

Student Activity Account Guidelines Leicester Public Schools



Information and text in this document was adapted for the Leicester Public Schools by the Assistant to the Superintendent for Business Affairs (February 2007) from the Student Activity Accounts Guidelines For Massachusetts School Districts, Massachusetts Association of School Business Officials, First Printing, May, 1997. Copyright 1997, the Student Activity Accounts: Procedures For Operations, Easthampton Public Schools, May 1997 and the Student Activity Account guidelines for Needham Public Schools, August 2004.

Leicester Public Schools
STUDENT ACTIVITY GUIDELINES MANUAL

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PREFACE

The Leicester Public Schools have established guidelines for principals and other school administrative staff on the proper management and operation of student activity funds. These guidelines were designed to ensure compliance with the state law governing student activity accounts, M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996 and School Committee Policy # 940. Additionally, these guidelines are necessary to ensure sound financial practices, safeguard student funds, and protect Leicester employees from allegations of wrongdoing.

Any questions on the operation of these accounts should be directed to the Assistant to the Superintendent for Business Affairs.

STUDENT ACTIVITY LAW

M.G.L. Chapter 71, Section 47, as amended by Chapter 66 of the Acts of 1996: Athletic Programs; School Organizations; Student Activity Accounts

“...[T]he school committee of a city, town or district may authorize a school principal to receive money in connection with the conduct of certain student activities and to deposit such money, with the municipal or regional school district treasurer, into an interest bearing bank account, hereinafter referred to as the Student Activity Agency Account, duly established by vote of the school committee to be used for the express purpose of conducting student activities. Interest earned by such Student Activity Agency Account shall be retained by the fund and the school committee shall determine for what purpose such earnings may be used. In addition to such Student Activity Agency Account, the school committee may authorize the municipal or regional school district treasurer to establish a checking account, hereinafter referred to as the Student Activity Checking Account, to be operated and controlled by a school principal and from which funds may be expended exclusively for student activity purposes for the student activities authorized by the school committee. Such account shall be used for expenditures only and funds received for student activities may not be deposited directly into such account.

The school committee shall vote to set the maximum balance that may be on deposit in such Student Activity Checking Account. The principal designated to operate and control such Student Activity Checking Account shall give bond to the municipality or district in such amount as the treasurer shall determine to secure the principal's faithful performance of his duties in connection with such account. To the extent that the funds are available in such Student Activity Agency Account, funds up to the maximum balance set by the school committee shall be transferred from the Student Activity Account through the warrant process to initially fund such Student Activity Checking Account.

Periodically, to the extent that funds are available in such Student Activity Agency Account, the municipal or regional school district treasurer shall reimburse such Student Activity Checking Account, through the warrant process, to restore the limit set by the school committee. The principal shall adhere to such administrative procedures as the municipal or regional school district treasurer or accountant may prescribe. There shall be an annual audit of the student activity funds which shall be conducted in accordance with procedures as agreed upon between the school committee and the auditor based upon guidelines issued by the department of education.”

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Central Office. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be added. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited annually by the Director of Finance and Operations, and once every 3 years by an outside auditing firm. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the principals with a specific maximum balance of \$5,000 for Leicester Primary School and Leicester Memorial School and \$12,000 for Leicester Middle School and Leicester High School, which may be adjusted by vote of the School Committee. Payments from a Student Activity Checking Accounts must receive prior approval from the Director of Finance & Operations and may

only be used for expenditures when payment must be made immediately, and therefore cannot go through the warrant process. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal, Superintendent and Treasurer.

5. Shall annually, if necessary, prior to the start of each school year, vote to change the maximum balance that may be on deposit in each Student Activity Checking Account.

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Account for the high school. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from high school, their funds should be removed from the high school student activity checking account no later than six months from the date of graduation. . It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. Should the class officers not request to have their funds removed from the Student Activity Checking Account within 6 months of their graduating, the funds will be forfeited by the class and transferred equally among the 3 underclasses. Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Accounts

Any student activity organization inactive for a period of three (3) years or more, and for which there has been no receipts or disbursements recorded on their behalf, shall require the following actions to be closed:

1) Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.

2) All assets of the recognized student activity organization shall be determined and stated in writing.

3) Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. The primary goal in disposition should be to benefit the student body.

