

STUDENT ACTIVITY FUNDS

Policies and Procedures Manual

**O'Fallon Community Consolidated
School District No. 90
November 1, 2016**

Table of Contents

Introduction.....	2
Responsibilities.....	2
Collection of Funds.....	3
Payments from Student Activity Funds.....	5
Sponsor Cash Journal.....	7
Temporary Change Funds.....	7
Transfers Between Accounts.....	8
Employee Reimbursements.....	8
Parent Organizations.....	9
Account Sponsor Quick Reference Guide.....	10
Example of Forms.....	11

Introduction

This manual was written to provide a set of standardized accounting procedures for the administration of Student Activity Funds (SAF) in all schools in O'Fallon School District No. 90. Principals, bookkeepers and other employees involved in the handling of these funds should become knowledgeable of the instructions in this manual.

The principals, teachers, and clerical staff are placed in a position of trust by parents and students when funds are placed in their care. Adequate measures to control these funds will assure parents and students that the funds are handled properly.

Student Activity Funds consist of money that is received and held by the school as trustee. Individual student groups raise these funds and their disbursement is controlled by that group as long as decisions regarding the use of funds do not conflict with Board policy and/or legal regulations or restrictions. Student activity funds are accounted for by the district as agency funds in compliance with the Illinois State Board of Education's Administrative Code.

The basic purpose for the collecting or raising and expending of activity funds must be for the direct benefit of the students or for the general benefit of the school. Within this scope, funds are to be used to finance activities that supplement the educational curriculum of the District. Fund raising activities shall in general contribute to the educational experience of pupils and shall not conflict with the instructional program.

Responsibilities

The Principal is responsible for the overall administration of the Student Activity Funds including the bookkeeping, monthly reporting and compliance with the policies and procedures manual.

The principal's secretary maintains the accounting records of the Student Activity Funds and is referred to in this manual as the campus bookkeeper. The campus bookkeeper is responsible for the following:

1. maintaining the accounting records as required
2. receiving money and verifying the accuracy of received monies
3. preparing deposits
4. balancing the campus accounts with the monthly report.

The faculty sponsor of a student activity group is responsible for safeguarding and accounting for all the student activity funds entrusted to him/her. This includes keeping a sponsor cash journal and balancing the student activity fund with the monthly report.

The district student activity bookkeeper will be located at the district office and will report to the Business Manager. The district bookkeeper is responsible for monitoring the monthly account activity, issuing district checks, bank reconciliations for all campuses and preparing monthly reports for all student activity fund accounts. The district bookkeeper will work with the campus bookkeeper and sponsors to resolve any variances in the monthly report.

Collection of Funds

Sponsors or teachers collect from the students, support the amount collected by completing the Deposit Breakdown Form and other supporting documentation described below, and submitting the cash to the bookkeeper for receipt and deposit. **A bookkeeper cannot accept cash that has not been counted and that is not properly supported by a completed Deposit Breakdown Form, Transmittal List of Monies or receipt.**

1. Forms Required for the Receipt of Monies by Club Sponsors, Teachers and Staff:

The sponsors or campus teachers will be required to record all incoming cash received for club or other campus activities on one or more of the following forms when submitting funds to the campus bookkeeper:

A. Deposit Breakdown Form:

Funds collected should be recorded on this form and submitted to the campus bookkeeper.

B. Transmittal List of Monies:

The Transmittal List of Monies provides a list of monies collected from students, which is prepared by staff or the sponsors. The Transmittal List of Monies form should be submitted to the school bookkeeper with the funds. *Note: it is not necessary to complete this list for activities such as concession stand sales where it is neither necessary nor possible to record each individual payer.*

C. Cash Receipt:

Cash Receipts will provide sponsors and staff records to reference collections.

The person from whom the money is received is to be given the original receipt. Do not make erasures or alterations on any receipts. If an error is made, void the receipt and rewrite it. The first copy must be submitted to the district office with the deposit slip. The second copy remains in the receipt book to provide a chronological record of cash received.

D. Collection Sheets provided by the Fund Raising Vendor:

Some vendors provide worksheets for the collection of fund raisers. These fund raisers may include yearbooks and library book fairs. These records substantiate the collection of funds.

