

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

662.1 - Rule

STUDENT ACTIVITY FUNDS MANAGEMENT PROCEDURES

The Dodgeland School District has adopted the following procedures for the management of student activity funds.

1. **Each student organization, including a club or class, may maintain a separate set of books. The activity treasurer and advisor shall be responsible for this function.** Advisors are to see that treasurers understand and are able to perform required bookkeeping procedures.
2. **All payment requests must be signed by the activity treasurer and the advisor.** Advisors are to see that treasurers understand this requirement and follow a time line which allows normal processing of payments by check since all payments are made by check.
3. **All checks shall be dual signed with one signature being that of the middle/high school principal.** Authorized signatures include that of the middle/high school principal and the middle/high school secretary unless otherwise approved by the District Administrator.
4. **All receipts must be identified when posting to activity accounts.** This function shall be performed by the middle/high school secretary unless otherwise approved by the District Administrator.
5. **Deposits must identify all related receipts, and be made in a timely fashion.** A timely fashion is to be interpreted as daily, twice a week, three times a week, etc. as determined by daily receipts. Under no circumstances are deposits to be less frequent than weekly. The middle/high school secretary shall prepare all bank deposits unless otherwise approved by the District Administrator.
6. **Monthly bank reconciliations must be made within 72 hours after being received in the middle/high school office.** This shall be the responsibility of the middle/high school secretary. The middle/high school principal is to review and approve bank reconciliations.
7. **Payment requests and related documentation (i.e., invoices) are to be filed by activity and year.** This function will be performed by the middle/high school secretary.
8. **Activity funds accounting is to be maintained on the computer.** This function will be performed by the middle/high school secretary.
9. **Advisors shall approve their activity balances on a monthly basis.** The middle/high school secretary is to prepare a monthly balance sheet of all funds by the 10th day of each month. This document will show beginning balance, total receipts for the month, total payments for the month, and ending balance. An individual account report will be placed in each advisor's mail box. Advisors, using their treasurer's books, are to verify the accuracy of this report by the 15th of each month by either:
 - placing their signature on the signature line and returning a photocopy of the report to the middle/high school secretary if found to be accurate; or
 - making an appointment with the middle/high school secretary to compare books and determine what correction(s) is/are necessary to bring accounts into agreement. Corrections are to be made immediately. The individual account statement, with explanations of corrections noted, is to be signed and filed by both the advisor and the middle/high school secretary.

10. **Inactive activity fund accounts should be closed and the funds transferred into the activity funds general account.** Inactive accounts will be closed under the direction of the middle/high school principal with the approval of the School Board.
11. **Interest and bank service charges are to be posted to the activity funds general account.**
12. **Procedures for depositing of activity funds or making payments in the middle/high school office shall be as follows:**
 - Activity fund monies shall only be accepted by authorized personnel at such times that their duties allow.
 - Before money will be accepted by authorized personnel when taken to the middle/high school office, the money shall be pre-counted by the student treasurer and advisor with the total amount printed on an adding machine tape or written on a note.
 - All monies accepted for deposit must be counted immediately and in the presence of the individual making the deposit. If the individual is unable to remain for this counting the money will not be accepted.
 - When the two counts differ, both individuals are to recount the money. If the counts still differ, the money will be counted by the middle/high school principal or a district office staff member, with both parties present.
 - Each time money is accepted, authorized personnel are to immediately write a receipt and provide a copy to the depositor.
13. **Procedures for handling accounting of concession inventory and monies shall be as follows, with details to be developed by the middle/high school principal:**
 - Inventory (cups, bags, candy bars, etc.) is to be counted by the activity advisor and concession manager before and after each activity.
 - Cash boxes are to contain the same amount at the beginning of each event.
 - Cash boxes are to be counted by both the activity advisor and concession manager at the end of each event with a reconciliation prepared of both the inventory and monies.
 - Reconciliations of both the inventory and monies are to be deposited with authorized personnel as soon as possible following the event.
14. **Procedures for handling accounting of student activity gates shall be as follows, with details to be developed by the middle/high school principal:**
 - Cash boxes are to contain the same amount at the beginning of each event.
 - Cash boxes are to be counted by both the ticket sellers and athletic director at the end of each event with a reconciliation prepared of both tickets sold and monies.
 - Reconciliations of both tickets sold and monies are to be deposited with authorized personnel as soon as possible following the event.
15. **Procedures for handling fundraising activities by individual activity advisors or coaches shall be as follows, with details to be developed by the middle/high school principal:**
 - Separate accounts of revenues and expenses shall be kept for each fundraising activity.
 - Advisors and coaches are to provide a breakdown of all monies deposited with authorized personnel (e.g., \$50 for sale of sweatshirts, \$50 for sale of helmets, \$50 for sale of candy, \$50 for sale of banners, \$50 for sale of fruit, \$50 for sale of coupon books = total of \$300). Deposits based on an overall total of monies, with no breakdown provided, shall not be accepted.

Staff members with questions regarding these administrative regulations shall contact the middle/high school principal for clarification.

Reviewed: December, 1996

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