

Student Activity Account Procedures For Burlington Public Schools



* Information and text in this document was adapted for the Burlington Public Schools by the Finance Manager from the Student Activity Accounts Guidelines For Massachusetts School Districts, Massachusetts Association of School Business Officials, First Printing, May, 1997, Copyright 1997 and Student Activity Accounts: Procedures For Operations, Easthampton Public Schools, May 1997.

Burlington Public Schools
STUDENT ACTIVITY PROCEDURE MANUAL

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PREFACE

The Burlington Public Schools have established procedures for principals, as well as other school administrative staff on the proper management and operation of student activity funds. These guidelines are 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. Additionally, these guidelines are necessary to ensure sound financial practices, safeguard student funds, and protect Burlington 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 use 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 Elementary and Secondary Education.”

BURLINGTON SCHOOL COMMITTEE POLICY

A program of co-curricular activities established by the School Committee should provide efficient procedures for their creation, operation, and demise; and should outline a system for the safeguarding, accounting, and internal control of extra-classroom activity funds.

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 particular student activities and must deposit said monies with the Town Treasurer. The sole purpose for raising and expending student activity money is 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 Agency Account.

Each school principal 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 Burlington.

The maximum balance that may be on deposit in the checking account of each Elementary School principal is \$4,000; The maximum balance that may be on deposit in the checking account of the Middle School principal is \$10,000; and The maximum balance that may be on deposit in the checking account of the High School principal is \$15,000. 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, the Treasurer will reimburse each checking account, through the warrant process, to restore the maximum balance.

All expenditures with invoices shall be paid by check. In the event that a particular expenditure exceeds either the maximum balance or the amount currently available in the checking account, to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. No personnel expenses can be charged to the Student Activity Accounts.

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 co-signed by the Town Treasurer or

paid through the Town Warrant. Elementary principal maximum, \$3,000; Middle School maximum, \$5,000; and High School maximum, \$5,000.

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. If there is no such vote, the School Committee will determine such purpose, directly benefiting the student body.

Interest Earned

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.

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: vending machines, yearbooks, class rings, student pictures) or be deposited to the specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

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

Monthly account reconciliation will be the responsibility of the principal. 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 annual 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 DESE 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 Burlington Public School’s opinion that gifts made specifically 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

There are seven student activity accounts, district-wide. All six schools maintain a separate checking account, and, in addition, the Town operates a district-wide depository account called the Student Activity Agency Account.

All funds raised by student activities are to be deposited to the Student Activity Agency Account. Each school’s balance on deposit in this account is tracked on the Town’s Financial Management System, MUNIS. 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 by each school. 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 to the following amounts: \$4,000 for each elementary school, and \$10,000 for the Middle school, \$15,000 for the High 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 Principals (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 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.

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.

Bond applications are available from the School Business Manager.

Audits

The law requires that an annual audit be conducted of student activity funds, and once every three years performed by an independent auditor. In Burlington, this annual audit is conducted by the School Business Manager or his/her designee, with once every three years being performed by an independent audit firm engaged by Burlington Public Schools.

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 Town Hall.

Monies not under the control of the school system (ie. PTO, Boosters, sunshine funds, 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 ID number for such accounts.

Gifts & Scholarships

The School Committee may accept gifts on behalf of students to be deposited in the corresponding student activity account. It is Burlington Public School's opinion that gifts made specifically to recognized student activities may be deposited into the student activity agency account and expended in accordance with student activity policy and procedures.

Gifts to other than recognized student activities are governed by M.G.L. Chapter 44, Section 53A, M.G.L. Chapter 71, Section 37A. All gifts for educational purposes are deposited with the Town Treasurer and held as a separate account, once approved by the School Committee.

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 must 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 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 invoice or receipt.
- A requirement that deposit 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 reports, as required by the School Business Manager, the Superintendent and/or School Committee.
- Deposit forms are available from the School Business Office. Reference sample forms 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 Burlington Public Schools have implemented strict procedures for the control of receipts:

- Only Burlington 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 or employee 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 approved 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, a deposit must be made.
- 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 Slip stating the source of the monies and the amount being deposited.
- The Principal's designee should retain copies of all deposit tickets and supporting deposit information. Copies of all supporting documentation should be retained until given instruction from the School Business Manager to dispose of, in compliance with the *Massachusetts Municipal Record Retention Schedule*.

