



# STUDENT ACTIVITIES PROCEDURE MANUAL



## **PURPOSE**

Section 511 of the Commonwealth of Pennsylvania Public School Code clearly indicates that each school should have a policy for Student Activity Funds which provides for reasonable rules and regulations regarding student activities and procedures in place for organization, management, supervision, control and financing of student activities. The Riverview School District adopted policy #618, entitled Student Activities Funds, for this purpose.

The purpose of the Student Activity Accounting Manual is to document the system's flow of transactions as it relates to funds associated with student activities.

It is also essential to document the system in order to facilitate a transition in the event of employee illness or turnover.

## **OBJECTIVES OF THE STUDENT ACTIVITIES FUND MANUAL**

This Student Activity Accounting Manual represents the rules, regulations and procedures to be used by the Building Principals, Faculty Advisors, Student Activity Club Officers, and Business Office Staff. This manual is designed to provide a complete accounting record system to assure consistency, completeness and continuity in the recording and reporting of student activity transactions. This accounting system has been designed to:

1. Establish uniformity of practices and procedures.
2. Reduce or eliminate the misunderstanding of established procedures.
3. Assure financial operations are properly conducted.
4. Assure quarterly reports are properly presented.
5. Provide a reference source on required and recommended accounting procedures.
6. Serve as a training tool for new employees.
7. Serve as a record of all financial transactions.
8. Maintain maximum financial control.
9. Eliminate or reduce potentials for fraudulent behavior or occurrences.

**USE OF  
STUDENT ACTIVITY FUNDS**

## **GENERAL PRINCIPLES**

### **Purpose of Student Activity Groups and Funds**

Promote general welfare, education and morale of all students and to finance normal, legitimate, co-curricular activities of various individual student groups. These groups must not be used to circumvent management or purchasing decisions made by the school district. All funds derived from an individual student activity, as a whole must be expended only to benefit that student activity as a whole.

Management of Student Activity Funds must be done within the framework of state laws and regulations, board policy, and administrative rules and regulations. It is fundamental that management of student activities be organized to best serve the interest of pupils. The School Board has set forth in Board Policy #618 the purpose, definition and authority for student “co-curricular activities,” defined as those activities which are sponsored or approved by the Board but which are conducted outside the regular classroom program. The Board on the recommendation of the Superintendent must approve individual student activities.

Student activities and their corresponding revenues and expenditures, are separated into four categories:

1. General Student Activities – impact all students, i.e., Yearbook
2. Classes – i.e., Class of 2003
3. Clubs – i.e., Anthropology Club
4. Sport Clubs – i.e., Baseball

**Students who choose to participate in various activities should be involved in the fiscal management of those activities;**

- All Student Activity Groups are required to have by-laws/budgetary outlines. The purpose of these by-laws/budgetary outlines is for planning. What is your club’s goal, purpose, meeting, and learning objective. What are your club’s, planned fundraisers, purchases, etc.? The by-laws/budgetary outlines must be turned into the Business Office by October 15 each school year for board approval. (**OR BEFORE if fundraising or events are to begin before this date**)

- All Student Activity Groups must have student officers:
  - Student President, Student Treasurer, and Faculty Advisor. The Faculty Advisor may or may not be paid by the School District for their participation. The Faculty Advisor and Student Treasurer must maintain a record of their activity balance. At the end of the each month, the Faculty Advisor and Student Treasurer must review the General Ledger report received from the Business Office. Any discrepancies must be brought to the immediate attention of the Supervisor of Business Services and differences reconciled.
  
- All Student Activity Groups must create a meeting date list and turn it in to the Business office before October 15 of each school year.
  
- All Student Activity Groups must keep records of their official meetings to be turned into the Business office by the end of the current school year:
  - Must turn in a sign-in sheet for attendance of each meeting
  
  - Must turn in meeting minutes for each meeting to reflect student voting and decision making
  
  - Must develop a meeting agenda for each meeting held

## RECEIPTS AND EXPENDITURES

### Receipts

Funds **not derived** from the students must be recorded elsewhere and shall **not** be commingled with student activity funds. For example, faculty or other outside organization funds will not be recorded in these accounts. The Principal, Faculty Advisor and Business Office are prohibited from the collecting and record keeping of these types of activities. **All collecting and record keeping must be done on the employee's time and not on district time.**

Student activity accounts should **not** be used to account for School District charges. For example, library book fines and charges for student examinations should be deposited directly into the General Fund.

Donations from students or parent groups and commissions for administering sales, such as school pictures, should **not** be deposited in the Student Activity account but rather into the General Fund. All donations must be accepted by the School Board.

Any funds contributed for student scholarships shall be deposited directly into the custody of the Riverview School District Scholarship Fund to be disbursed for scholarships in accordance with the terms of the donor.

The Student Activity Fund **WILL NOT** maintain petty cash funds. And cash receipts should NOT be used to pay for expenditures AT ANY TIME! (I.e. pizza parties, etc.)