LEGAL REF.: M.G.L. 71:47

SOURCE: MASC

ADOPTED: February 23, 2009

REVISED: June 2016

I. GENERAL INFORMATION

Purpose and Use of Student Activity Accounts

Under the law, student activity accounts are “to be used for the express purpose of conducting student activities.” As such, the only groups who may use these accounts are those student organizations that have been formally recognized both by the Principal and Superintendent as student activities. Additionally, student activity accounts are specific to the student organizations; **Principal’s discretionary and co-mingled accounts are not permitted.**

The only revenues that may be deposited to the Student Activity Agency Accounts are those funds that have been raised by recognized student organizations. It is Leicester Public School’s opinion that gifts to recognized student organizations also may be deposited into the Student Activity Agency Account and expended in accordance with student activity policy and procedures.

Only those student organizations formally recognized as student activities may make expenditures from student activity accounts.

School Department fees, grants and general-purpose donations/gifts MAY NOT be deposited to student activity accounts. By statute, fees, gifts and grants to the School Department must be deposited with the Town Treasurer and held as separate accounts.

Student Activity Agency Account and Checking Accounts Explained

There are three student activity accounts, district-wide. Leicester High School, Middle School and Memorial School all maintain a separate checking account, and, in addition, the town operates a separate depository account for each school called a Student Activity Agency Account.

All funds raised by student activities shall be deposited to that schools Student Activity Agency Account; a savings account set up through the Town Treasurer. No student monies may be deposited to the individual checking accounts, the purpose of which is described in the next paragraph.

The majority of student activity expenditures shall be paid through the warrant process (see Operating Procedures). Expenditures can also be made from the checking account held by each school with permission of the Assistant to the Superintendent for Business Affairs in consultation with the Town Treasurer. The balance in each school’s checking account is maintained through periodic transfers of funds from the Agency (depository) Account, via the “reimbursement” process (see Operating Procedures). As a safeguard against fraud and theft, the balance in each checking account is limited to the following amounts: \$12,000 for the High School and Middle School and \$5,000 for the Memorial School.

Establishing a Student Activity Account

The Superintendent must approve all student activity accounts.

Student activity accounts are established upon the recommendation of students to the Building Principal. The Principal, in turn, will make a recommendation to the Superintendent of Schools who will bring it to the School Committee for approval. A student activity account must be specific to a student organization; no discretionary or co-mingled accounts are permitted.

To assist with the establishment of student activities, a Student Activity Account Request for Recognition Of A Student Organization form (SSA#1) has been developed, and is included in the Appendix.

Roles & Responsibilities for Managing Student Activity Accounts

Principal: Since student activity funds belong to the students, the Principal is the fiduciary agent, who is accountable both to the students and the School Committee for ensuring that student funds are used properly, and at the direction and vote of the students. The Principal makes recommendations to the Superintendent for the creation of new student activities, signs student activity checks, approves expenditures, oversees and is responsible for the collecting and depositing of student funds and for reconciling of the student accounts on a monthly basis.

Assistant to the Superintendent for Business Affairs: The Assistant is charged with developing and overseeing financial practices and procedures for student activity accounts, which comply with financial requirements and School Committee policy. The Assistant also has the final authority to pay an invoice.

Town Treasurer: The Treasurer controls all bank relationships and procedures. The Treasurer has authority to freeze accounts, posts revenue to ledgers and completes account transfers.

Secretary/Bookkeeper of Student Activities: Assists the Principal in executing his/her responsibilities with regard to student activity accounts as he/she sees fit.

Bonding

As required, "the Town will ensure that the person(s) administering said accounts shall give bond to the Town in such amount as the Treasurer shall determine to secure the principal's faithful performance of his/her duties in connection with such student activity accounts." All other school personnel are covered under the town's "Employee Dishonesty" policy.

Audits

The law requires that an annual audit be conducted on student activity funds. In Leicester, this audit is conducted by an independent auditor. Additionally, the Assistant to the Superintendent for Business Affairs or his/her designee will monitor and review student account activity on a monthly or quarterly basis.

Tax Exempt Status

All student account activity is conducted under the umbrella of the Town's tax exemption. As such, all expenditures should be made with the tax exemption number provided by Town Treasurer's office.

Monies not under the control of the school system (PTA, Booster Clubs, staff monies, etc) are not considered student activity monies and are not eligible to use the Town's tax exemption number.

Staff Funds

Under the law, student activity accounts are "to be used for the express purpose of conducting student activities."

Monies that belong to staff (sunshine funds, staff vending machines, etc.) may not be maintained in student activity accounts. Staff who wish to collect and expend funds for their own benefit must establish a bank account in their own name, and can not use the municipal tax exempt number for such accounts.