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.
- No personnel expenses may be charged to the student activity account.

Expenditures/Disbursements/Checks

- All expenditures/disbursements from student activity accounts shall be made by check.
- It is the preference of the School Administration, the Town Accountant and the Town Treasurer to have the Town issue as many checks as possible through the warrant process, thereby reducing the time and energy associated with check writing by the Principal.
- No check shall be written payable to cash.
- Checks shall be signed only after they are completely prepared; blank checks are not to be issued.
- All checks require an original signature by the Principal. Signature stamps are not permitted.
- Checks in excess of the following amounts must be co-signed by the Town Treasurer or paid through the Town Warrant: Elementary School maximum, \$3,000; Middle School maximum, \$5,000; and High School maximum, \$5,000.
- No checks shall be issued without invoices or receipts to document the disbursement. Vendor statements alone (i.e., without any supporting documents) should not be used for the issuance of checks. Each school principal is required to maintain a file containing such documentation.
- In the event that a particular expenditure exceeds the amount currently available in the checking account, and to the extent that funds are available in the Student Activity Agency Account, the Treasurer will transfer funds sufficient to cover the expenditure from the Agency Account to the checking account. Requests for special transfers should be directed to the School Business Manager.
- A record of all checks issued will be maintained by each building principal. Records are to be retained in accordance with the Municipal Record Retention Schedule. Any questions regarding the disposal of records should be directed to the School Business Manager.
- 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 on a periodic basis by the Principal, 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.
- No personnel expenses may be charged to the student activity accounts (i.e. stipends, salaries, temporary payroll).

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 original 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 an electronic transfer of funds from the Agency Account to the checking account in the amount of the payment request.

Payments made directly from the Agency Account do not require reimbursement. Direct agency payments are requested using the Accounts Payable Payment Request Form, accompanied by original 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.

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.
- 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 first 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, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition will be of direct benefit to the student body.)

APPENDIX: FORMS

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Form must be submitted to the School Secretary.

STUDENT ACTIVITY ACCOUNT
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)

_____ No Attachments; This Form Serves As The "Bill" for Event. Attached Is A Copy Of
The Event Poster/Document

REQUESTED BY: _____ FACULTY ADVISOR: _____

STUDENT TREASURER _____

APPROVED BY: _____
Principal

* * * * *

Completed by School Secretary

CHECK: _____ CHECK DATE: _____ ISSUED BY: _____

COMMENTS: _____

* * * * *

Completed by BPS Business Office

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

COMMENTS: _____

STUDENT ACTIVITY ACCOUNT

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 /event document explaining details **AND**
- QuickBooks Printout

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

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

STUDENT ACTIVITY ACCOUNT

Field Trip Request Form

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

This form must be completed and signed by the Principal, prior to each academic or extra-curricular field trip. Overnight trips require the initial 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 Dates and Times:	Departure:		Return:
Mode of Travel:			
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-BPS Personnel)

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

TRIP BUDGET/ FEE CALCULATION:

Expense Budget: (Include cost of all students and chaperones. Attach travel budget if available.)		\$ 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: (Describe below)	\$
7	Anticipated Revenue from Fundraising: (Describe below)	\$
8	Subtotal Donations & Fundraising (Excluding Student Fees):	\$
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:	
13	Per Student Fee Amount: (Collect this fee from students.) <i>(Row 9 Divided by Row 11)</i>	\$
Description of Outside Funding Sources (including In-Kind Contributions):		
Fundraising Plan (if applicable)*		
<small>* (MGL Ch271 s7A prohibits school organizations and students from conducting raffles or other games of chance.) 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>		

Signatures:

Principal: _____ **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
Deposit Slip

Class/Club: _____ Date: _____

Source of Money: _____

Deposit Information

Bills: _____

Coins: _____

Checks: _____

TOTAL: _____

Faculty Advisor Signature

Date

Student Treasurer Signature

Date

Secretary Signature

Date

To be prepared in duplicate copies: 1 to office with deposit; 1 to class/club

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 Burlington 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 Burlington 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 Burlington 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.

In order to ensure the continuance of providing this value to students, the Burlington School Committee has adopted the written *Student Activity Account Procedures for Burlington Public Schools* for the creation, operation, and control of Student Activity Funds.

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 General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

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.

First reading: 12/19/17

Adopted by Burlington School Committee: 12/19/17

