

STUDENT ACTIVITY FUNDS PROCEDURE

The Board recognizes the need for various groups and activities to generate and expend funds in the course of the operation of the group or activities.

- A. The Superintendent/Treasurer uses the State Auditor's Office AUD-0019 as the Policy of Operation of Student Activity Funds.
- B. The Superintendent is responsible for all operations of Student Activity Funds with the exception of those Treasurer's responsibilities which are designated in AUD-0019.
- C. The Treasurer is responsible for financial and accounting functions of the Student Activity Funds including internal control.
- D. The building principals establish the level and control of co-curricular and extra-curricular activities appropriate to the building with the approval of the Superintendent.
- E. Cashiers will be designated to receive and deposit Student Activity Fund money every day. No money is to be kept by employee or in school buildings overnight.
- F. Concessions must be approved by the Board yearly. Any time an item is sold on school grounds the sale of such item must be approved by the Administration and a financial report of the concession must be submitted to the Board.
- G. All vending machine placement must be approved by the Superintendent. Vending machines shall be controlled by the building principal, sponsor, or organization so specified. All profit and expenses incurred shall be the responsibility of the said building principal, sponsor, or organization. A list of all vending machines shall be kept by the Superintendent.
- H. Funds for Student Activity Accounts will fall into either the 200 or the 300 fund.
- I. Sponsors Duties and Responsibilities:
 - 1. 200 fund sponsors are responsible for the goals, purposes and budget as developed by the group under their guidance.
 - 2. 300 fund sponsors are responsible for the goals, purposes and budget development.
 - 3. 200 fund and 300 fund sponsors are responsible for the initiation of purchase orders.
 - 4. 200 fund and 300 fund sponsors are responsible for verification of purchase delivery to facilitate invoice payment.
 - 5. 200 fund and 300 fund sponsors shall supervise the activities of the activity group, including preparation of fundraising potentials, proofs of cash; and any other duties as assigned by the proper administrative authority.

Fund 200

The Fund 200 consists of those student activity programs which have student participation in the activity and have students involved in the management of the program. This includes those student activities which consist of a student body, student president, student treasurer and faculty advisor. The purpose clauses and budgets for 200 funds must be approved yearly.

1. The Board must authorize, by resolution, recorded in the official board minutes those student activity programs it wishes to be operational.
2. Projects for the raising of student activity money shall in general contribute to the educational experience of pupils and shall not conflict, but add to the instructional program.
3. Student participation is an important factor in the democratic management of money raised by the student body and expended for its benefit. Expenditures must be approved by the appropriate student activity group.
4. Student activity money shall, insofar as possible, be expended in such a way as to benefit those pupils currently in school who have contributed to the accumulation of such money.
5. Money derived from the student body as a whole shall be so expended as to benefit the student body as whole, and not for the benefit of a special group.
6. Student activity funds shall not be used for any purpose which represents an accommodation, loan or credit to Board of Education employees or other persons. Postdated checks may not be cashed for anyone. Board employees or others may not make purchases through a student body in order to take personal advantage of student body purchasing privileges.
7. No student body organization shall be obligated for purchases made by students, faculty and others unless supported by a written purchase order signed by the District Treasurer.
8. Prior to the performance of any financial transaction by an authorized student activity, a budget must also be submitted and approved by the Board for the current school year and recorded in their minute record book.
9. All sources of revenue must be approved by the Board and shall be included in the student activity group's current year budget. Receipts must be identified by USAS Classification.
10. All expenditures by the student activity program shall be in accordance with the budget as approved by the Board. The authorization for the expenditure must be accompanied by an approved purchase order, and certified by the Treasurer that funds are available for the expenditure [ORC Section 5705.41(D)].
11. Investments shall be approved by the Board and recorded in their minute record. Interest earned on the investment of these moneys shall be handled in accordance with ORC Section 135.21.
12. Monthly and annual financial reports for student activity funds shall be prepared by the treasurer and submitted to the Board as part of the Treasurer's report. (ORC Section 3319.29). Funds must be

accounted for on a fiscal year (July - June) basis, but may also be reported on a school year basis. Financial reports should be furnished to each sponsor on a regular basis.

13. Funds must be budgeted and accounted for in accordance with Uniform School Accounting System.
14. Each 200 fund must have a faculty sponsor who will assume adult responsibility for the fund.

Student activity funds, as per Ohio Constitution, Article VIII, Section 4, are public funds and must be expended to serve a public purpose. Expenditures from student activity funds may not be used for the following purposes:

1. Salaries for service which are the responsibility of the district or for district assignments. (ORC Section 3313.53, 1980 O.A.G. 80-060.
2. Memberships that benefit individuals. 1975 O.A.G. 75-021.
3. All items for personal use. Ohio Constitution Article VIII, Section 4; O.A.G. 75-008.
4. Voluntary gratuities (tips). 1912 O.A.G. No. 217.
5. All other expenditures not included in the purpose clauses and budgets approved by the Board.

PURPOSE CLAUSE

Prior to the performance of any financial transactions by an authorized student activity, a purpose clause for the activity must be submitted by the student group and approved by the Board in their minute record. The purpose clause should encompass the reason for the activity's existence, its aspirations, its future goals and how the goals and aspirations can be achieved. Any amendments to an approved policy statement must also be submitted by the student group and approved by the Board in their minute record.

The student group must establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish their goals and aspirations while the activity group is in existence. The budget as submitted by the activity group must be approved by the Board as part of the purpose clause. Before approving these budgets, however, the Board must determine whether the proposed expenditure will serve a public purpose.

Fund 300

The Fund 300 consists of those programs which have student participation in the activity but do not have student management of the program. Activities usually included are athletic programs, band, cheerleaders, flag corps and similar type of activities. The Fund 300 is a governmental fund type special revenue classification.

