

EXTRA-CLASSROOM / STUDENT ACTIVITY FUNDS MANAGEMENT

Funds raised by and for students are not accounted for within the funds specified by the State of New York Uniform System of Accounts for School Districts. These funds are student monies and do not belong to the Board of Education. Student monies are accounted for within the Extra-classroom Activity Fund established and prescribed by the Regulations of the Commissioner of Education.

Inactive Extra-classroom Activity Funds, the Extra-classroom Activity Funds remaining upon dissolving an extra classroom activity, and the interest or other earnings from the Extra-classroom Activity Funds will be turned over to the Student Council.

Adoption date: November 17, 2004

EXTRA-CLASSROOM / STUDENT ACTIVITY FUNDS MANAGEMENT

The Superintendent of Schools shall oversee the management of Extra-classroom Activity Funds and will delegate management responsibility to other building level and central office personnel as he/she deems necessary. The Superintendent of Schools shall establish administrative regulations and procedures as needed to implement the law, the Board of Education policy, and provide for the safety and proper accounting of Extra-classroom Activity Funds.

I) FUND MANAGEMENT & OVERSIGHT

The following Board of Education employees and appointees shall have the Extra-classroom Activity Fund responsibilities prescribed by law, policy and regulation:

Superintendent of Schools
Chief Faculty Counselor(s)
Student Activity Treasurers
Others – as decided or prescribed by Board of Education Policy

At its Reorganization Meeting, or as needed, the Board of Education shall appoint the following managers, counselors and advisors of Extra-classroom Activities and Extra-classroom Activity Funds to work at the administrative direction of the Superintendent of Schools.

Central Treasurer(s) – One per each building offering an education program.
Faculty Auditor
Faculty Advisor(s) – At the Franklin Early Childhood Center, the Chief Faculty Counselor may serve as a Faculty Advisor.
Independent Auditor

The above listed Extra-classroom Activity counselors, advisors and managers shall oversee the Extra-classroom Activity Funds and ensure that they are administered within New York State established rules, regulations and procedures and in compliance the generally accepted accounting principles. The Central Treasurer(s) shall meet with all Faculty Advisors and Student Activity Treasurers at least annually, and as prescribed by New York State, the Central Treasurer(s) shall advise on the proper handling of Extra-classroom Activity Funds. Extra-classroom Activity Funds will be used for purposes that benefit the student body and maintenance of the account will conform to the recommendation of the Commissioner of Education as well as prescribed law, policy and regulation.

SUPERINTENDENT OF SCHOOLS:

The Superintendent of Schools shall have responsibility for the general supervision of the entire extra-classroom activity program, administrative oversight of the accounting and safe-keeping of all Extra-classroom Activity Funds, and will delegate management responsibility to other building office and central office personnel as he/she deems necessary. The Superintendent shall make recommendations to the Board of Education for all extra-classroom activity programs and staffing decisions as needed.

CHIEF FACULTY COUNSELOR:

The building Principal shall be designated as the Chief Faculty Counselor of the extra-classroom activities in his/her building.

- The Chief Faculty Counselor shall discuss the appointment of Faculty Advisors with the Superintendent of Schools or his/her designee, as well as submit to the Superintendent recommendations concerning establishing or dissolving extra-classroom activities.
- On an annual basis, the Chief Faculty Counselor is to provide the Superintendent of Schools and the Business Office with a list of all Extra-classroom Activity Organizations in his/her building.
- The Chief Faculty Counselor may appoint, as needed, Student Activity Treasurers.
- The Chief Faculty Counselor shall notify the parents and/or guardians of students elected or appointed as Student Activity Treasurers.
- The Chief Faculty Counselor shall consult with the Faculty Advisors and officers of the extra-classroom activity concerning the financial planning for the projects of the various extra-classroom activities in his/her building.
- The Chief Faculty Counselor shall investigate all problems and disputes concerning the student extra-classroom activity organizations under his/her jurisdiction and shall affect action that will enable these problems and disputes to be resolved.
- The Chief Faculty Counselor shall be charged with the implementation of any corrective action plan developed as part of the audit of the activities under his/her jurisdiction.

STUDENT ACTIVITY TREASURER:

The Student Activity Treasurer is a student elected by the members of the extra-classroom activity, or may be appointed by the Chief Faculty Counselor. The Student Activity Treasurer is responsible for the accounting and safety of Extra-classroom Activity Funds of his/her organization in a manner consistent with New York State established laws, regulations and procedures, Board of Education policies and regulations, and in compliance with generally accepted accounting principles.

- The Student Activity Treasurer shall receive all funds collected by his/her activity and shall immediately deposit such funds with the Central Treasurer.
- The Student Activity Treasurer shall prepare all documentation related to deposits, purchase requests and requests for payments, and be responsible for maintaining an account ledger.

