

ACTIVITY ACCOUNT FUNDS

Handling Cash Before It Goes To Bank

The following procedures are strongly recommended for handling cash before it goes to the bank:

1. Ample safeguards must be used when handling cash in any amount in the building. All cash shall be kept under lock and key. Each building principal will establish deadlines for the delivery of money to the school office and will designate the person(s) in the building who will be responsible for taking deposits to the bank. In special circumstances when money must be collected after this deadline, it shall be placed in the bank's night depository for temporary safe-keeping until it can be processed properly during the next school office day. Such deposits must be marked clearly so that the bank does not count and record them. Under no circumstances should money be left in the classroom or office overnight.
2. Cash count must tally with ticket sales report or other type of supporting record of cash receipts.
3. Deposit of funds shall be prepared by the sponsor of the activity. Deposit slips shall be made out in quadruplicate. Send to the bank the original and first copy of the deposit slip together with the prepared deposit. The sponsor of the activity will retain the second copy of the deposit slip for his/her records. The third copy will be sent to the Activities Account bookkeeper in the district business office. When the Activities Account bookkeeper checks the deposit with the submitted deposit slip, s/he will verify the correctness and contact the activity sponsor regarding any significant difference.
4. All checks must be properly endorsed, showing school and activity; all cash shall be wrapped or banded before depositing.
5. A deposit slip form shall be used and be noted where the particular club or activity should be identified. This identification is extremely important since all money goes into one general account entitled "COUNCIL ROCK SCHOOL DISTRICT ACTIVITY ACCOUNT."

Request For Payment Voucher

The request for payment voucher together with the applicable vendor's invoice is required in order to withdraw any funds from the activity account. The signed voucher will verify that all materials/services stated on the attached invoice are complete and accurate.

The voucher must be made out in triplicate.

The voucher must be signed by the activity sponsor, the student officer, and the school principal. There may be some accounts or routine types of expenditures from an account which, by agreement between the building principal and the Director of Business Affairs, will not require the principal's signature.

Disposition of the three (3) copies of each voucher:

1. Original copy filed in business office as permanent part of the bookkeeping system.
2. First copy is retained by the school office.
3. Second copy is retained by the activity sponsor.

Support For Voucher Claims

Where applicable, all voucher claims for payment must be accompanied by the original invoice. For those activity or club sponsors who wish to use their own invoices for a learning situation, extra copies may be produced on the school's copy machine. The Accounts Bookkeeper must be given the original copy of the invoice to file along with the request for payment voucher. No checks will be issued on vouchers not accompanied by an original invoice.

Requests for advance payments must be accompanied with the original order form, and the business office is to be notified when the material has been received.

Reporting Personal Expenses

In some cases, a sponsor will have to spend personal funds for a club or activity in an emergency situation. Request for reimbursement for such expenses shall be submitted on an Expense Claim Form. Such claims shall be accurate and consistent with current travel allowances set up by the school district.

It will be the responsibility of the sponsor to secure tax exemption certificates and/or number from the business office. Under no circumstances will the bookkeeper make payment for taxes from which the district is exempt.

An expense claim submitted for an advance will be treated as a loan and will be accounted for when the final claim is filed.

Disbursement Of Checks

In all cases where possible, checks shall be mailed directly from the business office.

In emergency cases where the payee requires immediate payment at the time an activity takes place, the activity sponsor may distribute the checks directly to the payee. In such cases, the activity sponsor is requested to notify the business office well in advance of such emergencies so that the bookkeeper has sufficient time to prepare the checks and secure signatures.

Cancelled/void checks shall be recorded and forwarded to the business office.

Reporting Ticket Proceeds

Individual sponsors shall ensure that ticket proceeds are accurately accounted. All tickets, including complimentary tickets, shall be numbered consecutively and distributed according to such numbers. Every individual in the group assigned a certain number of tickets must assume responsibility for those tickets and must return either the money or the tickets on the day of the event.

Only with the prior approval of the Director of Business Affairs will the proceeds of any event be disbursed in the form of cash. Normally, all proceeds will be deposited in the bank, and checks then drawn in order to pay all expenses. After all expenses have been paid, a proceeds report shall be submitted in triplicate and distributed as follows:

1. 1 copy kept by the sponsor.
2. 1 copy submitted to the principal's office.
3. 1 copy submitted to the business office.

Any shortages or overages shall be reported on the bottom of the report.

Preparation of tickets and forms shall be delegated to the students who run the activity, but under the supervision of the faculty sponsor. An educational experience is involved if students recognize a sense of responsibility in reporting such school activities. Sponsors should not feel obligated to prepare such reports themselves; however, it should be realized that sponsors are responsible for accurate accounting.

Internal Audit Of Account Balances

Activity account balances will be audited periodically to determine if they are in compliance with Board policy with regard to the size of the balances.

Club and activity sponsors are urged to have definite long-term goals in mind if the club or activity is accumulating a large balance in the fund. Unjustified balances are subject to criticism, especially if carried over the audit period, which is July of the current year after the school term ends. The business office allocates some of the activity funds to an interest-bearing type of account, rather than leave a large balance in checking account funds.

Sponsors whose accounts appear to be in financial distress will be contacted immediately concerning possible negative balances in the activity accounts and will be asked to clear up the problem as soon as possible.

#### Income Expense Journal Reporting

The income/expense journal is used for the purpose of maintaining a daily log of the financial activities of a student or district activity that is included in the Council Rock School District Activities Accounts.

1. Under column marked "activity" all transactions are itemized as deposits, expenditures or transfers. This column describes the type of transaction and is to be posted in chronological order.

When posting expenditures, each request for payment shall list the name of the person or company that is to receive the payment.

2. The transmittal code denotes the type of transaction. The letter "D" is used for deposit, the letter "T" for transfers, and the letter "E" for requests for payment.

After verification of payment is received, the letter "E" is replaced with the check number of the check used in making the payment.

3. The amount of the transaction is posted in the appropriate income or expense column, and the amount of the daily balance is adjusted.
4. At the close of each month, the journal sheet shall be completed by totaling the income and expense columns and submitting it to the building principal for review, audit and approval. The building principal will forward the report to the business office.

For future audit, a duplicate copy is to be kept with the sponsor's records, along with the detailed copies of deposits, transfers, and requests for payments.

5. Should more than one journal sheet be necessary, the totals shall be carried to the second page.
6. Before the report is submitted, the final balance should be carried forth to the new month.

7. All reports will be audited monthly at the business office.
8. Each account will be audited on an annual basis.

Purchase Of Club/Activity Equipment

Any purchases of equipment for a club or activity in excess of \$250 is to be made by getting bids or quotations. The school district business office will assist and advise in obtaining such quotations or bids. A better price can be obtained through this method than by buying on an individual club or activity basis.