

MANHEIM CENTRAL SCHOOL DISTRICT

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: May 23, 1995

REVISED:

618. STUDENT ACTIVITY FUNDS	
1. Purpose	<p>Participation is encouraged in the activities of the schools which have developed around student interests and experience.</p> <p>The scope of most student activities includes financial transactions to some extent throughout the school year. Proper accounting of fiscal affairs is considered an important aspect of the learning experience.</p>
2. Delegation of Responsibility	<p>To offer a complete activity for the benefit of the students while meeting the requirements of sound accounting procedures, the school principal shall be responsible for the proper administration of the financial activities of each school activity account in accord with the provisions of State law, appropriate accounting practices and procedures, and such regulations as may be established by the school district offices.</p>
3. Guidelines SC 511	<p>Section 511 of the Public School Code of 1949, as amended, provides for the governance of activities and the control of activity funds. The following guidelines shall apply:</p> <ol style="list-style-type: none"> 1. All collections, deposits and expenditures made in the school are considered to be under the control of the school principal. The School District Business Office shall serve as the central agency for accounting as presently maintained under the title of "Activity Account". Source funds shall be audited annually. 2. All collections of money shall be accounted for and prepared for deposit by the student treasurer or other student representative and the faculty advisor of the activity. <ol style="list-style-type: none"> a. No cash expenditures shall be made from cash receipts. b. No checks may be cashed; however, a check may be accepted as a collection of payment for a transaction.

<p>SC 511 (d)</p>	<ol style="list-style-type: none">3. All money collected shall be deposited promptly.<ol style="list-style-type: none">a. After all monies collected are counted by the student treasurer or other student representative and the faculty advisor, these monies shall be forwarded to the Business Office no later than 3:00 p.m. for a deposit to the account that day. Any monies collected after 3:00 p.m. will be secured in a night deposit bank bag and deposited at the bank, where it can be retrieved and deposited the following day. In no event should monies be allowed to remain in the building overnight.b. A receipted copy of the deposit will be returned to the student treasurer and/or faculty advisor for posting to the activity records.c. Interest earnings accrued to the activity account will be prorated monthly to each account, based on month-end balances.4. All requests for expenditures shall originate with the student treasurer or other student representative and the faculty advisor and be forwarded to the principal.<ol style="list-style-type: none">a. All purchases of goods and services will be made through the use of activity account purchase orders generated by a request for activity check form signed by a student representative, the faculty advisor and the principal.b. Request for activity check forms shall be prepared in duplicate, with a properly approved invoice or bill attached, and forwarded to the principal.c. Any requests for payments in advance, i.e. no invoices attached, will require acquisition of same at time of payment for goods or services. This invoice will be remitted to the Business Office for attachment to original request for advance payment.5. Records shall be maintained so that receipts and expenditures can be recorded and summarized monthly. A financial report shall be prepared by the Business Office on a monthly basis.<ol style="list-style-type: none">a. A ledger shall be maintained by each individual organization. This ledger shall be supported by receipt books, deposit tickets and request for activity check forms. These will substantiate the collection of funds, verify the amounts deposited and expenditures made.
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<p>Pol. 610, 611</p>	<p>b. The following basic information should be shown:</p> <ol style="list-style-type: none">1) Balance on hand at beginning of the year.2) Collections and deposits - date, from whom received, deposits, and amount of money.3) Payments - date, to whom paid, and amount.4) Balance after each transaction. <p>c. This ledger should be kept up to date as deposits are made or requisitions for payment are drawn. Balances should be verified with the Business Office periodically.</p> <p>6. School activity accounts are subject to the requirements of the Pennsylvania School Code regarding purchases.</p> <p><u>Inactive Activity Accounts</u></p> <ol style="list-style-type: none">1. Each respective class or group will exercise a limited degree of management and control over their respective account. The limitation requires that money may be used only for school or educationally related purposes.2. A post-graduation class or group reunion as is usually held is not sufficiently connected with an educational activity or goal, and the funds may not be used therefor.3. The raising, holding and expending of class or group funds will be subject to the overall supervision of the high school principal of the School District.4. If the group is one that survives the graduation of its members and continues thereafter to exist as a student organization in the school, fund balances are to be carried over from year to year as long as the organization continues and the purposes for which the money was appropriated or raised are generally fulfilled.5. The School Board shall determine in their discretion a "school related purpose".
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6. Not more than ninety (90) days following graduation, each graduating class shall designate, in writing, signed by its officers, the school related purpose for which any unspent balances remaining after graduation will be utilized. The money shall not be forfeited to the School District following graduation. In the event of a class's failure to adhere to this time limit. (See #9 below.)
7. An account balance in the name of a specific school will be treated in the same way as an ongoing organization. (See #4 above.)
8. Where inactive account balances are discovered which belong to inactive groups or clubs, or for classes which have graduated, the School Board shall make a good faith effort to locate group or class officers. The Board will then transfer those funds to the officers. The officers will then be charged with designating the school related purpose to which the funds may be distributed.
9. Where class or group officers cannot be located through a reasonable search or where the class fails to adhere to the time limit of #6, the School Board, or a designated school official, may specify a school related purpose to which the inactive account funds may be applied in the name of the respective class.