Gifts and Scholarships

The School Committee may accept gifts on behalf of students to be deposited in the corresponding student activity account. It is Leicester Public School's opinion that gifts to recognized student activities can be deposited into the student activity agency account and expended in accordance with student activity policy and procedures.

Gifts to other than recognized student activities are governed by M.G.L. Chapter 44, Section 53A; M.G.L. Chapter 71, section 37A. All gifts for educational purposes are deposited with the Town Treasurer and held as a separate account; once approved by the School Committee, Scholarship monies also are considered gifts for educational purposes, and, although expended under the jurisdiction of the School Committee, are in the custody of the Town Treasurer.

II. OPERATING PROCEDURES

Accounting Systems, Forms & Record Keeping

To safeguard student assets and to protect record keepers from potential charges of wrong doing, detailed records of student account activity should be kept, which include appropriate backup documents. *See detailed procedures on the following pages.* A clear audit trail shall be left at all times, including:

- Standardized forms (for deposits, disbursements, etc.) will be used
- All deposits will require the appropriate completed, signed forms/slips and backup
- A requirement that all disbursements be accompanied by an original invoice or receipt.
- A policy that bank reconciliations and account reconciliations be done monthly (within 30 days of the bank statement) with a copy to the Business Office. Copies of the account reconciliation should also be sent to the student officer/treasurer or advisor of each organization.
- The preparation of periodic financial reports; which are made in accordance with School Committee policy.
- The preparation of other reports, as required by the Assistant to the Superintendent for Business Affairs, the Superintendent and/or School Committee.

Samples forms are shown in Appendix A

Subsidiary Accounts

Each principal is responsible for maintaining subsidiary ledgers that match deposits and expenditures to individual student activities. Subsidiary accounts should be balanced each month to the total activity of the checking and Agency accounts.

Receipts

The Leicester Public Schools have implemented strict procedures for the control of receipts:

- ***All monies*** received by/for student organizations (from fund-raisers, gifts/donations, etc.) should be turned over to the Principal or the school's Secretary/Bookkeeper of Student Activities within twenty-four hours after receipt, for subsequent deposit to the Student Activity Agency Account
- If money is received on a weekend, it shall be turned in on the first business day to the Principal's Office. No student shall take money home at any time; money received over the weekend shall be secured in a locked vault on school property, or safeguarded by other means.
- All money received during the day by the Principal's Office must be kept in a secure and locked safe.
- Departments/schools are not allowed to retain cash receipts for petty cash purposes; all receivables must be deposited in a timely manner.
- Under no circumstances should monies be deposited to the school checking account; all student funds must be deposited to the Student Activity Agency Account.
- The Principal or Secretary/Bookkeeper of Student Activities should deposit all monies received from the student activity organizations to the Student Activity Agency Account within 2 business days of receipt. No cash or checks should be held for longer than one week prior to deposit. Additionally, on any day that the cumulative cash balance exceeds \$200, or whenever the total receipts (cash and checks) collected exceed \$1,500, the Secretary/Bookkeeper of Student Activities **MUST** make a deposit.

Procedure:

- A completed Student Activity Account Deposit Slip (SSA#2) will accompany all turnovers. A copy of that slip will be given back to that organization with the Secretary/Bookkeeper's signature.
 - The Student Activity Account Deposit Slip will be completed by the school organization stating source and amount to be deposited. Monies will be counted by Advisor/Teacher and student treasurer/officer and both signatures will be required on the slip.

- All deposits are to be brought first to the School Business Office for approval before they are deposited in the bank or brought to the Town Treasurer's office.
 - Deposits include the Bank Deposit Slip; Schedule of Departmental Payments to the Treasurer (AD-9); Student Activity Account Deposit Slip (SSA#2); monies; backup (or copies of checks).
- Deposits are then brought to the bank.
 - Bank Deposit Slip and monies. Bank retains original slip.
- Proof of deposit brought to the Town Treasurer's Office.
 - Yellow copy of bank deposit slip
 - Schedule of Dept. Pmt. form. Original and pink kept at Town Hall
 - Copy of Student Activity Account Deposit Slip
 - Photocopied backup to deposit
- Deposit backup to School Business Office as soon as possible
 - Pink copy of Bank Deposit Slip
 - Yellow copy of the Schedule of Dept. Pmt. form
 - Copy of Student Activity Account Deposit Slip
- Backup kept with school records
 - Blue copy of Bank Deposit Slip
 - Photocopy of Schedule of Dept. Pmt. form
 - Photocopy of Student Activity Deposit Slip
 - Photocopy of checks deposited/backup

