



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement**

#### **3453.01 - Student Activity Funds**

Approved on May 1, 1995

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The basic purpose of education is to prepare each generation of children for life's experiences. An important segment of the educational program are extracurricular activities. These programs represent experiences which should be available to all students.

The various extracurricular programs which have been established by the New Britain Board of Education should ensure that young people have an opportunity to participate in these experiences.

The raising and expending of activity money by student bodies should have but one purpose-to promote the general welfare, education and morale of the students and to finance the normal legitimate extracurricular activities of the student body organization. The management of student activity funds shall be in accordance with sound business practices, including sound budgetary and accounting procedures and through audits.



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### **Administrative Procedure** **3453.01 – Student Activity Funds** Approved on May 1, 1995

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#### **I. Principles Governing Activity Fund Accounting**

The accounting procedures outlined in this section are based on the following principles:

- A. The administration of the activity funds shall be governed by rules and regulations prescribed by the State of Connecticut and the New Britain Board of Education.
- B. The principal of the school, as trustee for the fund, shall be directly responsible for the conduct of the student financial activities in accordance with policies, rules, and procedures set forth by the State, the Board of Education, and Central Administration.
- C. The principal of the school, as trustee for the fund, shall be directly responsible for all student activity funds within the school and shall be responsible for the maintenance of records and administration of procedures as prescribed by Central Administration.

#### **II. Management of Student Activity Funds**

Student activity records and financial procedures shall be subject to periodic audits by internal personnel and annual audits by outside independent auditors. Audit reports shall be referred to the principal and Central Administration for informative purposes and possible improvement of procedures.

Student activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to any person.

The principal of each school shall designate one person, in addition to himself or herself, who shall be authorized to receive, deposit and account for funds. At least two signatures shall be required for all withdrawals. Supporting evidence shall be required prior to signing the check or withdrawal slip. Blank checks shall never be signed. Such action makes the signer personally liable for anything recorded over his/her signature.

Interest should be earned on savings accounts and checking accounts whenever possible.

Each account must be so accounted for that the identity of its resources, obligations, revenues, and expenditures are continually maintained.

### III. General Procedures for Receiving and Disbursing Money

- A. All monies collected from any source must be substantiated by a pre-numbered duplicate copy receipt. A receipt will be issued immediately upon receipt of funds by the Student Activity Account manager. The first copy of the receipt is to be given to the person from whom the money is received. The second copy is to be retained by the principal or his/her designee as a permanent record of money received. Collections should be deposited daily, if reasonable. Money should never be left in the school over weekends or holidays. All monies collected shall be placed in the school safe for safekeeping. Said monies shall remain in the school safe only until such time as a deposit can be reasonably completed. All checks to be deposited in the student activity bank account shall be endorsed immediately upon receipt, showing a restrictive endorsement.
- B. All disbursements shall be made on pre-numbered checks which serve as the basis for making an entry recording the disbursement. Disbursements shall be supported by invoice or documentation bearing signatures certifying to receipt of merchandise or service. Accuracy of prices, extensions and totals should be checked prior to payment. When a check has been written, the invoice and supporting documents shall be marked "PAID BY CHECK NUMBER ---" and " DATE OF PAYMENT ----" and shall be filed for auditing purposes. TWO signatures shall be required for all disbursements.
- C. All student activity monies will be deposited in an appropriate bank account by the principal of the school. Each account must have a designated account manager. All withdrawals from the student activity account will require two signatures: the school principal and the account manager. In those cases where the principal is the account manager, a second person must be designated by the school principal as a signer on the account.
- D. All monetary donations to the School District in excess of \$500 will be officially accepted by the Board of Education through a resolution and deposited in an appropriate bank account by the school principal. All withdrawals from the account will require two signatures. The two signatures will be either the school principal and the Assistant Superintendent of Schools, or the school principal and the Assistant Superintendent for Business and Operations. Donated monies shall be subject to the same policies and procedures as Student Activity Funds.
- E. The school principal will submit by the 10th of each month a Statement of Cash Transactions to the Assistant Superintendent for Business and Operations which details beginning cash balance, any receipts and/or disbursements, and ending cash balance.
- F. Monthly bank reconciliations must be performed by the school principal's designee and submitted to the Assistant Superintendent for Business and Operations with the monthly statement of Cash Transactions. The designee performing the bank reconciliation is not to be authorized to make withdrawals nor shall he/she have any duties with respect to handling student activity account cash.
- G. The principal or his/her designee shall maintain a complete set of books recording all monies deposited and disbursed. The Cash Receipts Journal and the Cash Disbursements Journal shall serve as a control whereby the total amount of money deposited and expended for all funds is maintained continuously. All transactions shall be entered and categorized to permit appropriate analysis.
- H. Annual financial statements shall be prepared by the principal or his/her designee at the end of each school/year. The statement shall be signed by the building principal.
- I. An annual audit shall be conducted each year by the town auditor in the same manner as all other town accounts. Copies of the audit report shall be maintained as permanent record.
- J. Any scholarship funds, which are under the control of the building principal, shall be made available to the auditors on an annual basis.