



SECTION 722

TITLE: STUDENT ACTIVITY ACCOUNT

# NESHAMINY SCHOOL DISTRICT

1		POLICY - 722 STUDENT ACTIVITY ACCOUNT	1
2	I. PURPOSE		2
3		The purpose of this Policy is to establish guidelines regarding the depositing	3
4		and disbursement of monies in the Student Activity Account created by the	4
5		Neshaminy School District pursuant to Section 511 of the Pennsylvania	5
6		Public School Code.	6
7	II. ADMINISTRATIVE		7
8	RESPONSIBILITY		8
9		A. All activity accounts shall be the responsibility of the principal, who is	9
10		designated as central treasurer of the activity accounts.	10
11			11
12		B. Each school activity group, regardless of grade level, which is authorized	12
13		to raise funds may elect a chairperson or a president and other officers	13
14		as needed. The organization shall be under the general stewardship	14
15		of a teacher or other adult sponsor appointed by the principal.	15
16			16
17	III. RESTRICTIONS		17
18		A. Only monies generated to promote the general welfare, education, and	18
19		morale of the students may be deposited and held in the Student	19
20		Activity Account.	20
21			21
22		B. Monies deposited in the Student Activity Account may only be used or	22
23		dispersed for purposes of activities that promote the general welfare,	23
24		education, and morale of the students.	24
25			25
26	IV. ADMINISTRATION		26
27	OF MONIES		27
28		A. The monies raised by a class or school organization shall be deposited in a	28
29		master account by building known as the (building name) Student Activity	29
30		Account at a depository approved by Neshaminy Board of School	30
31		Directors. For accounting and reporting purposes, however, separate	31
32		records must be maintained by each class or organization for that portion	32
33		of monies in the master account held on behalf of a particular class or	33
34		organization. Such records shall be kept in the manner prescribed by the	34

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Business Office of the Neshaminy School District.

B. The master account shall be primarily an account, which bears interest. Interest earned on the monies in the master account shall be distributed on at least a quarterly basis to the specific class or organization having money deposited in the master account as follows: The interest amount for the three month period shall be divided by the total of all positive monthly balances of activities fund accounts which are to receive pro-rated interest for this period and a particular class or organization will then be multiplied by the foregoing percentage. The product constitutes the amount of interest to be distributed to the particular class or organization for the quarter.

C. It will be the responsibility of the principal or designee to supervise a specific class or organization to render a report to the Board of School Directors on a periodic basis, at least quarterly, showing all balances, deposits, and disbursements of monies held in the master account on behalf of the class or organization.

D. If a disbursement of monies from the Student Activity Account is to be made, the class or organization must submit a voucher, in the form prescribed by the Business Office. Meeting minutes and/or resolutions of the class or organization which authorize disbursements should be kept by the class or organization and must be made available if requested. The voucher form must be signed by the Treasurer of the class or organization and the principal or designee to supervise that class or organization. The voucher is then to be forwarded and reviewed by the principal or designee of the school where the class or student organization is located for compliance with the requirements of this Policy. Upon compliance being confirmed, the principal or his designee will approve the voucher and forward same to the activity funds bookkeeper for preparation of a check to be drawn on the master account and co-signed by the principal or designee, and the activity funds

1		Policy #722 (Continued)	1
2		bookkeeper.	2
3			3
4		E. Should a disbursement from the Student Activity Account be for the	4
5		purpose of purchasing materials of supplies in excess of One Thousand	5
6		Dollars (\$1,000), then it will be necessary for the particular class or	6
7		organization to solicit quotations or bids, through the Business Office,	7
8		prior to the submission of the voucher required under Paragraph D	8
9		hereof, from (3) or more responsible manufacturers or dealers for such	9
10		materials or supplies so that such disbursement shall be made to the	10
11		lowest responsible bidder on the basis of price, quality, and service.	11
12		Bids are not required on items to be used for resale and on services	12
13		such as those of prom hotels and music groups.	13
14			14
15	V. BOOKKEEPING		15
16	PROCEDURES		16
17		A. Collections and Deposits	17
18		1. All amounts of money in excess of fifty dollars (\$50.00) must be	18
19		deposited in the master account. Likewise, any amount of money	19
20		to be kept for more than seven (7) days must be deposited in the	20
21		master account. Should the money in question not be identified	21
22		with a standing class or organization, then it shall be entered in	22
23		the general collection account designated "exchange" for disbursement	23
24		as the depositor directs.	24
25			25
26		2. All deposits in the master account must be accompanied by memoranda	26
27		showing the sources of the money. The faculty sponsor must retain	27
28		copies of all such memoranda and the receipts issued to him/her by the	28
29		bookkeeper. This procedure shall be followed:	29
30			30
31		a. A deposit form shall be completed and presented to the school	31
32		bookkeeper together with the amount of money indicated thereon.	32
33		This deposit may be made by the faculty sponsor or the student	33
34		Treasurer.	34