2. Procedures for Club Sponsors, Teachers and Staff Collecting Funds

Funds will be collected directly by club sponsors, teachers and the bookkeeper for collections as approved by the principal.

A. One of the above forms will be utilized for recording the funds received. It provides a list of monies collected from students, which is prepared by the teachers.

B. A post-dated check (a check indicating a future date) shall not be accepted by the school from any source.

- C. Checks should not be accepted from any party who has had a previous returned check.
- D. The student activity fund account code of the club or organization is to be stamped or written in the memo area of each check received at the school. One stamp shall be provided to each club/organization with any additional stamps needed to be provided by the club/organization.
- E. All monies collected must be submitted to the bookkeeper in the same form as collected. Employees' personal checks should not be substituted for cash collections.
- F. Club or class collections must be submitted to the bookkeeper daily. Under no circumstances should money be kept in a classroom, sponsor's vehicle or taken home. All money should be secured in the campus' office overnight.
- G. Monies collected for club activity should be verified by a teacher or sponsor before submitting funds to the bookkeeper.
- H. If monies are submitted when the bookkeeper or an authorized alternate staff member is unavailable, the funds should be secured in the campus' office overnight. Upon the return of the school bookkeeper, the funds should be verified with the sponsor present.

3. Receipts of Money by the Campus Bookkeeper

The following procedures shall be followed by the bookkeeper when funds are received for deposit:

- A. The bookkeeper will count the money to ensure agreement with the amount recorded by the Club Sponsors, Teachers or Staff Collecting Funds. This will be done in the presence of the person turning in the funds.
- B. The sponsor shall keep a copy of the form after the bookkeeper has verified the monies.
- C. Checks received for deposit will be immediately endorsed for deposit only. The bookkeeper will check to see that the SAF account number or its name is written on each check.
- D. All monies received shall be deposited in the same form in which they are collected. Funds are not to be used to make change for parents, students or faculty. All monies received shall be recorded, deposited and reconciled to the proper accounts.
- E. Deposits should be made on a weekly basis with all monies received deposited by the 30th of each month.

4. Returned checks

- A. When the district bookkeeper receives a returned check from the bank, the student activity account is debited for the amount of the returned check. The check is then sent to the campus bookkeeper.
- B. The campus bookkeeper will determine which SAF account originally collected the check and will notify the SAF sponsor with the information of the returned check so the information can be recorded in the sponsor's cash journal. (The SAF account number should have been stamped on the front of each check.)

- C. The campus bookkeeper or SAF sponsor should notify the maker of the check and request that it be redeemed with cash or money order. It is the discretion of the campus principal as to whether a returned check fee be collected in addition to the amount of the returned check. Keep a record as to the type of contact and the date of contact.
- D. When the cash is collected a receipt will be made for the amount of funds collected. The receipt will indicate that the amount is for a collection of an NSF and indicate the maker of the check.
- E. Maintain copies of all bank documents for record keeping purposes.

Payments from Student Activity Funds

1. The Student Activity Fund Payment Request form is used to initiate district office checks, immediate need checks, and petty cash reimbursements. Part 1 of the form is to be completed by the sponsor, teacher or other staff member and should be filled out as follows:
 - A. **Pay To:**
 1. Name of Payee: The payee name should be either an individual's full name, an organization name or company name. Never "cash" or the issuing school's name.
 - a. Payee's Address: Required for all district office checks and immediate needs checks; not necessary for petty cash.
 - B. Description of Item/Service Purchased: A brief, description of the item or service purchased.
 - C. Amount: The amount due should equal the supporting documents.
 - D. Payment Due Date: The payment due date.
 - E. Pay From:
 1. Student Activity Fund Account Name: Activity account name such as Hospitality or Boy's Baseball.
 2. Student Activity Fund Account Number: Ten digit account number such as 10-1801-2005.
 3. Payment Requested By: Must be signed by the designated sponsor for the SAF account.
 - F. Date: Date the request was completed.
 - G. Guidelines for submitting receipts with Student Activity Payment Request forms:
 - Make two copies of the ITEMIZED receipt or invoice to be attached to send with the SAF Payment Request form.
 - If a copy of the invoice (registrations etc.) is required to be mailed with the check, make an extra copy to send with the SAF Payment Request form.
 - **Do not highlight or tape over ink on thermal paper receipts.** Circle or underline to indicate the items.

