

WILLARD CITY SCHOOLS MANAGEMENT OF STUDENT ACTIVITY PROGRAM FUNDS

Approval of SECTION 703 – ACTIVITY FUNDS

The Board of Education recognizes the need for various groups and activities to generate and expend funds in the course of the operation of the group or activities. Since the Ohio Revised Code and procedure of the Ohio Auditor's Office require careful accounting of the receipt and expenditure of such funds, all fiscal operations of groups and activities are to be in conformance with the following requirements:

- I. The Board of Education delegates the responsibility for the development and control of Activity Programs to the Superintendent of Schools and the establishment and functioning of the Activity Fund to the Treasurer.
- II. The Board of Education directs the Superintendent of Schools and the Treasurer to develop and disseminate Activity Fund Guidelines incorporating requirements of the directives of the appropriate sections of the Ohio Revised Code and the directives of the Auditor of the State of Ohio. The Superintendent of Schools and the Treasurer shall review the Activity Fund Guidelines annually prior to September 1 and revise as necessary to keep them in compliance with current directives.
- III. All student activities and fundraising shall be in conformance with current Board of Education Policies and Procedures.

FUND 018 STATEMENT OF PURPOSE

The Public School Support Fund is intended to function like a small general fund applicable to each building and operating on a school fiscal year.

The Public School Support Fund anticipates receipts from sale of goods and services including but not limited to pictures, vending machines, assemblies, food, supplies, books and carnivals. Receipts may also be obtained through third party donations, dues, fees or other charges.

The Public School Support Fund anticipates the need to disburse funds for the purchase of goods and services to support individual buildings' curricular and co-curricular programs including but not limited to personal services, supplies, equipment, repairs and maintenance, contract services and other objects in accordance with U.S.A.S.

FUND 200

The Fund 200 consists of those student activity programs which have student participation in the activity and have students involved in the management of the program. This includes those student activities which consist of a student body, student president, student treasurer, and faculty advisor.

POLICY STATEMENT – FUND 200

The purpose of student activity funds should be to promote the general welfare, education and morale of all the students and to finance the normal, legitimate co-curricular activities of the student body organizations.

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 and whether the group has assets”.

POLICY STATEMENT – FUND 300

This is an overall policy statement that governs the management and control of the athletic fund (fund 300). The purpose of the athletic fund should be to promote participation in athletic programs and those activities that could be associated with athletic programs. This policy creates the parameters within which all of these activity programs can achieve this purpose to operate effectively. As a minimum, this policy statement includes the following guidelines:

1. The Superintendent must authorize those programs it wishes to be operational.
2. No organization shall be obligated for purchases made unless supported by a written purchase order signed by the Treasurer.
3. All sources of revenue must be approved and included in the Board's current year budget.
4. All expenditures shall be in accordance with the budget.
5. An adequate system of internal controls should be implemented in order to safeguard the assets of these programs. Funds must be budgeted and accounted for by fund, function, object, special cost center and operational unit in accordance with Uniform School Accounting System (USAS).
6. The Athletic Director may hire employees for safety purposes, as may be required.

WILLARD SCHOOLS

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MONEY HANDLING PROCEDURES CHECKLIST

_____ Receive cash or check made payable to the district or appropriate school.

ISSUE ONE OF THE FOLLOWING RECEIPTS

_____ Issue a pre-numbered receipt:

- Original receipt is given to the student or payer.
- Second copy is attached to the school deposit paperwork.
- Third copy remains in the receipt book.

_____ Develop a class list:

- Record each student's name, date, purpose and amount paid.
- Record the total amount collected and add signature.
- Start a new class list each day.

_____ Ticket sales:

- Tickets must be pre-numbered.
- Document the date of the event, beginning and ending number of tickets, number of tickets sold and ticket price.

_____ Money collected must reconcile with documentation.

_____ Submit all money with your class list to the school secretary daily.

_____ Secretary will verify that the documentation reconciles with funds submitted and prepare for deposit. Any discrepancies should be noted on the documentation and the collector notified of the correction. All funds collected should be submitted to the Treasurer's office within 24 hours.

_____ An approved purchase order must be in place prior to any expenditures.

REVENUES (CASH OR CHECKS)

- ❖ No refunds or purchases may be paid for directly out of the receipts before they are deposited.
- ❖ All payments must be made through the Willard City Schools Treasurer's office.
- ❖ Cash or checks may be received for various reasons, including but not limited to:
 - Fees for optional extra-curricular activities (not tax credits)
 - Fees for field trips (tax credits and non-tax credits)
 - T-shirt sales
- ❖ Non-district employees are not to handle cash.
- ❖ Segregation of duties between cash handling and record keeping must be maintained.

PROCEDURES FOR CHECK HANDLING

The following procedures apply to all personnel who collect or receive money for any reason (i.e., office staff, teachers, coaches, etc.).

- ❖ Checks should be made payable to Willard City School District or the school.
- ❖ Employees are not allowed to accept the following checks:
 - Two-party personal checks
 - Altered checks
 - Post-dated checks
 - Checks payable to two or more persons
 - Counter checks (no printed information or account number)
 - Checks made out to a parent organization (PTG)

DOCUMENTATION OF MONIES RECEIVED

All funds collected must be documented, receipted and safeguarded. The method may vary according to what works best for each activity. The following describes several methods that can be used to document funds so they may be traced back to their source as required by the Uniform System of Financial Records (USFR).

