

STUDENT ACTIVITIES FUND

The student activities fund will be the responsibility of the Extraclassroom Activity Fund Treasurer who reports to the Superintendent of Schools.

Since the 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 will be monitored to assure fair and just use of the fund for all students.

Student activity funds will be used for purposes which benefit the student body and maintenance of the account will conform with the recommendations of the Commissioner of Education as well as state regulations.

If there is no activity in an Extraclassroom Activity Fund for a period of one year such fund will be closed.

Ref: Education Law §207
8 NYCRR §172.1 et seq.

Adoption date: June 21, 1993

STUDENT ACTIVITIES FUND EXHIBIT

The central treasurer should keep the following records on the district's computerized forms.

Register of Receipts

(Control)

On this form she/he will record chronologically all receipts from whatever activity or source. This record should include the date, from whom the money was received, receipt number, amount, and activity to be credited. (See computerized form entitled Register of Receipts.)

Register of Disbursements

(Control)

On this form she/he will record chronologically all payments for whatever activity or purpose. This record should include the date, person receiving payment, check number, amount, and activity to be charged. (See computerized form entitled Register of Disbursements.)

STUDENT ACTIVITIES FUND EXHIBIT

Receipt and Expenditure Ledger 1

There shall be a separate account for each activity. Postings shall include: date, person to whom payment is made, or from whom money is received, and receipt or voucher number. One column is used for recording receipts, one for payments, and one for balances. In schools preferring to use a budgetary procedure, this form may be changed by omitting the column headed "Rc't No." and changing the heading "Amount Received" to "Amount Allotted".

The central treasurer will keep such an account for each activity.
The activity treasurer will keep such an account for his/her activity.

STUDENT ACTIVITIES FUND EXHIBIT

RECEIPT AND EXPENDITURE LEDGER

 School

YEAR

ACTIVITY

PAGE

Date		Explanation	Rc't No.	Vou. No.	Amount Received		Amount Paid		Balance	

STUDENT ACTIVITIES FUND EXHIBIT

Activity Treasurer's Ledger

The various extraclassroom activity organizations should prepare budget estimates of their needed income and expenses under the guidance and with the assistance of their faculty advisors. The final drafts of these budgets shall be prepared in quadruplicate and copies filed with the Building Principal, the central treasurer, the faculty advisor and the activity treasurer.

Ledger form 4 has been designed to provide flexibility in the accounting system and to meet the needs of both the average and the more complex activity. An average activity will need but one sheet for its receipt and expenditure ledger. A more complex activity should use one sheet for its principal ledger and as many sheets as necessary for subsidiary accounts.

As an example of a complex account, the yearbook activity account may use three sheets for subsidiary revenue accounts (Advertising, Sales, and Other) and four sheets for subsidiary expense accounts (Printing and Layout, Photography, Artwork, Binding). At a given point in time, the total of the subsidiary accounts will equal the balance on the principal ledger.

By contract, a chess club activity may not need subsidiary accounts.

At regular intervals fixed by the building principal, the activity treasurers shall balance their ledgers and present them for the examination of the auditor. Space is provided for the signature of the auditor indicating approval of the balance after verifying the records.

The faculty advisor shall supervise the posting of the activity treasurer's ledger when approving payment orders on the central treasurer. At the end of the school year, the activity treasurer's ledgers shall be turned over to the faculty advisor, after the completion of the final audit and be placed on file for the inspection and guidance of succeeding officers.

STUDENT ACTIVITIES FUND EXHIBIT

Accounting Documents

Deposit Receipt

The deposit receipt form shall be prepared in duplicate by the activity treasurer. A copy of the detailed statement of the source of the receipts being deposited, signed by the faculty advisor, shall accompany the deposit receipt and be filed with the central treasurer. The central treasurer shall acknowledge the receipt of these funds by signing and dating the receipt and entering the consecutive register number on the receipt. The original copy shall be filed with the central treasurer along with the detailed statement or report of the income. The carbon copy shall be retained by the activity treasurer.

