip Contact Name & Phone: | | | |
| Travel Agent Name & Phone: | | | |
| Travel Dates and Times: | Departure: | | Return: |
| Mode of Travel: | | | |
| Purpose of Trip/ Connection to DPS Curriculum: | | | |
| Additional Information for Overnight Trips: | Attach travel itinerary, travel budget and list of students. Itinerary should describe travel, transportation, accommodations and other pertinent information. | | |

TRIP LEADERS & CHAPERONES: (List all participants by name. Add additional sheets, as necessary. Check box to identify parents and other non-DPS Personnel)

| | | |
|-----------------------------|--|---|
| Trip Leader Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Trip Co-Leader Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Chaperone Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Chaperone Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Chaperone Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Chaperone Name: | | Parent/Non-DPS? <input type="checkbox"/> |
| Chaperone Name: | | Parent/Non-DPS? <input type="checkbox"/> |

TRIP BUDGET/ FEE CALCULATION:

| | | |
|---|---|------------------|
| Expense Budget: <i>(Include cost of all students and chaperones. Attach travel budget if available.)</i> | | \$ Amount |
| 1 | Cost of Travel: | \$ |
| 2 | Cost of Admission: | \$ |
| 3 | Other Cost: | \$ |
| 4 | Other Cost: | \$ |
| 5 | Grand Total Expenses: | \$ |
| Funding Sources: | | |
| 6 | Anticipated Donations from Outside Sources: <i>(Describe below)</i> | \$ |
| 7 | Anticipated Revenue from Fundraising: <i>(Describe below)</i> | \$ |
| 8 | Subtotal Donations & Fundraising <i>(Excluding Student Fees):</i> | \$ |
| 9 | Additional Funding from Student Fees: <i>(Row 5 Minus Row 8)</i> | \$ |
| 10 | Grand Total Funding Sources: <i>(Must Equal Line 5)</i> | \$ |
| Calculating Per Student Fee: | | |
| 11 | Total # Students Traveling: | |
| 12 | Anticipated # Student Scholarships: | |
| 13 | Net # Student Fees to Collect: <i>(Row 11 Minus Row 12)</i> | |
| 14 | Per Student Fee Amount: <i>(Collect this fee from students.) (Row 9 Divided by Row 13)</i> | \$ |
| Description of Outside Funding Sources (including In-Kind Contributions): | | |
| Fundraising Plan (if applicable)* | | |
| <p><small>* School Committee Policy # DFC: Prior approval of the Building Principal is required for all fundraising at school-sponsored events, on school property, or organized by students or school groups. Non-school groups may conduct raffles or games of chance to benefit Clinton Public Schools (DPS), with the prior approval of the Building Principal and in accordance with relevant laws. (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) Non-school groups, such as PTOs and Boosters, must agree to indemnify and hold harmless DPS from any claim related to the event. Superintendent approval of the fundraising activity is required, if more than one school is involved. All donations and fundraising proceeds must be accepted by vote of the School Committee, before they may be used or expended.</small></p> | | |

Signatures:

Principal: _____ **Date:** _____

Nurse: _____ **Date:** _____

Superintendent: *(Required for Overnight/ Out-of-State/ International Travel and Multi-School Fundraisers)* _____ **Date:** _____

School Committee: *(Required for Initial Overnight Out-of-State/ International Travel)* _____ **Date:** _____

STUDENT ACTIVITY ACCOUNT

SAA-#8 Student Activity Fund Officers – Class Accounts/Other SAF Accounts
Acknowledgement regarding Inactive Account Disposition

To be provided to Incoming Class Officers prior to establishing the Class Account

Incoming Class Accounts, and Class Accounts at Graduation

A class account will be established for each incoming Freshman class. Additionally, all year-end fund balances will be maintained with the class year/club. Class year accounts will move to the next grade, following the class of students. Upon graduation, the class balance shall be disbursed in accordance with the class vote. Such vote, and documentation of such vote, must be received by the high School Principal by June 30.

*Possible Recommendations for use of remaining funds include: donation to school; scholarship; set up Class Fund for remaining monies to be used for Class Reunions.

If there is no such vote, all funds will be transferred to the ***Clinton Public Schools Donation Account to be expended by vote of the School Committee specifically for educational purposes. These funds are one time revenue, therefore, they should be spent for one-time expenditures.***

We, the undersigned officers, as designated below, acknowledge receipt of the guideline regarding disposition of inactive class accounts that have not been properly and timely disposed of in accordance with a class vote as specified above:

| | |
|----------------------|----------------|
| _____ President | Class of _____ |
| _____ Vice President | Class of _____ |
| _____ Treasurer | Class of _____ |
| _____ Secretary | Class of _____ |
| _____ Historian | Class of _____ |

CLINTON PUBLIC SCHOOLS

STIPEND VOUCHER

☐ Grant Coordinator – Name of Grant _____

☐ Advisor

☐ Coach

☐ Mentor

☐ Building-Based Support Team

☐ Curriculum Development – Project _____

☐ 504 Coordinator

☐ Other: _____

Name: _____ Position: _____

School: _____

Amount: \$ _____

Please sign, date and return to Central Office.

Employee Signature: _____ Date: _____

Principal/Director Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Acknowledgement of Receipt of Student Activity Guidelines

The Clinton Public Schools have established guidelines for principals and other school administrative staff on the proper management and operation of student activity funds. These guidelines were designed to ensure compliance with the state law governing student activity accounts, M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996, and School Committee Policy JJF. Additionally, these guidelines are necessary to ensure sound financial practices, safeguard student funds, and protect Clinton employees from allegations of wrongdoing.

By signing below, I have attested that I have read the Clinton Public Schools Student Activity Account Guidelines and will follow all procedures stated in the guidelines.

Building Principal _____

Date _____

Advisor _____

Date _____

This acknowledgement must be kept on file with the School Business Manager and the Student Activity Director.