Purchases

- No purchase will be made without a Purchase Order being approved by the Principal and the final approval of the Assistant to the Superintendent for Business Affairs.
- The use of personal monies should be avoided whenever possible. If it is anticipated that monies may be necessary, prior approval shall be obtained from the Principal and the Assistant to the Superintendent for Business Affairs.
- Equipment and supplies purchased with student activity account monies are the property of the organization, not of any individual student, advisor, or other interested party.
- The Chapter 30B Uniform Procurement Act purchasing requirements should be followed for all large purchases with Student Activity funds.

- Student advisors, or others involved in purchasing through the student activity account, shall not in any way benefit personally from the purchase.
- Student activity monies shall not be used for any purpose unrelated to student activities or for the benefit of any staff person.
- Only the Secretary/Bookkeeper of Student Activities may be paid from the interest earned.

Purchase Order Procedure:

- Class/Organization submits in writing (memo/letter/form SSA#4) a request to the Secretary/Bookkeeper for any expense. This is to be signed by the Advisor/teacher and an officer or member of the organization.
- A Purchase Order (sample in “Forms”) is completed by the Secretary/Bookkeeper and submitted to the principal for approval and signature. Once approved, it is sent to the School Business Office for approval by the Assistant to the Superintendent for Business Affairs. Here it is assigned a PO number
 - It is signed and original is sent to the vendor
 - Pink copy is sent back to school with the PO number

Expenditures/Disbursements/Checks

- All expenditures/disbursements from student activity accounts shall be made by check.
- No checks shall be issued without original invoices or receipts to document the disbursement. Vendor statements alone should not be used for the issuance of checks.
- It is the preference of the School Administration and the Town Treasurer to have the Town issue as many checks as possible through the warrant process but on occasion will have to be through the Student Activity checking account with prior approval from the Assistant to the Superintendent for Business Affairs in consultation with the Town Treasurer.
- No check shall be written payable to cash.
- Checks shall be signed only after they are completely prepared. All Student Activity checks require an original signature by the Principal or Assistant to the Superintendent for Business Affairs. Signature stamps are not permitted.
- A record of all Student Activity checks issued will be maintained.

- All Student Activity checks shall be accounted for, including voided checks (which shall be mutilated to avoid reuse but not destroyed).
- Checkbook reconciliations to bank statements and account reconciliations should be done monthly. The Principal should review and approve the reconciliations. Copies of the Bank Reconciliation form (SSA#6) should be sent to the Business Office.
- A Student Activity Checking Account Payment Request Form (SSA#4) should be completed for all checks being paid through the Student Activity checking account. This form shall be accompanied by original invoice(s)/receipt(s) and supporting documents, and must state to whom the check shall be payable, the reason for the payment, the amount of the check, the student organization to be charged, and the approval signature of the student officer/Treasurer and or Advisor and signed by the Principal. Final approval will be made by the Assistant to the Superintendent for Business Affairs in consultation with the Town Treasurer.
- Only the Secretary/Bookkeeper of Student Activities may be paid from the interest earned.

Procedures:

After following procedures for "*Purchases*"

- Invoice is received/sent to School Business Office and will be placed on the next School Warrant if they have been notified by the school that the order/services have been received. School will receive notice from School Business Office of payment date.

Under limited circumstances will there be a check written from the Student Activity Checking Account. Only with prior approval from the Assistant to the Superintendent for Business Affairs in consultation with the Town Treasurer, when he/she deems it immediately necessary, will it be approved.

- Student Activity Checking Account process:
 - Check payable to vendor
 - Copy of check (if available) and copy of invoice/receipt attached to completed Payment Request form (SSA#4) for Secretary/Bookkeeper
 - Copy of Payment Request form (with check copy if available) and Original invoice/receipt to School Business Office.

Transfer from the Agency Account to the Checking Account

After checks have been written, the balance in each checking account is replenished by means of an accounts payable 'reimbursement' to transfer monies from the Agency Account to the checking account.

