

Instruction

Student Activity Funds

Monthly Report - Elementary

Each month the Building Administrator for each elementary school is to forward to the Business Office (no later than the 15th of the succeeding month) information as indicated on the Student Activity Fund Monthly Report Form #6145.8.

Entries from multiple depository accounts are to be combined for reporting purposes on Form #6145.8.

Funds acquired in Student Activity Fund Accounts are to be expended on behalf of students. Effort is to be made to match receipts and disbursements to the same academic year.

High School Activity Funds

I. Purpose of High School Student Activity Fund

- A. Connecticut Statute Section 10-237 allows the Board of Education to establish school activity funds for purposes it determines to be desirable.
- B. The activity funds are used to account for monies of student activities.
- C. All student activity funds must have an Advisor.
- D. The purpose of the fund and the Advisor must be approved by the Principal.
- E. All events and activities of each fund must be approved by the Principal.

II. Internal Accounting Controls

A. Cash Receipts

1. All cash receipts are collected by the Advisor and remitted to the Bookkeeper with the complete deposit slip signed by the individual donating the funds (6145.8 form #4).
2. The Bookkeeper prepares the bank deposit slip and deposits the cash in the bank.

Instruction

Student Activity Funds

II. Internal Accounting Controls (continued)

A. Cash Receipts (continued)

3. The Bookkeeper enters the deposit in his/her cash receipts journal as to amount and activity. A record of receipts (6145.8 form #5) should indicate the following:

- a. Nature of the activity;
- b. Date and place of the activity;
- c. Sponsoring group;
- d. Dollar amount of income received;
- e. Signature of the individual receiving the funds.

B. Cash Disbursements

1. All purchases or commitments must be requested by the Advisor and approved by the Principal prior to order (6145.8 form #3).

2. After the purchase is approved, the purchase or commitment may be made.

3. Upon receipt of invoice for supplies or completed services, the Advisor turns receipt over to bookkeeper. All disbursements must be supported by invoices indicating:

- a. Source (vendor, contractor, individual);
- b. Date of purchase;
- c. Amount of purchase;
- d. Goods and/or services received.

4. The Bookkeeper writes check for payment of invoice and attaches invoice to check for approval by Principal and signature of check by Principal.

5. The Bookkeeper enters the cash disbursement in his/her cash disbursements journal as to amount and activity.

III. Purpose of High School Athletic Fund

A. The athletic fund is used to account for gate receipts and Board of Education reimbursements to the fund.

B. The Board of Education reimburses the athletic fund for the cost of officials for athletic events which are advanced by the fund.

Instruction

Student Activity Funds

III. Purpose of High School Athletic Fund (continued)

- C. The fund expends monies for the following:
 - 1. Timers
 - 2. Ticket sellers
 - 3. Crowd control
 - 4. Coaching supplies
 - 5. Office supplies
 - 6. Professional conferences and clinics
 - 7. Meal money (teams, all-state banquets)
 - 8. Scouting
 - 9. Tournament entrance fees
 - 10. ECC meetings
 - 11. Awards
 - 12. Communication
 - 13. Other items as directed by Athletic Director to facilitate events

IV. Internal Accounting Controls

A. Cash Receipts

- 1. All ticket revenues are collected by ticket sellers hired by the Athletic Department.
- 2. All ticket revenues are counted by the Athletic Director and ticket report (6145.8 form #6), is completed. All funds are kept in a locked safe.
- 3. All Board of Education reimbursements for the cost of officials are requested with the request (6145.8 form #7).
- 4. The Athletic Director or designee prepares the bank deposit slip and deposits the cash in the bank.
- 5. The Business Office enters the deposit in the cash receipts journal as to amount and sport.
- 6. The Business Office prepares:
 - a. Monthly reports
 - b. Annual report
 - c. For an annual outside audit

Instruction

Student Activity Funds

IV. Internal Accounting Controls (continued)

B. Cash Disbursements

1. All purchases or commitments must be approved by the Athletic Director prior to order (6145.8 form #9).
2. After the purchase order is approved, the purchase or commitment may be made.
3. Upon receipt of invoice for supplies or completed services, the Business Office writes a check for payment of invoice.
4. The Business Office enters the cash disbursement in the cash disbursements journal as to amount and sport.
5. Requests may be made for transfer of funds from the General Education Budget as needed. Transfers must be requested in advance by purchase order.

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

Student Activity Fund Monthly Report

Building _____

Month: _____

Year: _____

Balance on Hand First of Month: \$ _____ *

Total Deposits (must equal summary of deposits below) _____

Total Disbursements (must equal summary of disbursements on back) _____

Balance on Hand Last Day of Month: \$ _____ *

Signature (Building Administrator)

Date

.....
Summary of Deposits:

Fund Raising Activity (i.e. pancake breakfast, raffle, donation, vending machine sales, etc.)	Date Received	Amount Received
--	----------------------	------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total: \$ _____

* This total should equal the sum of all savings/checking accounts attributed to each building's student activity fund.

Send original signed form to Business Office no later than 15 of month succeeding period covered. Use additional pages if necessary.

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

STUDENT ACTIVITY FUND

Date: _____

To: _____

Name of Company

Address of Company

City

State

Zip

This form is a request to order the following supplies which will be paid for by the Waterford High School Student Activity Fund account after presentation of the bill.

<u>Quantity</u>	<u>Item</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Account Charged _____

Check Number _____

Date of Payment _____

Signature of Faculty Advisor

Signature of Principal

**WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut**

STUDENT ACTIVITY ACCOUNT

Deposit Slip

Account Name: _____

Amount Deposited: _____

How funds were acquired: _____

Date: _____

Place: _____

I hereby attest that this sum of money has been counted and confirmed by me and is correct as noted above.

Class Advisor

Date

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

CASH RECEIPTS JOURNAL

No. _____ Date _____, 20____

Received of _____

_____ Dollars

Thank You

_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____

By _____

WATERFORD PUBLIC SCHOOLS
Waterford, Connecticut

TICKET REPORT FORM

Team Played: _____ Sport: _____ Date _____

Ticket numbers for total:

_____ (color)	_____ (color)
_____ to _____ = _____	_____ to _____ = _____
_____ to _____ = _____	_____ to _____ = _____
_____ to _____ = _____	_____ to _____ = _____
_____ to _____ = _____	_____ to _____ = _____

Ticket and Financial Computation:

_____ Tickets Sold @ \$ _____ = _____
_____ Tickets Sold @ \$ _____ = _____

TOTAL amount of money for deposit is: \$ _____