CENTRAL TREASURER:

The Central Treasurer is responsible for interacting with the staff and students in a manner that models and teaches good business practices, and he/she is responsible for the accounting and safekeeping of all Extra-classroom Activity Funds in a manner consistent with New York State rules, regulations and procedures, Board of Education policies, regulations and procedures, and in compliance with generally accepted accounting principles.

- Each school building offering an educational program shall have a Central Treasurer, who is designated by the Board of Education.
- The Central Treasurer shall train and work with Faculty Advisors and Student Activity Treasurers on Extra-classroom Activity Fund responsibilities, management and procedures.
- The Central Treasurer shall have custody of all funds. He/she shall have no part in the approval of payments but shall disburse funds only on the presentation of properly signed Payment Order forms,

which are to be accompanied by original invoices and packing slips (if applicable). Disbursements shall be made by means of a pre-numbered check. Payment Order forms, original invoices and packing slips are to be maintained in the Extra-classroom Activity Fund records.

- The Central Treasurer shall deposit all funds in his/her custody in a bank designated by the Board of Education.
- The Central Treasurer shall maintain an account listing of the receipts and expenditures of each individual activity and post a register of all receipts and disbursements on prescribed ledger forms.
- The Central Treasurer shall reconcile bank statements on a monthly basis to insure agreement with the account balance. Monthly reports will be submitted to the Faculty Auditor. Quarterly reports will be submitted to the Board of Education. Annual reports will be submitted to the Independent Auditor. These reports should show opening balances, receipts for the period, disbursements for the period and the ending balances for each organization.
- In the event that the Central Treasurer is not able to reconcile accounts, he/she is to notify the Chief Faculty Counselor and the Faculty Auditor.
- Concerning the payment of sales tax, the Central Treasurer shall verify the amount collected is correct and arrange for payment through the Business Office.

FACULTY AUDITOR:

The Faculty Auditor shall be responsible for the ongoing review and audit of all Extra-classroom Activity Fund accounts to determine compliance with acceptable accounting and safekeeping practices, and New York State established rules, regulations and procedures, and Board of Education policies, regulations and procedures.

- The Faculty Auditor shall not be the District Treasurer, the Superintendent of Schools, the Chief Faculty Counselor(s), Faculty Advisor(s), or Board of Education officer. The Faculty Auditor may be a Business Office employee.
- The Faculty Auditor shall have no part in the approval of payment, the planning of income, or in keeping records and forms.
- Once each month, the Faculty Auditor shall receive from the Central Treasurer(s), a complete statement of the accounts showing the balance of each activity and the total balance for all accounts. Additional reporting to be provided on an as needed basis.
- At least twice each year, the Faculty Auditor shall review the ledgers kept by the Student Activity Treasurer(s) to compare the balance shown on the Central Treasurer's(s') reports with the balance recorded on the ledger of the Student Activity Treasurer(s). The Faculty Auditor shall also examine various transactions and paperwork, including but not limited to fundraising profit and loss statements, to determine if correct procedures are being used.

FACULTY ADVISOR:

The Faculty Advisor is responsible for the guidance and advisement of the student officers of the Extra-classroom Activity Organizations in planning extra-classroom activities and the planning of financial budgets under New York State established rules, regulations and procedures, and Board of Education policies, regulations and procedures. This includes interacting with students in a manner that models and teaches good business practices.

- The Faculty Advisor shall insure that all monies collected are safeguarded and deposited with the Central Treasurer on a daily basis in accordance with District procedures.
- The Faculty Advisor shall assist the Student Activity Treasurer in preparing deposits, statements of income and posting the account ledger.
- The Faculty Advisor shall supervise the expenditures by insuring that funds are available before approving each proposed purchase and by reviewing and signing Payment Orders drawn on the Central Treasurer for the disbursement of funds.
- On an ongoing basis, the Faculty Advisor shall review the balancing of Student Activity Treasurer's accounts and completeness of the supporting documentation.

- In the event that the Faculty Advisor is not able to reconcile accounts, he/she should seek the assistance of the Central Treasurer as soon as possible.
- The Faculty Advisor shall determine which activities of the organization are subject to sales tax (the Central Treasurer can assist with this). If applicable, New York State sales tax should be collected and identified by amount included in a deposit.

INDEPENDENT AUDITOR:

The Independent Auditor is appointed by the Board of Education to audit all District finances and shall include the Extra-classroom Activity Fund as part of its annual audit.

II) FINANCIAL MANAGEMENT & REPORTING REQUIREMENTS

Since the Extra-classroom Activity Fund is student money, records should be maintained and periodically checked to verify that the fund is being properly managed. Each organization using the fund should take measures to institute sound business practices and insure compliance with New York State established rules, regulations and procedures, Board of Education policies, regulations and procedures, and in compliance with generally accepted accounting principles.