- 'Transfers' are requested by the Secretary/Bookkeeper of Student Activities using the Transfer Request form (SSA#3), accompanied by the supporting material required, which documents the disbursement of funds.
- Principal must sign the Transfer Request Form, certifying that the expenditures were made.
- Transfer request is put on the School Committee's next meeting agenda
- The transfer request and backup is sent to the School Business Office. A voucher is attached to be signed by the School Committee once approved.
- Original copy of voucher and all supporting backup brought to the Treasurer who authorizes the transfer of funds from the Agency Account to the checking account in the amount of the transfer request.

Earnings

A. Interest Earnings

The interest earned by the Student Activity Agency Account will be retained by the fund and the School Committee will periodically allocate these funds to purposes as determined by the School Committee. The interest earned on each student activity shall remain in the account and be recorded as a separate line item by the building principal. Said interest shall be used to cover the following expenditures without requiring further approval from the School Committee:

- To help cover the cost of periodic outside audits of the accounts;
- To purchase forms and supplies related to maintaining the student activity agency account by the school;
- To cover the cost of a student(s) attending a class or school function when students are charged for such, but the principal determines the family is unable to cover such expenses;
- Refreshments for parents/student activities and for volunteer who have helped to support student programs;
- Secretary/Bookkeeper of Student Activities.

B. Commissions

Any monies paid to the school or to a student activity organization as commissions (ex. school pictures, yearbooks, class rings, candy sales, vending machines) belong to the students. Commissions should be expended in support of student clubs and co-curricular activities, or be deposited to a specific student activity sub-account (example: yearbook, senior class) for use by the student organization.

At no time shall such commissions be used to benefit staff.

C. Other Earnings

Should a school have any undesignated earnings, the school must present a plan for the collection and expenditure of such monies to the School Committee for approval

Incoming Class Accounts and Class Accounts at Graduation

A class account will be established for each incoming Freshman high school class. All year-end fund balances will be maintained with that class and will follow that class of students. All class organizations will have six months from the date of their graduation to expend any remaining balance in their particular account. After that date any remaining monies will be transferred into the Superintendent's Fund account in Student Activities to be used by the Superintendent for relevant student activities, material and supplies.

Fund-Raisers

Fund-raising activities must be conducted in accordance with School Committee policy.

A financial report on each fundraiser shall be filed with the Principal within one week of the close of the fund-raising activity on the Event Financial Report form (SSA#5).

All monies received through fund-raisers shall be deposited in accordance with the preceding section on "Receipts".

Expenditures related to fund-raisers must be handled in accordance with the guidelines and policies for all other student activity account expenditures in accordance with the preceding section on "Purchases" and "Expenditures/Disbursements/Checks".

Inactive Accounts

Any student activity organization inactive for a period of three (3) years or more, and for which there have been no receipts or disbursements, shall require the following actions to be closed:

Written notification by the advisor or student officer/treasurer to the principal or other authorized administrator that the particular activity will cease to be a viable account. If an advisor or student officer/treasurer is not available, such discontinuance shall be by vote of the School Committee.

All assets of the recognized student activity organization shall be determined and slated in writing.

Any disposition of assets of an inactive recognized student activity organization shall be determined by the School Committee, but in no case shall the disposition benefit specific individuals. (The primary goal in disposition should be to benefit the student body.)

APPENDIX: FORMS

<u>Form #</u>	<u>Form Name</u>	<u>Page #</u>
SSA#1	Request for Recognition of A Student Organization.....	21
SSA#2	Student Activity Deposit Slip.....	22
SSA#3	Transfer Request.....	23
SSA#4	Student Activity Payment Request.....	24
SSA#5	Event Financial Report.....	25
SSA#6	Checkbook/Bank Reconciliation.....	26
AD-9	Town of Leicester Schedule of Departmental Payments to Treasurer (3 part form)	27
PO	Leicester Public School Department Purchase Order (5 part form)	28
	Bank Deposit slips	29

STUDENT ACTIVITY ACCOUNT

Request For Recognition Of A Student Organization

SCHOOL: _____

DATE OF REQUEST: _____

The undersigned hereby request the recognition of the following student organizations including approval to maintain monies is a student activity account.

Suggested Name of Organization: _____

Reasons for Forming this Organization: _____

Criteria for Membership in Organization: _____

Grade Span: _____

How will Adult Supervision be Achieved?: _____

If approved, we understand that the organization will be held accountable For complying with all regulations/guidelines/procedures for fundraising, procurement of goods and services under the Uniform Procurement Act, and the handling of monies

Student Signature

Teacher/Advisor Signature

Principal Signature

Student (Print Name)

Teacher/Advisor (Print Name)

* * * * * * * * * * * * * * *

Completed by Principal's Office

The Above organization is approved as a recognized student organization.

