



**BRANDYWINE
HEIGHTS
AREA
SCHOOL
DISTRICT**

Book	BHASD Policies
Section	600 Finances
Title	Student Activity Funds
Code	618
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Purpose

It is the purpose of this policy to establish financial supervision and controls for the administration of the various activities that involve Special Purpose Funds.

Basic Assumption

The raising and expending of activity money by student bodies should have but one (1) purpose, to promote the general welfare, education and morale of all the students and to finance the normal legitimate extracurricular activities of the student body.

General Principles

Student activity funds are to be used to finance a program of non-curricular school activities augmenting but not replacing the activities provided by the district.

Money derived from the student body as a whole shall be so expended as to benefit the student body as a whole. Exceptions to this may be determined by the principal after consultation with the Superintendent or designee.

Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Each expenditure should be approved by a representative of the student council of the appropriate organization.

Delegation of Responsibility

The Superintendent shall have responsibility and authority to implement all policies and rules pertaining to the supervision and administration of student activity funds in schools under his/her jurisdiction in accordance with established policies and rules of the Board.

The principal of the school, as trustee, shall be directly responsible for the conduct of student financial activities in accordance with the policies, rules, and procedures set forth by the state, local district and Superintendent.[2]

The Business Office of the district is responsible for internal auditing of student body activity funds and for prescribing appropriate accounting procedures.

The designated activity account secretary shall have custody of the fund under the direction of the principals and shall maintain records and follow procedures as prescribed by the Superintendent and the Board.

Guidelines

Management

1. Signatures on Checks

Two (2) signatures should be required on all checks. Authorized signers are the account secretary, Business Manager and the principal. This rule should apply to savings withdrawals as well. The signers should require supporting evidence and should initial the invoice and statement accompanying each check before signing the check. Blank checks should never be signed.

2. Financial Statements

Regular reports (monthly and annual) should be prepared and submitted to the Board, Business Office and others responsible for the supervision of these activities. These reports should reflect the financial condition of the student activity fund and proof of reconciliation of the bank accounts. Additional reports may be required as conditions require or as requested by the principal, Superintendent or others responsible.[\[1\]](#)

3. Protection of Funds

Cash receipts should be deposited when the daily amount exceeds \$100.00. Receipts should be written when money is received so its arrival is established for accounting and insurance purposes.

4. Staff Development

It is recommended that meetings be held at the beginning of each school year to review policies and procedures with the following people and to delineate areas of responsibility, duties, authority, accounting procedures, controls, etc.: principals and assistants, class advisors, faculty sponsors, student officers, and Business Manager.

It is recommended to have printed a digest of these regulations for distribution to each person involved in administering these funds.

Sources of Funds

1. School Store

Merchandise that is needed by students to facilitate classroom instruction and to accommodate students, may be sold in school stores operated as enterprise funds where permission to operate such stores should offer a minimum of competition to local merchants. The principal or Superintendent should establish an approved list or approved types of merchandise.

2. Fundraising by Groups Within the Student Body

Income for special groups must be raised from either dues, sale of tickets, or other approved activities limited to active members of the group enrolled at the school. Fundraising drives by the group within the student body must be conducted in accordance with district policies.[\[3\]](#) It is required that in-school sales of food do not conflict with the hours of cafeteria sales to avoid violation of National School Lunch Program requirements

3. Fundraising Drives by the Student Body

Fundraising drives by the student body must be conducted in accordance with district policies. They should be scheduled carefully to avoid conflict with other departments or organizations, and should provide minimum interference with the school educational program.[\[3\]](#) It is required that in-school sales of food do not conflict with the hours of cafeteria sales to avoid violation of National School Lunch Program requirements.

4. Interest Earned

Interest can be earned on savings accounts, certificates of deposit, government bonds, and other investments that meet legal requirements. Checking accounts should be reviewed frequently to see that balances are not too large. These could be earning interest. Interest earned must be prorated to the various student activity accounts. Balances of general accounts to which interest was previously credited should be credited to the various student activity accounts on a pro rata. These general accounts should then be closed out.

5. Inactive Accounts

Balances of inactive accounts or accounts with graduated classes should be transferred to another fund upon proper authorization unless a specific provision is made reflecting future plans approved by the administration. Transfer of balances from non-graduated class accounts should be done as stated in the by-laws upon termination or by approval of a current or former class officer. If a class officer cannot be contacted to determine disbursement, discretion will be given to the building principal.

Expenditures

1. Expenditures which should be prohibited:

- a. Equipment supplies, forms, postage for curricular or classroom use or for district business.
- b. Repairs and maintenance of district-owned equipment.
- c. Professional books and magazines, and memberships in professional organizations.
- d. Memberships in and contribution to out-of-school organizations.
- e. Custodians' supplies and equipment.
- f. Salaries for services which are the responsibility of district or for district assignments.
- g. Articles for personal use of district employees or others.
- h. Gifts, loans, credit or accommodation purchases for district employees or others.
- i. Contribution to fundraising drives for charitable organizations.

Disbursements

Disbursements should be: made by check, prepared and mailed from school building or Business Office to payee; supported by check requisition, properly completed and signed; and supported by invoice bearing signatures certifying to receipt of merchandise, accuracy of prices, extension and totals, and approval for payment. Thus, no student body is obligated to pay for an expenditure ordered by a teacher, student or other person who has not first received a written purchase order from the person responsible.

Accounting System

1. Localized Accounting Procedure

A double entry system of accounting is strongly recommended. This can be done by a manual, mechanical, automated or electronic system.

2. Cash Receipts Journal

- a. Receipts are recorded in detail.
- b. Receipts should be tied into deposits.
- c. Distribution of the credits should provide an accounting by funds of all sources of cash.

3. Cash Disbursements Journal

- a. Checks should be entered in detail.
- b. Check amounts will support the bank reconciliation.
- c. Distribution of charges will provide a record of expenditures by accounts and funds.

Deposit and Expenditure Procedure

1. Deposit all activity monies in the office with the activity accounts secretary immediately after receiving same, by placing in separate container with amount enclosed noted.
2. The activity accounts secretary will count money, write receipt and give one (1) copy to bearer.
3. The activity accounts secretary will prepare received money for deposit and make proper accounting of same.
4. Student officers will secure receipt and make proper notation on their records.
5. When wishing to pay an invoice, complete check requisition making sure to include all information as to: activity account name, to whom, for what reason, amount and proper signatures, and attach copy of invoice. Student officer will make proper notation on the records.
6. Forward check requisition to activity accounts secretary in each office, allowing enough time to process.
7. The activity accounts secretary will process requisition and forward the check to the principal for review and authorization prior to mailing the check to the vendor .

8. The principal will forward the payment to the Business Manager prior to mailing if requested.

Legal

1. 24 P.S. 511

2. Pol. 811

3. Pol. 229

24 P.S. 440.1

24 P.S. 623

24 P.S. 807.1

Pol. 608

Pol. 619