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2	b. The bookkeeper places the money in the cash box, and a receipt is	2
3	completed and issued to the depositor. A carbon copy of the receipt	3
4	is filed.	4
5		5
6	c. Whenever the funds in the cash box exceed \$50.00 or at least once	6
7	every seven (7) days, the bookkeeper counts the money, wraps it,	7
8	and deposits it in the master account. Larger amounts are deposited	8
9	directly in the master account; if received at night, they are placed in	9
10	the night depository.	10
11		11
12	d. The record of the bookkeeper for all deposits is the deposit form and	12
13	the carbon copy of the receipt. The record of the depositor is the	13
14	receipt issued and the covering memorandum.	14
15		15
16	3. All receipts and memoranda must be available to the Business	16
17	Administrator for audit at the close of the regular school term.	17
18		18
19	B. Disbursements	19
20		20
21	1. All expenditures shall be initiated by the student organization. Warrants	21
22	for disbursements shall be prepared by the student officers and must be	22
23	signed by the faculty sponsor. The warrant (voucher) is then submitted	23
24	to an administrative officer of the secondary school designated as director	24
25	of co-curricular activities who must approve the expense before a check	25
26	may be drawn. Approval must be indicated by his/her signature at the	26
27	bottom of the warrant or voucher. Therefore, before a check is drawn,	27
28	a warrant must be:	28
29		29
30	a. Prepared by the student officers and signed by the student president	30
31	or chairperson.	31
32		32
33	b. Approved and signed by the faculty sponsor.	33
34		34

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2	c. Approved by the director of co-curricular activities (high school only).	2
3		3
4	d. After the three (3) signatures have been recorded on the warrant, the	4
5	warrant shall be given to the principal of the school along with the bill	5
6	or other memoranda which support the disbursement. The principal	6
7	shall refer it to the clerical staff member designated as bookkeeper for	7
8	the central treasury processing. The bookkeeper shall prepare a check	8
9	and make the appropriate ledger entries. The check shall be signed	9
10	by the principal or his designee of the school and one (1) other member	10
11	of that school authorized by the business administrator as co-signer.	11
12	The co-signer may not be the same person as the director of the co-	12
13	curricular activities.	13
14		14
15	2. The director of co-curricular activities, the principal, and the co-signor m	15
16	must all be authorized to perform their function with this expressed	16
17	approval of the business administrator. Exception to this by the	17
18	elementary schools and junior high schools is allowed to the extent	18
19	that the warrants may be drawn and signed by the teacher and the	19
20	principal. No student signature is needed in the elementary or junior	20
21	high school activity program.	21
22		22
23	3. No direct expenditures shall be made from student activity funds for	23
24	items, which are, Board responsibility. When expenditures have been	24
25	approved by the student body and the Board, the Board may accept a	25
26	gift of money from the student group and assume responsibility for	26
27	the project. All purchases in excess of \$1000 shall be made upon	27
28	solicitation of quotations or bids from three or more responsible	28
29	manufacturers or dealers.	29
30		30
31	C. Ticket Sale Accounting	31
32		32
33	1. All tickets sold for school activities must be serial tickets. After the	33
34	sale of tickets is completed, a financial report showing the beginning	34

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2	and ending number of the tickets sold, the total revenue must be	2
3	submitted to the principal when the money is presented for deposit	3
4	in the master account. A copy shall be retained by the faculty sponsor.	4
5		5
6	D. Remunerations	6
7		7
8	1. No remuneration shall be paid at the time of the activity to any	8
9	employee other than the activity officials. All other time slips and	9
10	remunerations, plus 14%, an appropriate amount to cover Social	10
11	Security, retirement, and such payments shall be forwarded to the	11
12	Business Office.	12
13		13
14	E. General Bookkeeping Guidelines	14
15		15
16	1. Supporting documentation must be maintained for every check issued.	16
17		17
18	2. All file copies of invoices, receipts, etc. must be stamped "PAID" and	18
19	must indicate the check number and date of payment.	19
20		20
21	3. All checks must be pre-numbered.	21
22		22
23	4. If it is necessary to void a check, do so by writing the word "VOID"	23
24	across the face of the check, and retain with records.	24
25		25
26	5. Under no circumstances should one or more of the signers of the	26
27	account sign a blank check.	27
28		28
29	6. No personal business of any kind is to be transacted through the	29
30	activity account.	30
31		31
32	VI. REPORTS	32
33		33
34	A. One of the student officers of each student organization holding an	34
	activity account shall be designated as treasurer. The student treasurer	

1		Policy #722 (Continued)	1
2		shall maintain a record of receipts and expenditures and inform the	2
3		organization members of the balance at each regular meeting.	3
4			4
5		B. A quarterly report to the Board shall be submitted by the principal.	5
6			6
7		C. The master account records kept in the principal's office are public	7
8		records and may be inspected at any time by members of the Board	8
9		or their representatives, members of the faculty, or members of the	9
10		student body. However, the records may not be removed from the	10
11		principal's office except with the consent of the principal or by order	11
12		of the Superintendent.	12
13			13
14	VII. AUDITS		14
15		A. The auditors appointed by the Board shall audit the records of the master	15
16		account each year.	16
17			17
18	VIII. DISPOSITION		18
19	OF MONIES		19
20	REMAINING IN		20
21	STUDENT		21
22	ACTIVITY		22
23		A. It is the responsibility of the principal to advise a class that is graduating	23
24		or a student organization that may cease to exist that monies should be	24
25		spent during the last year the organization exists.	25
26			26
27		B. Should monies remain in the Student Activity Account after a class has	27
28		graduated or the student organization ceases to exist, the monies remaining	28
29		in the Student Activity Account on behalf of the class or student	29
30		organization shall be deemed to have been committed and transferred	30
31		to the Student Body Activities Account for any proper school-related	31
32		process.	32
33	BGH:ef		33
34	Approved 9/26/67		34
35	Revised: 4/28/88		35
36	Revised 6/18/96		36