

PENN MANOR SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

APPROVED: November 15, 2012

REVISED:

618-AR-0. STUDENT ACTIVITY FUNDS

Student activity funds are raised by student effort through approved activities; accounting records are maintained by both the organization's Student Treasurer and the district Business Manager. Funds are dispersed according to the approved activity's bylaws, following action by the student group and/or the student officers, with the approval of the faculty advisor.

Student activity funds will be used to finance a program of activities that are not part of the regular curriculum and are not funded under the district's General Fund Budget. Funds raised and/or received will be expended for purposes that benefit students, student activity groups, or the entire student body.

Student activity funds will be managed in accordance with sound business practices, including appropriate budgeting and accounting procedures and thorough audits.

Student activity funds will be audited annually by the district auditor employed by the Board.

Records will be maintained for each school activity account with receipts, expenditures, and encumbrances recorded. Records should include all purchase orders issued, invoices, cancelled checks, account ledger cards and expenditure vouchers.

Responsibilities

All school activity funds are under the supervision of the principals. Source records maintained within the school will be audited annually.

Faculty advisors are responsible for working with students in specific activities and for carrying out administrative regulations.

The Business Manager is responsible for the financial management of the district's student activity funds. S/He will be responsible for maintaining the records of all activity accounts, including recording all receipts and disbursements of such funds.

The Business Manager or designee will reconcile bank accounts monthly.

The Business Manager or designee will prepare quarterly reports on the status of all student activity accounts and will submit such reports to the Board. The reports should reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts.

Purchasing

School activity accounts are subject to state law regarding purchasing:

1. Equipment, supplies and services costing \$4,000 or more, but less than \$10,000, must be purchased from the lowest responsible bidder after soliciting written quotations from three (3) or more firms.
2. Equipment, supplies and services costing \$10,000 or more will be purchased through a formal bid process. General bid conditions and technical performance specifications must be prepared, public notice of formal bid must be advertised in newspapers of general circulation, and formal Board approval must be granted before expenditures are made. The Business Office will provide assistance in the formal bid process by providing standardized general conditions, advertising and specification writing.
3. All contracts for the installment purchase, rental, or lease of equipment and services in excess of \$1,000 must be approved by the Business Manager.
4. For secondary level groups, a completed Expenditure Request Form must be initiated by the Student Treasurer and faculty advisor and approved by the principal. For elementary level groups, a completed Expenditure Request Form must be initiated by the faculty advisor and approved by the principal. Upon approval by the principal, a check will be issued.
5. Two (2) signatures are required for all withdrawals from checking and saving accounts. All checks must be signed by the designated Board officers.
6. Principals and faculty advisors will control purchases so that funds are available to pay suppliers promptly.
7. The name of the school activity account must be clearly identified on all purchase orders. All purchase orders will indicate approval by the student treasurer and faculty advisor.
8. The Business Office will promptly pay all bills upon receipt of approved itemized bills.

Procedures For Handling Money

Money collected for student activity accounts by students and employees will be handled following prudent business practices:

1. All money received in a school will be accounted for by use of written receipts.
2. For secondary level groups, money collected will be accounted for and prepared for deposit by the Student Treasurer, faculty advisor and principal. For elementary level groups, money collected will be accounted for and prepared for deposit by the faculty advisor and principal.
3. Collected cash and checks will be deposited promptly by the principal in the designated depository in the appropriate fund, clearly identifying the student activity account name.

4. Money collected after school hours will be deposited in a night depository if in excess of \$250. Lesser amounts will be kept in safekeeping and deposited in the bank on the next working day.
5. For effective checks and balances control, the same individual will not collect the money and make the deposit.
6. All checks must be stamped on the backside by a school or district name, followed by the designation of "For Deposit Only" with the student activity account number.
7. Money received for any ticket sales will be reconciled with the number of pre-numbered tickets issued and sold for the activity.
8. No expenditures or payments will be made from monies collected. All obligations incurred will be paid following the processing of approved vouchers and invoices.

The district will distribute copies of the Board policy 618 and these administrative regulations to principals, group advisors and student officers of the student activity organizations.