Fundraising is the largest type of receipt in a student activity club. Fundraising should:

- Be approved in advance on the Student Budgetary Outline form approved by the Board of School Directors. The Form should be revised if a fundraiser is changed, or added during the school year.
- Care should be taken in scheduling fundraisers as to not inundate the community.
- EVERY fundraiser should have a specific purpose: such as for a charitable donation, field trip, purchase, party, etc.
- If parents are paying for a portion of their child's field trip, a list of students should accompany the deposit slip with parent's name, student's name, amount paid, date paid, and payment method.

Admission fees are the second largest type of receipt in a student activity club. Admission fees should be tracked with pre-numbered tickets.

- The beginning pre-numbered ticket and ending pre-numbered tickets should be logged to reconcile cash collected from admissions.

### Accounting for Receipts

Money should be deposited DAILY! Treasurer's Receipts and Deposit Slips should be completed and turned into the Business Office for deposit into the bank accounts. Money should be counted in the presence of the Faculty Advisor and the Student Treasurer. **The Student Treasurer should complete the deposit slips.**

Cash and Checks should not be held in your possession for more than 24 hours. It should be turned over immediately to the Business Office.

## **EXPENDITURES**

Student Activities Funds should be used to finance a program of activities not part of the regular curriculum. They should not be used to circumvent management or purchasing decisions, which were made for the School District by the Board and Administration.

**Specifically prohibited are expenditures not made to benefit the student body as a whole.**

All payments for Activities Fund purchases should be made by check to vendor, ideally. Reimbursements to faculty advisors should be held to a minimum. No expense should be paid in cash directly from ticket sales, dues collection, sales or other cash receipts.

### **Accounting for Expenditures**

- Warrant for payments should be completed by each Club Treasurer. Receipts/Quotes must accompany the warrant for payment form. The warrant for payment form must be signed by the Club Treasurer, Faculty Sponsor, Building Principal, Superintendent, and Business Office.
- All purchases are subject to the same limitations as General Fund purchases –
  - \$4,000 – but less than \$18,500
    - Require THREE (3) written quotes! Quotes must be kept on file for review of auditors.
  - \$18,500 or more are subject to competitive bids and advertising requirements.

**SERVICES are not subject to bidding/quotations (prom hotels, music groups, dj's, fund-raising companies)**

**Collections for donations are NOT EXPENDITURES!**

**Students should obtain a money order or cashier's check to submit a donation.**

## **PA SALES TAX AND IRS 1099 REPORTING**

### **PA SALES TAX REQUIREMENTS**

The School District is a sales tax exempt entity. All purchases made from student activities funds should be exempt from sales tax. The Business Office can provide a sales tax exempt form to any club if needed/required when making a purchase. The PA Department of Revenue FORBIDS the sharing of the District sales tax number with PTO's, parent booster groups, OR personal funds use. When requesting a refund for expenditures purchased with personal funds, SALES TAX is non-refundable. So to avoid not being refunded, please contact the business office when making a purchase on behalf of the school district.

\*\*\*\*\*When a student activity club purchases taxable property, such as candles, magazines, etc. **for resale** to raise funds, the club must pay the applicable sales tax at the time of purchase. If the club doesn't pay the applicable sales tax at the time of purchase, then they would be required to collect and remitted the tax directly to the Department of Revenue.

Examples of this: If the student organization operates a student store, sells pictures, class rings and/or yearbooks.

### **FEDERAL TAX REQUIREMENTS**

The Tax Equity and Fiscal Responsibility Act of 1982 requires a Federal Form 1099 be issued for any individual or unincorporated business who renders services to the District and receives at least \$600.00 in a calendar year (January 1<sup>st</sup> to December 31<sup>st</sup>). Any vendor providing a service (DJ, Costume design, Orchestra, etc.) will be issued a 1099 form for IRS tax filing at the end of the calendar year if they receive at least \$600.00.

## **UNALLOWABLE USES/AREAS OF CONCERN (not an all-inclusive list)**

- Do NOT PAY SALARIES – club advisor stipends, officials, coaches, etc.
- Do NOT BYPASS general fund budget cuts
- Do not buy coaching attire, team uniforms, REQUIRED equipment,
- Do not buy textbooks, equipment, classroom supplies
- Do not pay for tutoring
- Do not pay scholarships or awards to individual students
- Be careful with DONATIONS
- DO NOT Co-mingle funds with personal funds, booster funds, PTO's etc.
- Do NO use funds for NON-Direct benefit of students within group
- NO meals/appreciation gifts/refreshments served at parent events, community events, and receptions.
- NO teacher/principal appreciations gifts.
- NO ALCOHOL

REMEMBER: Funds are earned by the students. Funds are designed for student purposes. Funds are restricted to use for those students currently in activity and in school. Funds are used to finance a program of activity NOT part of the regular curriculum.

**ASK IF YOU ARE NOT SURE!**

## **YEAR-END CLOSING**

- All expenditures and deposits **MUST** be finalized prior to the last day of school each fiscal year.
- Summer fundraisers and requests for purchases **SHOULD** be held at a minimum and for emergencies. **EVENTS** for summer should be included on **PREVIOUS** year budgetary outlines.
- Forward all student activity records, meeting dates, meeting minutes, sign-in sheets, etc to the Business Office in preparation any audits no later than the last day of school each fiscal year.