- A credit card slip without receipts or invoices attached is not considered support for checks.

This additional documentation is critical for maintaining control over the SAF accounts. It is the responsibility of the sponsor/person requesting payment to provide all of the support required. However, it is ultimately the Principal's responsibility to see that these requirements are met.

2. Part 2 of the SAF payment request form is to be completed by the campus bookkeeper and the types of payment are as follows:

A. Petty Cash Disbursements:

Only use petty cash for expenditures from activity funds accounts. The preferred method of payment is by petty cash for small, allowable purchases and reimbursements of \$100 or less. Petty cash may not be used for contracted services, payroll, or employee travel expenditures. When the petty cash fund needs to be replenished, the campus bookkeeper will submit the SAF payment request forms with attached receipts to the district bookkeeper with the total amount to be replenished.

All petty cash funds must be returned and cleared out at the end of the school year. The campus bookkeeper is to turn in the amount of the fund in cash and/or paid receipts. Deposit the cash returned into the petty cash account with the amount clearly notated on the deposit slip.

B. District Office Checks:

The only method of payment for all contracted services and all expenditures greater than \$100.

C. Immediate Need Campus Checks:

Used for emergencies where advance notice is not possible. An immediate need check is only to be used for expenditures from an activity fund account.

D. PCard purchases:

When you have purchased items using the district's pcard but are using student activity funds to pay for the purchase, a SAF payment request form must be submitted to reimburse the district for that purchase.

The vendor to pay to will be O'Fallon District 90.

You can list both the original vendor the item was purchased from and the description of the purchase on the line for description of item/service purchased.

The pay from is the student activity fund information as you would fill it out for any type of payment.

In part 2, please cross out purchase order and put Pcard. When new forms are ordered, this will be updated.

Attach one copy of the invoice for back up. The original invoice will be with the Pcard summary form.

3. The principal signs the SAF payment request before submitting to the district bookkeeper. If the SAF account needs to be temporarily overdrawn, the principal must approve the overdraft by initialing the overdraft area of Part 3 on the SAF Payment Request Form.

Sponsor Cash Journal

1. Purpose

Any student club or organization that receives money from any source such as donations, fees, dues, and/or conducts fund raisers for the benefit to the student group is required to keep accounting records.

The sponsor responsible for the financial record keeping should record the receipts as the money is received, disbursements as the money is spent and any transfers related to this account. This provides the internal control needed to verify that the funds received by the student group and the disbursements are properly managed.

2. General Procedures

An example Sponsor Cash Journal is provided and copies may be made by the sponsor. This journal should be completed with all receipt and disbursement information.

Any transfers made between club or activity accounts should be documented on the Sponsor Cash Journal.

The school bookkeeper will provide each sponsor with a copy of the monthly report. Review the report and resolve any variances.

Prior to submitting a Student Activity Fund Payment Request for monies to be disbursed from the club or activity account, verify that the account balance is sufficient to cover the expenditure.

Temporary Change Funds

1. General Information

During the school year a change fund may need to be created for either short-term use during an event, or for any ongoing need. A fund raising event is an example of a short-term change fund. Examples of ongoing change funds include library fines and lost books, athletics and office use.

2. Procedures

- A. The Advance Payment Request – Cash Box form should be coded to the club or organization requesting the change. This form must be submitted 3 days in advance of the activity.
- B. When the event has ended, the change fund should be returned to the bookkeeper for receipt and deposit. **The bookkeeper should receipt the initial amount of the change fund separately from the event proceeds.**
- C. If there is an ongoing need such as the library, issue the change fund at the beginning of each school year and re-deposit the fund at the end of each school year using the procedures at item B above.

Transfers Between Accounts

It is not necessary to write a check to transfer funds from one SAF account to another. However, the transfer must be documented. It will be approved by the principal and signed by the disbursing SAF Sponsor.

The transfer form will be completed with a brief description of the reason for the transfer. The SAF Sponsors will need to make entries in each of their cash journals.