- A. All 300 funds must be Board authorized by resolution.
- B. No organization shall be obligated for purchases made unless supported by a written purchase order signed by the Board Treasurer.
- C. All sources of revenue must be approved by the Board and included in the Board's current year July budget.
- D. All expenditures shall be in accordance with the appropriations as approved by the Board. Installment and leave purchases are prohibited.

- E. Funds must be budgeted, appropriated and accounted for in accordance with Uniform School Accounting System.
- F. The faculty member in charge of the activity shall be responsible for the fund.

PROCEDURE GOVERNING SALES BY NON-SCHOOL ORGANIZATION

- A. The organization should have a purpose which will benefit the District and its students.
- B. The organization's planned activities are clearly in the best interest of the District and its students.
- C. The organization has submitted the following information and assurances:
 - 1. A statement noting the purpose of the organization including but not limited to:
 - a. Organizational name.
 - b. Stated purpose.
 - c. Provisions for student involvement.
 - 2. Financial accountability assurances that the organization:
 - a. Utilizes a proper bookkeeping procedure.
 - b. Has identified persons who have financial responsibilities.
 - c. Will not commingle funds with student activity accounts.
 - d. Will use funds within the framework of the purpose of the organization and funds will not be considered public moneys.
 - e. Will guarantee that at least 70 percent of funds collected will be spent on student activities.
 - 3. Use of facility assurances that the organizations:
 - a. Will get permission to use school property.
 - b. Will have a faculty member or principal on its advisory board.
 - c. Will use teacher volunteers, students or other members to conduct its activities only if approved by the superintendent or his/her designee.
 - d. Will be willing to pay for any or all additional expenses incurred by the activity.
 - e. That any sponsored activity will be in the best interest of the students of school district.
- D. All funds generated by the above activities will be kept separate from other activity funds or other transactions of the Board.

STUDENT ACTIVITY FUNDS -- PETTY CASH CHECKING ACCOUNT

A petty cash checking account for Student Activity Funds may be established in individual buildings under the direct supervision of the Treasurer.

The purpose of the petty cash checking account is to reduce cost, expedite transactions, and to accommodate emergency situations.

The following criteria shall be followed in establishing said account:

1. Checking account will be in the name of the Board.
2. The Building Athletic Director, Athletic Director's Secretary, Guidance Counselors and will have the authorization to sign checks.
3. The Bank Statement will be reconciled monthly by the Treasurer's office.
4. The maximum petty cash balance for the high school will be \$6,000.
5. The maximum petty cash for the middle schools will be \$2,000.00 each.

Requirements and procedures for replenishing the account:

1. Duo signatures required on all checks.
2. Allowable expenditures are:
Athletic Accounts – officials, athletic entry fees, and reimbursement for required athletic certification and BCI/FBI checks after their employee's second renewal. – maximum dollar per check \$300.
Guidance Account -- college fair and testing expenditures -- maximum dollar per check \$250.00.
General Petty Cash Account -- miscellaneous expenditures -- maximum dollar per check \$25.00.
3. All checks must have the appropriate documentation.
4. Checking accounts must be replenished by month-end.
5. Open purchase orders for the year or for each season may be entered with appropriate account codes.
6. Accounts payable documents must include: numerical listing of checks issued for the month, corresponding documentation attached and breakdown by account code.
7. The District Treasurer has sole custodial rights to all district funds and may at any time close the accounts if deem necessary. All designated district officials on the accounts are liable for the funds.

PETTY CASH RECEIPT

CHECK NUMBER _____

DATE _____

Received from the FINDLAY BOARD OF EDUCATION -- FINDLAY CITY SCHOOL

DISTRICT the amount of _____ For the purpose of _____

ACCOUNT	CODE	FUND	FUNCTION	OBJECT	OU	AMOUNT

Signature of Receiver

PROPER RECEIPT MUST BE ATTACHED TO PETTY CASH RECEIPT

Petty Cash Checking Accounts (Auditor of State Bulletin 99-019)

<u>Location and Designated District Officials on Account</u>	<u>Maximum Amount</u>
Findlay High School athletic Account <u>VENDOR #900028</u> % Findlay City Schools 2019 Broad Avenue Findlay, Ohio 45840 High School Athletic Director, High School Athletic Director Secretary, Middle School Athletic Director and District Treasurer	\$6,000
High School Athletic Tournament Account VENDOR # 900028 % Findlay City Schools 2019 Broad Avenue Findlay, Ohio 45840 High School Athletic Director, High School Athletic Director Secretary Middle School Athletic Director and District Treasurer	\$4,000
Donnell Middle School Athletic Account <u>VENDOR #900026</u> % Findlay City Schools 2019 Broad Avenue Findlay, Ohio 45840 Middle School Athletic Director, Middle School Athletic Director Secretary, High School Athletic Director and District Treasurer	\$2,000
Glenwood Middle School Athletic Account <u>VENDOR #900027</u> % Findlay City Schools 2019 Broad Avenue Findlay, Ohio 45840 Middle School Athletic Director, Middle School Athletic Director Secretary, High School Athletic Director and District Treasurer	\$2,000
Guidance Dept. <u>VENDOR #900030</u> % Findlay City Schools 2019 Broad Avenue Findlay, Ohio 45840 FHS Guidance Counselors – (two), High School Assistant Principal District Treasurer	\$2,000

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General Petty Cash Account -- miscellaneous expenditures -- maximum dollar per check \$25.00.
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6. Accounts payable documents must include: numerical listing of checks issued for the month, corresponding documentation attached and breakdown by account code.
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Adopted 1/24/00

Revised 1/28/02

Reviewed 3/14/05

Revised 3/7/14

Revised 8/2/17 (new address)