

Administrative Regulations Regarding School Activity Accounts

Account Classifications

Listed below are the account classifications within School Activity Accounts:

1. Activity Specific (Adult Ed., Building Use, Medical Expense, Summer School, etc.)
2. Scholarship & Awards
3. Student Organizations
4. School Enterprises
5. General

Establishing an Account

All bank accounts must be listed with the District's Fiscal Services Office. Before any new account is opened or established an "Application for Establishing a New Activity Account" must be submitted to the District's Fiscal Services Office. (Application form is attached.) This information will serve as the basis for requesting a resolution from the Board of Education authorizing the account.

Revenue/Receipts

Revenue or income may be generated from a number of sources including athletics, class activities, club activities, collections from students and/or parents, concessions, donations, dues, fees, fund raising, etc. The proper recording of all revenue is an essential part of accounting for activity funds. Receipt control procedures shall include but not be limited to the following:

- a. Funds should be turned in to the school Principal or his/her designee within 24 hours of receipt.
- b. Pre-numbered receipt forms, written promptly upon receipt of the funds, should be used to account for all funds. Each receipt should bear the name of the specific account (Student Council, Class of 2004, Mrs. Smith's Boston field trip, etc.) for which it is intended. The source of funds being presented for deposit should also be identified (dance ticket sales, class dues, field trip, gate receipts, etc.). Some type of a "proof of cash" should accompany all deposits (140 tickets @ \$3.00 = \$420.00 or 220 candy bars @ \$0.75 = \$165.00). This is especially relevant for ticket sales and fundraising activities.
- c. Receipts should be posted to a "Receipts Ledger" on a daily basis.
- d. All checks to be deposited in an activity account are to be endorsed immediately upon receipt with a restricted endorsement (For Deposit Only Account 000X).
- e. All money collected shall be placed in a locked and secure area for safe keeping prior to making the bank deposit.
- f. Bank deposits are to be made on a regular basis. (Daily if needed depending upon the volume of activity). In no case should funds be left in a building over weekends or holidays.

Disbursements

All disbursements or expenditures should be made via pre-numbered checks, which shall serve as the basis for making an entry recording the disbursement. A “Disbursement Ledger” shall be maintained for all expenditures or withdrawals. In most instances a check register will serve this purpose. All accounts shall require at least two (2) signatures for expenditures or withdrawals. This pertains to savings as well as checking accounts. At least one (1) signature must be from the building level (usually the Building Principal) and one from the Central Office (usually someone in the Fiscal Services Office).

- a. In no instance may activity funds be used for any purpose that represents an accommodation, loan or credit to any person.
- b. Invoices bearing signatures certifying receipt of goods or services must support disbursements. In instances when an invoice might not be readily available (i.e. deposit or admission fee), other sufficient documentation must be presented or accompany the request for disbursement.
- c. Accuracy of prices, extensions and totals should be checked prior to payment.
- d. Payments should not be made off of statements or copies of invoices.
- e. If a reimbursement is being made for a direct purchase, an invoice or cash register receipt should accompany it. If such an item is not available, a signed statement acceptable to the signatory must be provided. This statement must include a complete description of the transaction.
- f. Under NO circumstance is a district employee to be paid directly from an activity account for any type of service.
- g. When a disbursement is made, the invoice or other supporting documentation should be marked “Paid” and then filed in an appropriate manner.

Other

The following procedures are also essential for proper accounting of activity funds:

- a. Appropriate subsidiary ledgers/accounts are to be maintained for any general type account/fund so as to insure that funds are being expended by the activity and/or students who have raised the funds.
- b. Bank statements are to be reconciled on a monthly basis. The end of each month will serve as the cut-off date for reconciling the bank statement and the related activity account(s).
- c. A monthly report should be submitted to the Fiscal Services Office. The reports should include:
 1. Opening balance (start of month)
 2. All receipts/revenue for month
 3. All expenditures/withdrawals for month
 4. Closing balance (end of month)
 5. A copy of the most recent bank statement should be submitted for each account. (For checking accounts, a copy of the current bank reconciliation should be submitted.)
 6. Reports should be submitted no later than the 15th of the month for the month

preceding.

- d. The appropriate advisor/officer of each organization for which an account is maintained should receive a report at least twice each fiscal year.
- e. The Director of Fiscal Services shall have the responsibility and authority to implement all policies, procedures and rules pertaining to the supervision and administration of all activity accounts within the district.
- f. All accounts are subject to municipal audit. In addition, the Fiscal Services Office will implement such internal checks and procedures as deemed necessary to insure compliance with applicable procedures and policies.

Regulation approved:

March 12, 2002

NEW MILFORD PUBLIC SCHOOLS

Regulation revised:

February 25, 2014

New Milford, Connecticut

Regulation revised:

April 30, 2024