Employee Reimbursements

1. Funds due to the Employee

Employee reimbursements from student activity fund accounts for small purchases of \$100 or less may be made from the campus petty cash fund. Reimbursements of more than \$100 will be paid with a central office check. The following guidelines and procedures should be utilized when requesting reimbursement.

- A. Reimbursements for authorized expenditures should be requested by completing Part 1 of the Student Activity Fund (SAF) Payment Request form. See "Payments from Student Activity Funds" section of this manual for detailed instructions.
- B. Original itemized invoice, receipt or sales ticket and 2 copies must be provided before a reimbursement can be made.
- C. Funds must be available in the SAF account to cover the reimbursement.
- D. A description of the items purchased should be clearly indicated on the invoice or a description attached.
- E. Requests for reimbursements from SAF accounts should be submitted at least monthly, as required with the original invoice and not held until the end of the school year.
- F. Reimbursement will not be made for sales taxes paid for school purchases. Sales tax-exempt letters can be acquired from the bookkeeper before any purchases are made. Sales tax will be reimbursed for any item purchased that is intended for personal use rather than educational use (such as hospitality accounts).

2. Funds Due the District

Occasionally, when a district office or immediate need check is written in advance of an event or purchase, the actual amount of the expenditure is less than the amount of the check. The vendor may accept the check and provide change to the employee for the difference. In these instances, the invoice or receipt and the change should be submitted to the bookkeeper. The bookkeeper will issue the employee a receipt for the amount of the change and this amount will be credited back to the club making the purchase.

Parent Organizations

1. Definition

Parent organizations include any outside groups such as the PTO, Athletic Booster Clubs, or Band Parent Booster Clubs etc.

2. Restrictions

- A. The principal is not responsible for funds collected, disbursed and controlled by parents, patrons, or alumni organizations, and these funds should not be accounted for in a school District's Student Activity Funds.
- B. Campus personnel should not maintain bookkeeping records for parent groups on school time.
- C. It is recommended that the campus bookkeeper not serve as treasurer of the parent organization.

3. Requirements

The Parent Organization must:

- A. Open and maintain separate bank account under the organization name.
- B. Obtain their own tax-exempt status with their own Tax Identification Number.
- C. All parent organizations should acquire bond insurance for their officers.

Activity Account Sponsor Responsibilities
Quick Reference Guide

1. Collections

All collections are to be counted and documented on a deposit breakdown form, transmittal list of monies form or a receipt form.

Never leave cash, checks or money orders unattended.

If funds collected cannot be counted before the end of the day, they should be secured in the school's office in a secure place.

2. Payments

To initiate a disbursement, the sponsor should complete and sign Part I of an SAF Payment Request form. Give this form and the original itemized invoice, along with 2 copies or other support documentation to the bookkeeper.

3. Record Keeping

Retain copies of your receipts, purchase orders and payment request forms. Compare these copies to the activity shown in your account on the monthly Report. Review the report and resolve any variances with the district bookkeeper.

Keep a sponsor cash journal or checkbook type register of all deposits and payments.

4. Returned Checks

The campus bookkeeper will notify the SAF sponsor with the information of the returned check so the information can be recorded in the sponsor's cash journal. (The SAF account number should have been stamped on the front of each check.).

The campus bookkeeper or SAF sponsor should notify the maker of the check and request that it be redeemed with cash or money order along with any NSF fee. Keep a record as to the type of contact and the date of contact.

All forms are available from the campus bookkeeper. Sign and return the bottom of this page and return to Colleen Headrick, District Office.

=====

I have received the Activity Account Sponsor Responsibilities and agree to abide by the guidelines.

Printed Name_____

Signature_____ Date _____

Account Name_____ Account Number _____

O'FALLON SCHOOL DISTRICT NO. 90

STUDENT ACTIVITY FUND (SAF) DEPOSIT BREAKDOWN FORM

DATE _____ SAF ACCOUNT NAME _____

SAF ACCOUNT NUMBER _____

TOTAL AMOUNT OF DEPOSIT \$ _____

TOTAL AMOUNT OF CHECKS \$ _____

*Don't forget to stamp/write SAF account number on front of each check!