1. Pre-numbered Receipts

The money is counted in front of the student or person turning in the money and a pre-numbered receipt is issued. The original receipt is given to the student or payer, the second copy is attached to the school deposit paperwork and the third copy remains in the receipt book as a permanent record of the transaction.

2. Class Lists

In lieu of issuing pre-numbered receipts to each student a class list may be developed. When a payment is made, the collector will record the student's name, date paid, amount paid and purpose of payment. (e.g., field trip name and date, t-shirt size, etc.) The list should be totaled and signed by the collector. A new class list must be started each day.

3. Ticket Sales Receipts

Sales for activities such as dances or plays should be accounted for with pre-numbered tickets.

The date of the event, beginning and ending number of tickets, number of tickets sold and ticket price will be documented.

Note: The money collected must reconcile with the above documentation. The collector will turn in the monies together with the class list to the school secretary daily for deposit to the Treasurer's office. The secretary will verify that the documentation reconciles with the funds submitted and will prepare the monies for deposit. Any discrepancies should be noted on the documentation and the collector notified of the correction.

PREPARING A DEPOSIT

- ❖ The school secretary will prepare a deposit for daily pick-up which the administrator in charge will arrange.
- ❖ Deposit paperwork will consist of the deposit receipt and activity report or analysis of deposit when applicable. The deposit documentation should be attached to the deposit.
- ❖ Funds are not available until the deposit information has been entered into the financial management system at the district office.
- ❖ Deposit documentation (class lists, ticket sales recording, receipts, etc.) should be kept onsite in your files and be available for the auditors upon request.
- ❖ Money should be safeguarded at all times. Money should not be kept in desks or a file cabinet. All schools are provided with a safe. No money should be held over the summer or extended school breaks.
- ❖ Money should be sent to the Treasurer's office within 24 hours.

EXPENDITURES

- ❖ All expenditures must be approved by the Principal or Assistant Principal.
- ❖ Reimbursements to district employees are not permitted unless approved in advance.
- ❖ An approved purchase order must be in place prior to any expenditure made.
- ❖ Depending on the fund used for the expenditures, there may be restrictions on what may be purchased; please contact the Treasurer for clarification.
- ❖ Procurement laws and regulations apply to these funds in the same manner as other district purchases.

DISTRICT CONTACT INFORMATION

- ❖ Cyndi Shoup, Treasurer, #46011 (specific fund handling and overall cash handling information)
- ❖ Mary Cok, Accounts Receivable Specialist, #46013 (deposit information)

WILLARD CITY SCHOOLS ACTIVITY FUND PURPOSE STATEMENT AND BUDGET

ACTIVITY NAME: _____ DATE: _____

CODE #: _____

PURPOSE OF ACTIVITY (define concisely)

Last Year's Balance \$ _____

ACTIVITY SOURCE OF INCOME	AMOUNT	DATES OF ACTIVITY
A. _____	\$ _____	_____
B. _____	\$ _____	_____
C. _____	\$ _____	_____
D. _____	\$ _____	_____
E. _____	\$ _____	_____
F. _____	\$ _____	_____
G. _____	\$ _____	_____
H. _____	\$ _____	_____

Total Revenue Anticipated \$ _____

Total Balance and Revenue End of Year \$ _____

400 Purchased Service	\$ _____
500 Materials & Supplies	\$ _____
600 New Equipment	\$ _____
700 Replacement Equip.	\$ _____

**WILLARD CITY SCHOOLS
ACTIVITY FUND PURPOSE STATEMENT AND BUDGET**

ACTIVITY FUND: _____

ACTIVITY ESTIMATED EXPENDITURES:

A. _____	\$ _____
B. _____	\$ _____
C. _____	\$ _____
D. _____	\$ _____
E. _____	\$ _____
F. _____	\$ _____
G. _____	\$ _____
H. _____	\$ _____
I. _____	\$ _____
J. _____	\$ _____
K. _____	\$ _____
L. _____	\$ _____
M. _____	\$ _____
N. _____	\$ _____
O. _____	\$ _____
P. _____	\$ _____

Total Estimated Expenditures \$ _____

Anticipated End of Year Balance \$ _____

Activity Advisor _____

Building Principal _____

Superintendent _____

FUNDRAISER REPORT OF ACTUAL SALES

This form is to be completed after the fundraiser is finished.

Name of Organization: _____ Date: _____

Type of fundraiser: _____
(Be specific)

Company you purchased the merchandise from: _____



Actual sales:

Quantity: _____ Unit cost: _____ Total: _____

Actual merchandise purchased:

Quantity purchased: _____ Unit cost: _____ Total: _____

Actual profit/loss: _____



1. After your fundraiser, complete this form and submit to your building principal.
2. Appropriate personnel will approve the totals from your sale.
3. One copy will be returned for your records and one copy will be kept in the Treasurer's Office.

Advisor _____

Principal _____

Athletic Director _____
(Sports only)

Superintendent _____

Treasurer _____