DEPOSITED IN
EXTRA CURRICULAR FUND

BY _____
_____ 19 _____

TO BE CREDITED TO
SCHOOL ACTIVITIES ACCOUNT

	DOLLARS	CENTS
Bills _____		
Silver _____		
Checks _____		

Total \$		

Central Treasurer

Initial when posted

STUDENT ACTIVITIES FUND EXHIBIT

NORTHEASTERN CLINTON CENTRAL SCHOOL

Interscholastic Athletics

Statement of Admission

Form 6

Event: _____

Date: _____

Time: _____

Student Tickets

Adult Tickets

Ending No. _____

Ending No. _____

Beginning No. _____

Beginning No. _____

Number Sold _____

Number Sold _____

\$ _____

\$ _____

Total Receipts _____ (1)

Total Receipts _____ (2)

Total Receipts for Student Tickets _____ (1)

Total Receipts for Adult Tickets _____ (2)

*Total Amount for Tickets Sold _____

Beginning Change _____

*Total Cash Collected _____

Cash on Hand _____

Cash Over or Under _____

Ticket Seller: _____

Chaperone: _____

PLEASE COMPLETE ALL ITEMS ON THIS FORM

STUDENT ACTIVITIES FUND EXHIBIT

Payment Order

The payment order to the central treasurer shall be prepared by the activity treasurer in duplicate whenever a payment or withdrawal is to be made. The activity treasurer shall secure the signature of the faculty advisor as recording approval of the contemplated expenditure.

The faculty advisor shall certify the amount of the balance available. This information shall be recorded on the payment order for the guidance of the central auditor when the transactions are being audited and for the purpose of confirming the proper posting of the activity treasurer's records. If the balance recorded does not agree with the balance shown on the central treasurer's ledger, the issuance of the check may be held up until the faculty advisor can determine the cause of the discrepancy.

The activity treasurer, after securing the approval of his faculty advisor, shall present the form.

All payment orders shall be accompanied by a final audited bill, which shall be filed with the central treasurer. The central treasurer shall acknowledge receipt of the payment order by entering his consecutive register number on the order and also by recording the number of the check issued in compliance with the properly drawn payment order. The carbon copy shall be retained by the activity treasurer.

STUDENT ACTIVITIES FUND EXHIBIT

Purchase Order

Form 9

NORTHEASTERN CLINTON CENTRAL SCHOOL

PURCHASE ORDER

No. _____
Your invoice must show this order number

TO _____ DATE ISSUED _____
 _____ DATE WANTED _____
 _____ SEND TO _____
 _____ AT _____

PLEASE ENTER OUR ORDER FOR THE FOLLOWING GOODS TO BE DELIVERED TO _____

_____ VIA _____

CHARGE TO _____

ACTIVITY _____

----- EXEMPT FROM SALES TAX

----- NOT EXEMPT FROM SALES TAX
(Check one of above)

Quantity and Unit	Description	Unit Price	Total Amount		Checked by

FUNDS ARE AVAILABLE PURCHASE AUTHORIZED BY

FACULTY ADVISER

ACTIVITY TREASURER

GENERAL TREASURER

Purchases by activities should be made by means of a formal purchase order approved by the faculty adviser who is responsible for determining that funds are available before approving purchase order. Like the voucher check, this document involves negotiation with institutes outside of the school and consequently shall bear the signature of a responsible adult. This form shall be made out in duplicate, the original to the vendor and the copy to the activity treasurer.

STUDENT ACTIVITIES FUND EXHIBIT

Voucher Check

This document should be prenumbered and issued in duplicate. (Signatures need appear only on the original.) The original is the check, and the copy is kept by the central treasurer. The voucher part of the document should be in sufficient detail to clearly identify and describe the payment. It is to be used for posting purposes.

STUDENT ACTIVITIES FUND EXHIBIT

Interorganization Transfers

On occasion, one organization will want to transfer funds to another organization for services rendered or the general student organization may make appropriation to various activity organizations of the school. It is recommended that transfers of this kind follow the customary procedure for making withdrawals through preparation of a payment order.

After making the necessary entries in his books, the central treasurer instead of writing a check would use the interorganization transfer form shown below. The original would be given to the activity treasurer whose organization will receive the funds and the duplicate copy would be sent to the organization paying the funds.

When the activity treasurer receives the form, he should make the necessary entries in the books and file the transfer form as evidence to support the form.

Transfer of Student Activity Fund

Ex:	<u> Pep Club </u>		<u> Varsity Club </u>	
(A)	From: Account	(B)	To: Account	<u> Amount </u>

(A) _____ Club Treasurer

(B) _____ Club Treasurer

Date

Adoption date: June 21, 1993