TOTAL AMOUNT OF CURRENCY \$ _____

(ALL BILLS NEED TO FACE THE SAME DIRECTION)

TOTAL AMOUNT OF COINS \$ _____

EXPLANATION (ex. T-SHIRT SALES) _____

SPONSOR SIGNATURE _____

RECEIVED BY _____ DATE _____

White: District Office

Yellow Copy: School Office

Pink Copy: Sponsor

O'Fallon School District No. 90
Student Activity Funds (SAF)
Transmittal List of Monies

CIRCLE ONE: **COLLECTED** OR **REFUNDED**

STUDENT ACTIVITY FUNDS (SAF) TRANSMITTAL LIST OF MONIES INSTRUCTIONS

- | | |
|--|---|
| <p>1. This form, Transmitted List of Monies, may be used for small, multiple collections or refunds for:</p> <ul style="list-style-type: none"> Library fines Field Trips Bus Trips Finances from fund raising activities Yearbooks | <p>2. This form shall list the name of the student from whom the monies were received/refunded and the amounts of monies that each submitted or was refunded.</p> <p>3. Collections shall be submitted to the campus bookkeeper with this transmittal list.</p> |
|--|---|

Name of Sponsor _____ Date _____

Name of Account _____ Account Number _____

Activity Involving Receipt of Money: _____

NAME / SIGNATURE OF STUDENT	HOW PAID? (✓ and) cash check	AMOUNT	NAME / SIGNATURE OF STUDENT	HOW PAID? (✓ and) cash check	AMOUNT
1.			26.		
2.			27.		
3.			28.		
4.			29.		
5.			30.		
6.			31.		
7.			32.		
8.			33.		
9.			34.		
10.			35.		
11.			36.		
12.			37.		
13.			38.		
14.			39.		
15.			40.		
16.			41.		
17.			42.		
18.			43.		
19.			44.		
20.			45.		
21.			46.		
22.			47.		
23.			48.		
24.			49.		
25.			50.		

GRAND TOTAL COLLECTED / REFUNDED _____ \$ _____

For Campus Secretary/Bookkeeper Use Only:

DEPOSIT DATE: _____ RECEIPT NUMBER _____

DISTRIBUTION: **WHITE:** DISTRICT

YELLOW: CAMPUS BOOKKEEPER

PINK: SPONSOR/TEACHER

Date: _____
Campus Name _____
Received From _____
SAF Account _____
Amount _____
Source of Funds _____

Nº 2728

Received by: _____

Date: _____
Campus Name _____
Received From _____
SAF Account _____
Amount _____
Source of Funds _____

Nº 2729

Received by: _____

Date: _____
Campus Name _____
Received From _____
SAF Account _____
Amount _____
Source of Funds _____

Nº 2730

Received by: _____

DEPOSIT TICKET
FOR CLEAR COPY, PRESS FINELY WITH BALL POINT PEN.



Bank of O'Fallon
201 SOUTH LINCOLN AVENUE
O'FALLON, ILLINOIS 62269

DATE

CURRENCY		DOLLARS	CENTS
COIN LIST EACH CHECK	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
		17	

O'FALLON SCHOOL DISTRICT #90
O'FALLON, ILLINOIS
ACTIVITY FUND

⑆08 10 230 19⑆ 0000507 11⑈ 4 2



70-2301/810
TOTAL
ITEMS
PLEASE BE SURE ALL ITEMS
ARE PROPERLY ENDORSED.
DEPOSITS MAY NOT BE AVAILABLE
FOR IMMEDIATE WITHDRAWAL

O'FALLON SCHOOL DISTRICT NO. 90
Student Activity Funds (SAF)
Payment Request

Campus _____

Part 1: To be completed by sponsor/person requesting payment:

Attach original invoice and 2 copies to this request before submitting to the bookkeeper.

