

**Cincinnati CITY SCHOOL DISTRICT  
ADMINISTRATIVE PROCEDURES**

<b>Procedure Name</b> <b>Student Activity Fund</b>	
Procedure No. 6610-00-01	Eff. Date: 12/21/2009
Implements Board Policy(ies) 6610 Student Activity Fund	Last Reviewed: 11/5/2014

**1. Background**

*Describe relevant background to the implementation of the policy.*  
 Activity programs that are supportive of or complimentary to the core academic curriculum; programs that serve a legitimate public purpose. Ohio Auditor of State Guideline for Student Activity Programs states, "If more than fifty dollars a year is received through a student activity program; on school property and those collected at school; sponsored functions off school property; are considered public funds that are to be deposited and accounted for following procedures established by the district for student activity funds." Any and all SAF projects must be self-supporting; no lending/borrowing allowed to establish or bail out other SAF projects, and each project must have a zero or positive cash balance by June 30 of each fiscal year.

**2. Responsibilities**

Title: Treasurer	
Address: 2651 Burnet Avenue	
Phone:	Cell phone:
<i>Describe responsibilities:</i> For the development and enforcement of policies and procedures for SAF programs.	

### 3. Action Steps

*Describe the action steps relevant to the implementation of the policy.*

#### **A. Collection and Deposit of Cash**

All money collected from any source should be substantiated by prenumbered student activity group receipts, cash registers supplying cumulative readings, prenumbered tickets, or other auditable, checkable records. In all cases, where tickets are used, ticket reports and unsold tickets must be available for audit. The audit trail is most important.

If cash registers are used for the collection of monies, the following conditions shall apply:

1. registers are sealed without resettable totals
2. total reconciles with the sales
3. tickets or tapes supporting "over-rings" are retained
4. all voids or adjustments are approved

#### **B. Financial Forms**

1. should be prenumbered
2. perpetual inventory should be maintained on prenumbered collection forms, receipts, tickets, etc.
3. prenumbered forms should not be printed in the school printing department
4. sponsor should keep records of collections, by source
5. no collection should be turned over to cashier without receiving a prenumbered receipt

#### **C. Disbursements**

All disbursements shall be made by check (warrant), prepared by the Treasurer, supported by a proper, approved requisition and purchase order, and verified by a receiving invoice. They also should be verified for accuracy of price extensions and totals.

#### **D. Purchase Order Process**

The purchasing procedure and the payment of claims procedure described in AG 6320A shall be used for all purchases from student activity funds.

Small expenditures (within established dollar limitations) may be made from a petty cash fund maintained on an imprest system. Such imprest system must address dollar amount, location, and limitation of disbursement; also cash plus receipts must always equal the amount authorized for petty cash.

#### **E. Auditing**

The State Department of Education requires an annual audit of student activity funds. The State Auditor recommends that at the end of each school year, an internal audit be conducted in order to verify compliance with Board policies, receipts, expenditures, cash on hand, petty cash, and to balance all ledgers and journals with the depository. All organizational records and internal audit working papers should also be retained in the Treasurer's Office so that they may be audited.

Each activity fund established under Section 3315.062, Revised Code, will be audited at the same time the examination of the records and accounts of the district is made or at such other time as needed or as requested by the Board. The audit shall include a determination as to whether legal requirements, including those imposed by the Board, are being followed.

## **F. Management of Funds**

### **1. Fund 200**

The Fund 200 consists of those student activity programs that have student participation in the activity and have students involved in the management of the program. This includes those student activities that consist of a student body, student president, student treasurer, and faculty advisor. The Fund 200 is a fiduciary fund-type trust fund classification.

### **2. Fund 300**

The Fund 300 consists of those programs that have student participation in the activity but do not have student management of the programs. This would usually include athletic programs but could also include the band, cheerleaders, flag corps and other similar types of activities. The primary criterion for determining how funds are classified is "who determines how the money is spent?" The Fund 300 is a governmental fund-type special revenue classification.

## **G. Establishment and Maintenance of Student Activity Funds**

In compliance with the laws of the State for the establishment and maintenance of a student activity fund, the following regulations shall govern each such district fund:

1. The gross amount of monies received and paid out in connection with student activity funds subsidized by the Board shall be recorded through the general Board accounts.
2. Advisors or sponsors shall be selected at the direction of the Board and their duties shall consist of preparing the annual budget and purpose clause of their activity group, supervising the activities of their group including preparation of fund-raising potentials, maintaining group financial oversight, and such other duties as assigned by the principal or Superintendent.
3. Student-activity funds shall not be used for any purpose that represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks may not be accepted, and checks may not be cashed for anyone.
4. Board employees or others may not make purchases through a student body in order to take personal advantage of student-body purchasing privileges.
5. If a student group wishes to make a contribution from its activity fund to a charitable organization, it should submit the request to the Treasurer stipulating the amount of the donation along with an explanation of how the donation relates to the groups stated goals.
6. Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.
7. All sales projects or programs must be approved prior to the sale or event.
8. The Board of Education shall appoint all cashiers.

9. All sources of revenue must be approved by the Treasurer, on behalf of the Board, and shall be included in the student-activity group's current-year budget. Receipts and expenditures must be coded by USAS Classification. Records shall be maintained of the receipt and disbursement of all such monies in accounts according to the activity involved. Disbursements shall be made by check only upon the request of a staff advisor and the approval of the building administrator and the Treasurer.
10. No purchase may be made unless there is sufficient cash in the fund to pay for that purchase, plus outstanding orders.
11. All funds should be of an exchange nature, and large balances should not be permitted to accumulate. Money should not be raised or collected unless there is a definite purpose for doing so.
12. Installment and lease purchases are prohibited.
13. All monies collected should be deposited per Board Policy 6600.
14. Funds collected through the principal's office will be processed through either the General Fund or the Principal's Fund.
15. All expenditures from a student-activity fund shall be in accordance with the approved budget. Authorization for expenditure must be accompanied by an approved requisition processed by a formal purchase order, and certified by the Treasurer's Office that funds are available for the expenditure.

**H. Establishment and Maintenance of Athletic Funds (Student Activity Funds)**

1. The principal and Athletic Director/Faculty Advisor shall be responsible for the approval of requisitions for expenditures of funds.
2. Purchase orders for goods and services purchased through the athletic fund will be approved by the Treasurer.
3. No athletic fund organization shall be obligated for the purchases made by students, faculty and others, unless such purchase is supported by a written purchase order signed by the Treasurer.
4. Disbursements from the athletic fund will be made by check and approved by the Treasurer.
5. At the conclusion of each athletic program, the coach shall, within two (2) weeks, submit an inventory of all equipment and supplies to the Athletic Director.
6. Athletic groups shall annually submit for approval by the Superintendent a statement of projected revenues and expenditures.
7. All athletic fund-raising activities shall be approved by the Superintendent.

**4. Equity Considerations**

*Describe any equity considerations relevant to the implementation of this policy.*

## 5. Related Documents / Forms

Document Title	Description	Last Reviewed
1.SAF Purpose Clause & Budget Plan	#7862	6-2014
2.SAF Budget Transfer Form	<i>To request a Budget transfer from Student Activities Funds.</i>	
3.SAF Fundraiser Proposal/ Reconciliation Form	#7863	12-2010
4.SAF Ticket Sales Report Form	<i>A tool used to reconcile ticket sales.</i>	

## 6. Additional Information

*Describe any additional information relevant to the implementation of the policy.*