SAFEGUARDING OF CASH AND DEPOSITS

The following procedures should be adhered to for handling the deposit of funds:

- 1) On each school day, all monies collected should be receipted for deposit and hand delivered to the Central Treasurer, who will then safeguard all monies until deposited. In the event that monies will be collected outside of regular school hours, the Faculty Advisor should make arrangements with the building administration to allow for the proper and adequate safeguarding of funds. Bank deposits should be made daily via the District Messenger.
- 2) A Student Activity deposit verification form that is to be signed or initialed by both the Student Activity Treasurer and the Faculty Advisor should accompany all deposits. The Central Treasurer is to verify all deposits.
- 3) Deposits should be placed in sealed envelopes with a completed Student Activity deposit verification form.
- 4) Funds collected should be handled in the following manner concerning deposit:

- Currency:
 - All bills should be separated by denomination
 - All bills should be facing the same way
 - One dollar bills should be banded in bundles of \$50
 - Other denominations should be banded together with the dollar amount indicated on the deposit verification form.
- Coin:
 - All coins should be rolled. If there are not enough coins for a full roll, small change envelopes or plastic bags should be used
- Checks:
 - Checks should face the same direction
 - The total number of checks and the total dollar amount of checks should be noted on the deposit verification form

PURCHASE ORDERS

When the Student Activity Treasurer desires to purchase supplies or materials for the organization a Purchase Order must be submitted to the Central Treasurer. This will enable the Central Treasurer to know what bills are outstanding for each activity. The Student Activity Treasurer and the Faculty Advisor will be responsible for the actual purchase.

When purchasing goods and services, please be mindful to allow for shipping and handling charges, set up fees and any tax that might be applicable.

CASH ADVANCES

In some instances certain financing activities may necessitate a cash advance (such as “start money” for a sale). In such circumstances, a request for a cash advance should be made on a Purchase Order that is to include an explanation for the need for the advance.

WITHDRAWAL OF FUNDS

If an extra-classroom activity needs a check written to make a payment, a Payment Order form must be completed by the Student Activity Treasurer and signed by both the Student Activity Treasurer and the Faculty Advisor. In order to process a payment, two copies of the receipt or invoice, as well as the original packing slip (if applicable), must be attached to the payment voucher. The Central Treasurer will send one copy of the invoice with the payment to the vendor. The Central Treasurer will keep the other copy of the invoice on file.

A Purchase Order must be prepared when purchasing goods that require payment at the time of sale. The Student Activity Treasurer and the Faculty Advisor may price the goods in advance and request that a check be issued by the Central Treasurer payable to the vendor named on the Purchase Order upon presentation of a quote or documentation supporting the purchase. Subsequently, receipts must be attached to the Payment Voucher.

No request for reimbursement shall be honored without prior authorization by Purchase Order, which must identify the purpose and maximum dollar amount of the purchase. Subsequently, receipts must be attached to the Payment Voucher.

No funds will be distributed without the proper documentation.

SALES TAX

A School District is not exempt from the provisions of New York State Sales Tax whenever it functions as the vendor of services or property ordinarily sold by private concerns. As such, some fundraising activities are subject to sales tax. The Central Treasurer should be consulted prior to a fundraising event to determine whether the proceeds from a fundraiser are taxable. The Central Treasurer will make the appropriate sales tax payment when the activity deposit is made.

Adoption date: November 17, 2004

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

ACTIVITY PROFIT & LOSS STATEMENT

Organization: _____

Activity: _____ Activity Date(s): _____

Subject to NYS Sales Tax? Yes No (circle one)

Receipts

Date of Sale	Description of Sale Item(s) <u>OR</u>	From and Including	To and Including	Total Number Sold	Sale Price Per Item	Total Receipts
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Anticipated Receipts \$ _____ Total Actual Receipts \$ _____

Disbursements

Date	Payee	Check #	Purpose	Amount
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Anticipated Disbursements \$ _____ Total Actual Disbursements \$ _____

PROFIT (LOSS) \$ _____ \$ _____

Student Activity Treasurer: _____ /Faculty Advisor: _____

Date: _____

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

APPLICATION FOR CLUB CHARTER

SCHOOL YEAR

Permission is respectfully requested to organize the student activity described herein:

Name of Activity: _____

School: _____

Account #: _____

Aims and Purposes: _____

Dues to be Collected (If any):

Other Fees or Income: _____

Frequency or Meetings to be Held: _____

Special Comments: _____

It is fully understood that the operation of this student activity will be in accordance with the rules and regulations of the Board of Education, the Administration and our Student Government, and that we shall consistently strive to maintain the highest standards and good name of our school.