Superintendent

Date

STUDENT ACTIVITY ACCOUNT

DEPOSIT SLIP

CLASS/CLUB: _____ DATE: _____

SOURCE OF MONEY: _____

AMOUNT OF MONEY TO BE DEPOSITED _____

BILLS _____

FACULTY ADVISOR _____

COINS _____

STUDENT REP _____

CHECKS _____

SECRETARY/BOOKKEEPER _____

TOTAL: _____

BUSINESS OFFICE _____

ORIGINAL: SECRETARY/BOOKKEEPER OF STUDENT ACTIVITIES

COPIES TO:

- * CLASS/CLUB ORGANIZATION
- * BUSINESS OFFICE
- * TOWN TREASURER

STUDENT ACTIVITY PAYMENT REQUEST FORM

PAYMENT: ON TOWN WARRANT _____ STUDENT ACTIVITY CHECKING ACCOUNT _____

ORGANIZATION
CLUB/CLASS _____

DATE _____

PURCHASE ORDER# _____

AMOUNT \$ _____

MAKE CHECKS PAYABLE TO:
(VENDOR Name & Address)

PURPOSE: _____

WHICH OF THE FOLLOWING IS ATTACHED:

- _____ Original Bill/Invoice (Not Yet Paid)
_____ Original Receipts (Paid By Individual Above)

REQUESTED BY: _____

FACULTY ADVISOR: _____

STUDENT TREASURER : _____

APPROVED BY: _____

Principal

Completed by Principal's Office when thru Student Activity Checking Account

CHECK #: _____ CHECK DATE: _____ ISSUED BY: _____

COMMENTS: _____

.....

Completed by LPS Business Office

DOCUMENTATION COMPLETE: YES: _____ NO: _____ SIGNED BY: _____

COMMENTS: _____

STUDENT ACTIVITY ACCOUNT

EVENT FINANCIAL REPORT

To be filled out at the completion of all fund raisers, activities, etc. Form must be submitted to the Principal within one week of the close of the fundraising activity.

CLUB/CLASS: _____ DATE: _____

EVENT: _____ EVENT DATES: _____

INCOME:

DEPOSIT DATE	SOURCE	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL INCOME \$		_____

EXPENDITURES:

ITEM	CHECK #	AMOUNT
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL EXPENSES		\$ _____
PROFIT/LOSS		\$ _____

SUBMITTED BY: _____ DATE: _____

REVIEWED BY: _____ DATE: _____

STUDENT ACTIVITY ACCOUNT

CHECKBOOK/BANK RECONCILIATION

SCHOOL: _____

MONTH/YEAR: _____

Bank Statement Balance (Statement Date) _____ \$ _____

Deposits Not Shown on Statement + _____

Outstanding Checks - _____

Interest Income + _____

Adjustments-explanation _____

Ending Balance (Should Reconcile to Activity Listing of Your School's Current Balance in Agency Account) \$ _____

Prepared By: _____ Date: _____

Approved for Accuracy By Principal: _____ Date: _____



Remit To:
LEICESTER PUBLIC SCHOOL DEPARTMENT
 1078 MAIN STREET FAX # (508) 892-7043
 LEICESTER, MA 01524 (508) 892-7040

Originating Department _____

DATE	PURCHASE ORDER
------	----------------

Date _____

Condition _____

Number of Cartons _____

Received by _____

Approved By _____

Please send M S D S (S) where applicable
 per right to know law G.L. c. 111F

Principal _____

Superintendent or Designee _____

Override

Vendor Name & Address

Ship To:

Quantity	Unit Meas.	Description and/or Specifications	Unit Price	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Total

INSTRUCTIONS TO VENDOR

1 Leicester Public Schools Sales Tax Exemption Certificate No. 046-001-197

2 This **Order Number** must appear on all invoices and packages. Page _____ of _____

VOUCHER INFORMATION

Partial	Div. No.	Bid No.	Reg. No.	Data Entry Clerk	Terms	Requisition Date	Date Required
Invoice Date	Invoice No.	Invoice Total	To Be Paid	Vendor			
Department		Department No.	Date Submitted	Approved By			
Vendor No.	Entry Date	Voucher No.	Approved (Town Accountant)	Date Paid	Check No.		

Dept.	Div.	Object Code	Unit	Section	Account Description	Encumbered Amount	Paid Amount
1							
2							
3							
4							