AMOUNT \$ _____

Pay To:

Name of Payee _____
Street Address _____
City, State, Zip _____

Payment Due Date: _____

Description of Item/Service Purchased: _____

Pay From:

SAF Account Name:	SAF Account Number:	SAF Account Amount:

Payment Requested by: _____ Date: _____
(SIGNATURE)

Part 2: To be completed by campus bookkeeper:

Payment Type (Check one):

- ☐ Central Office Check
- ☐ Campus Immediate Need Check
Ck # _____ Ck Date ____/____/____
- ☐ Petty Cash

Service Provider Tax information

Is this payment for a service? Yes ☐ No ☐

Special Handling Instructions for Central Office Checks

- ☐ Check this box if the check should be held in District office for pick up.
- ☐ This check should be returned to school.

PAID TO: _____ Date _____
(Signature of Recipient)

- ☐ Purchase Order

Part 3: To be completed by campus administrator:

Payment Authorized by: _____ Date: _____
(Principal's Signature)

Is an overdraft of this account pre-approved? If Yes, please initial here _____ Date: _____

White: District Office

Yellow Copy: School Office

Pink Copy - Sponsor

O'FALLON SCHOOL DISTRICT #90

013822

STILLVINTS, INC. (DAY) 08/10/2016 01:08:10

WARNING: Original document has LineMark™ lines on the paper that change from light to dark in reflected to transmitted light.


O'FALLON SCHOOL DISTRICT #90 O'FALLON, ILLINOIS ACTIVITY FUND	BANK OF O'FALLON O'FALLON ILLINOIS 62269 73 2301610	013822
--	--	---------------


Pay to the Order of: _____ Date: _____


COPY COPY COPY

Authorized Signature _____

⑈013822⑈ ⑆081023019⑆ 00005071⑈

O'FALLON SCHOOL DISTRICT #90		70-2301/810	1301
STUDENT ACTIVITY FUND		00005071	
118 E. WASHINGTON		DATE	
O'FALLON, IL 62269			
PAY TO THE ORDER OF _____		\$	
		DOLLARS	
 Bank of O'Fallon 901 SOUTH LINCOLN AVENUE O'FALLON, ILLINOIS 62269		VOID	
MEMO			
⑆08 10 230 19⑆		00005071 1301	

O'FALLON SCHOOL DISTRICT #90		70-2301/810	1302
STUDENT ACTIVITY FUND		00005071	
118 E. WASHINGTON		DATE	
O'FALLON, IL 62269			
PAY TO THE ORDER OF _____		\$	
		DOLLARS	
 Bank of O'Fallon 901 SOUTH LINCOLN AVENUE O'FALLON, ILLINOIS 62269		VOID	
MEMO			
⑆08 10 230 19⑆		00005071 1302	

O'FALLON SCHOOL DISTRICT #90		70-2301/810	1303
STUDENT ACTIVITY FUND		00005071	
118 E. WASHINGTON		DATE	
O'FALLON, IL 62269			
PAY TO THE ORDER OF _____		\$	
		DOLLARS	
 Bank of O'Fallon 901 SOUTH LINCOLN AVENUE O'FALLON, ILLINOIS 62269		VOID	
MEMO			
⑆08 10 230 19⑆		00005071 1303	

O'FALLON SCHOOL DISTRICT NO. 90

ADVANCE PAYMENT REQUEST – CASH BOX Must be submitted 3 days in advance of activity

(Teacher/Sponsor's Name)

(Club/Organization)

Student Activity Account Number _____
Am requesting an advanced payment for the following purpose:

Activity: _____

Location: _____

Date: _____

Time: _____

Other: _____

I understand that this money should be used exclusively for the above stated activity.

I understand that this money should not be used to make cash payments to judges, officials, security guards, etc.

I understand that I should return all supporting documents for expenses and any unused portion of this money, if any, to the school secretary/bookkeeper immediately after returning from the activity stated above.

(Teacher/Sponsor's Name)

(Date)

For Secretary/Bookkeeper Use Only:

Check No. _____

Check Date _____

Check Amount _____

White - District Office

Yellow Copy: School Office

Pink Copy - Sponsor

O'Fallon School District No. 90 Student Activity Funds Transfer Form		
_____ Date	_____ School	
Transfer Amount		
SAF ACCOUNT	From	To
EXPLANATION: _____ _____ _____		
APPROVAL: _____ <div style="text-align: center; margin-top: 10px;"> TRANSFER FROM ACTIVITIES SPONSOR (IF APPLICABLE) _____ PRINCIPAL </div>		