APPROVED:

FACULTY ADVISOR

PRESIDENT

DIRECTOR OF STUDENT ACTIVITIES

VICE PRESIDENT

PRINCIPAL

SECRETARY

DATE

TREASURER

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

INVENTORY CONTROL FORM

Organization: _____

Fundraising Event: _____

Total Number of Items Purchased for Resale: _____

LESS: Total Number of Items Sold: _____

Total Number of Items Remaining in Inventory: _____

LESS: Total Items Unaccounted For: _____

Inventory on Hand: _____

Inventory Tracking Sheet:

Member Name	Date	Number of Items Taken	Date	Number of Items Returned

Student Activity Treasurer: _____/Faculty Advisor: _____

Date: _____

Verification of Available Balance by Faculty
Advisor

Unencumbered Balance
\$ _____
Amount of this Payment
\$ _____
New Available Balance
\$ _____

**PAYMENT ORDER TO THE CENTRAL TREASURER
EXTRA-CLASSROOM ACTIVITY FUNDS**

_____, 200 ____

You are authorized to issue a check

Pay to the order of _____

in the amount of _____ Dollars \$ _____

For _____ as per the attached invoice

and charge same to _____ Account

Initial when posted

Date of Approval

Order No. _____
Student Activity Treasurer

Check No. _____
Faculty Advisor

Chief Faculty Counselor

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

EXTRA-CLASSROOM ACTIVITY
DEPOSIT VERIFICATION FORM

Class/Club _____ Date _____

T

Treasurer's Name _____ Fundraiser or Event _____

COINS:

Pennies: _____ Rolls x \$0.50 = \$ _____
_____ Loose x \$0.01 = \$ _____

Nickels: _____ Rolls x \$2.00 = \$ _____
_____ Loose x \$0.05 = \$ _____

Dimes: _____ Rolls x \$5.00 = \$ _____
_____ Loose x \$0.10 = \$ _____

Quarters: _____ Rolls x \$10.00 = \$ _____
_____ Loose x \$0.25 = \$ _____

Half-Dollars _____ x \$0.50 = \$ _____

Dollars _____ x \$1.00 = \$ _____

TOTAL COINS \$ _____

CURRENCY AND BILLS

Ones: _____ Bundles x \$50.00 = \$ _____
_____ Loose x \$1.00 = \$ _____

Fives: _____ x \$5.00 = \$ _____

Tens: _____ x \$10.00 = \$ _____

Twenties: _____ x \$20.00 = \$ _____

Fifties: _____ x \$50.00 = \$ _____

Hundreds: _____ x \$100.00 = \$ _____

TOTAL CURRENCY AND BILLS \$ _____

Checks: ABA # _____ Number of Checks _____ Dollar Amt = \$ _____
ABA # _____ Number of Checks _____ Dollar Amt = \$ _____
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ABA # _____ Number of Checks _____ Dollar Amt = \$ _____

TOTAL CHECKS \$ _____

TOTAL DEPOSIT \$ _____

Student Activity Treasurer: _____ / Faculty Advisor: _____

HEWLETT-WOODMERE PUBLIC SCHOOLS

RECONCILIATION OF CASH BALANCES

REPORT AS OF: _____

CHECKING ACCOUNT

BANK STATEMENT BALANCE END OF MONTH	\$ _____
Less total outstanding checks	_____
Net balance in bank	_____
Amount of receipts not deposited (add)	_____
BOOK BALANCE END OF MONTH	\$ _____

OTHER ACCOUNTS

Petty Cash funds (add)	\$ _____
Certificates of Deposit (add)	\$ _____
Savings Account (add)	_____
CASH BALANCE END OF MONTH	\$ _____

_____ Date _____ Central Treasurer

This account was audited for the period of _____, 20____ to _____, 20____, and found to be correct.

_____ Date _____ Title

HEWLETT-WOODMERE UNION FREE SCHOOL DISTRICT

**EXTRA-CLASSROOM ACTIVITY FUNDS
PURCHASE ORDER**

Date _____

No. _____

(Vendor invoice must show
invoice number)

Order To:

Ship To:

Extra-Classroom Activity: _____

Check one:

Issue to Vendor

Requestor: _____

Cash Payment

School: _____

Cash Advance

PLEASE ATTACH VENDOR QUOTES

Check one:

Exempt from Sales Tax

Non-Exempt from Sales Tax

Quantity	Description	Unit Price	Total Amount
			Total \$

Notes:

FUNDS ARE AVAILABLE, PURCHASE AUTHORIZED BY:

STUDENT ACTIVITY TREASURER DATE

FACULTY ADVISOR DATE

RECEIVED & REVIEWED:

CENTRAL TREASURER DATE

DATE ISSUED TO VENDOR _____

