

Rockford Area Schools

Student Activity Fund Procedures

2019-20

The Rockford Area Schools Student Activity Fund is under school board control. This means all transactions need to follow all established guidelines and audit procedures for the general fund.

Student Activity accounts are for extracurricular activities where funds are raised **BY** students and **FOR** students that are currently enrolled. All student activity accounts must have an advisor/coach who is charged with the oversight of the student activity account. The advisor/coaches' role is to advise and guide the student activity but not to influence or direct the decision of the students.

The advisor/coaches' must be assigned to the student activity by July 1st of each year. No fundraising may be conducted until an advisor/coach has been assigned. No advance spending will be allowed. The account must have funds available in order to place an order.

Student Activity account advisors/coaches must be licensed/certified or hold head coach certification. If a parent volunteers to assist an activity, they do so under the direction of the advisor/coach. All questions regarding student activity accounts should be directed to the Activity Director or Activity Secretary.

The list of guidelines below is a reference for advisors/coaches to follow, but may not include all items. If in doubt or a question should arise that is not covered below, please call:

Stacey Larson Activity Secretary (763) 477-5846 ext. 3010

Dan Pratt Activity Director (763) 477 -5846 ext. 3011

It's important to plan ahead to get things done in a timely manner as office staff is not always available for last minute requests. There are several levels in the approval process, it is recommended to request items at least 3 weeks in advance to ensure adequate time for processing.

Receipts: (deposits)

- All deposits must be turned into the office immediately or at least weekly. Money should never be taken off school property, and checks should not be held.
- If money is collected off school property, it should be documented, counted, and turned in with the receipt form and documentation the next business day.
- Receipt form must be completely filled out and signed. (located in staff handbook)
- All checks must be issued to: Rockford Area Schools.
 - All cash collected must be turned in for deposit. No change may be made with the cash. No personal checks can replace cash. No one can cash checks through any cash collected in a student activity account.
- Every deposit must have proper documentation support with the receipt form detailing exactly what the deposit consists of and from whom. (ie: copies of order forms, excel spreadsheets, sign-in sheet, etc.)

Purchasing: (Purchase Orders)

- All orders/purchases **MUST** be entered in the districts Smart ER system by the advisor/coach. Instructions located in the staff handbook.
- It is the advisor/coaches' responsibility to make sure they are getting the best price. If possible, check a couple vendors to ensure district is getting the best price. Make sure to verify shipping costs and enter the cost in Smart ER when placing the order.
- The order is routed to the appropriate secretary for correct coding.
- After coding, the order is routed to the Activity Director/Principal who is responsible to review the request, and determine if funds are available. If the Activity Director/Principal approves the order, it will be routed to our accounts payable department to be turned into a purchase order.
- The accounts payable department will then fax, mail, etc. the purchase order to the vendor.
- Materials are shipped to the purchaser's building office. It is the purchaser's responsibility to check in the order, making sure the order is received and complete. The purchaser will then sign and date the packing slip and sent it to the accounts payable department authorizing the district to pay the vendor. (If you receive the invoice, please send it to the accounts payable department ASAP).
- If anything has to be returned, please call the accounts payable department.
- Coaches/Advisors will be allowed to order an apparel item for themselves if the students order the item. Must have prior approval from the Activity Director.

Payment Voucher Form:

- This form should only be used for registrations if the vendor will not take a purchase order.
- This form needs to be filled out and approved by the Activity Director/Principal before the event.
- Employee completes the voucher form and attaches documentation.
- Activity Director/Principal reviews the request. If approved, the form is coded and signed by the Activity Director/Principal.
- The form should then be sent to the accounts payable department where a check will be issued.
- Checks are issued weekly and approved vouchers must be received in the district office with proper authorization by 8:00 A.M. on Thursdays to have a check cut on Fridays.

Travel Voucher Form:

- This form should only be used for mileage, parking, meals and transportation.
- Employee completes the travel voucher form and attaches documentation. (Meals must have an itemized receipt per district policy 412R.)
- Activity Director/Principal reviews the request. If approved, the form is coded and signed by the Activity Director/Principal.
- The form is then sent to the payroll department for reimbursement. Expense reimbursements must be turned into the district office within 30 days of the event.
- At no time will supplies be reimbursed.

Cash Box for starting Change:

- A payment voucher request form (located in staff handbook) must be completed for “cash”. Please indicate the denominations and amounts needed and turn in for approval. Once approved, submit to the district office.
- Plan ahead – all requests are due to the district office by 8:00 A.M. on Thursdays to receive cash by Friday.
- At the conclusion of the event, the beginning cash amount is added to the deposit form and noted that the beginning cash is being returned and indicate the dollar amount.

Bookkeeping:

- It is the responsibility of the advisor/coach to document receipts/deposits and purchases on a running ledger. The advisor/coach may request a report from the activity office to double check their numbers; however, it is the advisors/coaches responsibility to track the deposits and purchases.

Fundraising:

- All fundraising must be preapproved for each event by submitting a fundraising approval form. (located in staff handbook)
- Plan ahead – it takes time for the approval process.
- Fundraisers cannot start until approved.

Annual Audit:

- Student Activity funds are audited annually along with the school district funds.
- Any recommendations or issues found in the audit will be immediately relayed to the activity advisor/coach.
- It is the advisor/coach and any volunteer’s responsibility to follow the above stated procedures to ensure full compliance with all statues and guidelines pertaining to Minnesota Public School Districts.

This document may not include all items. If in doubt, please contact the Activity office with questions before a transaction occurs.

I have read and understand the Student Activity Fund Procedures.

Name

Date