



SOUTH BEND COMMUNITY SCHOOL CORPORATION

ECA / Fundraising / PTO Funds Handling

Detailed guidance on SBCSC cash management, receipting, vendor creation, purchasing, etc. can be found in the Corporation's Internal Control Manual on our website under the [Financial Services & Operations page](#). Additional information can be found on the [Indiana State Board of Account's website](#).

Employee/Representative Name: _____

School/Building Location: _____

Role within SBCSC: ☐ Treasurer ☐ Coach ☐ Athletic Director ☐ Principal ☐ PTO Member ☐ Other _____

ECA Funds

- Extra-Curricular Accounts (ECA) accounts are managed at the school level.
- Each school must designate a Treasurer per Indiana Code.
- It is imperative that the ECA Treasurer keep an accurate account of all money received and expended.
- Only one ECA checking account shall be used for each school. This one account will cover all clubs, athletics, etc.
- Double signatures are required for all expenditures.
 - Reimbursement for goods and services purchased using a representative's personal funds must follow the correct process.
 - Preapproval for the purchase(s) should be obtained, in writing, prior to the purchase.
 - The Treasurer will review the request with the Principal and approve/deny the request.
 - This includes verifying funds exist to cover the expense.
 - After the request is approved, the representative can then make the purchase for the approved items only.
 - The representative must obtain a detailed receipt.
 - A second representative must verify that each item on the receipt was delivered to the school/club and sign the receipt as such.
 - The Treasurer will verify all proper procedures and documentation were followed before reimbursement may be made.
 - Example of process: The basketball coach must ask the Treasurer, in writing, if they can purchase food/groceries for an awards ceremony. After approval, the coach can then purchase the goods at a grocery store. A second adult representative will verify all items on the receipt were delivered to the school/event. The coach will provide the receipt to the treasurer. The Treasurer will review and make reimbursement payment to the coach.
- Distribution of ECA funds to students, teachers or other should not occur unless authorized by statutes.

PTO / Booster Funds

- PTOs/boosters shall obtain and use their own, separate checking account.
 - PTOs/boosters must also obtain their own, separate Employee Identification Number
- PTOs/boosters operate independently from SBCSC, including ECA accounts.

Fundraisers

- Fundraisers require School Board approval prior to the start of the fundraiser.
- Fundraising activities must not be completed by SBCSC employees during normal work hours.
- Fundraisers should collect cash up front / at the time of sale rather than after items are received.
 - Example: if a school is hosting a fundraiser by selling chocolates, the chocolates need to be paid for up front rather than when the chocolates are delivered.

All Fund Types

- Groups that collect money, raise funds, or hold cash balances in a separate bank account still reflect SBCSC.
- You, as a building administrator, treasurer, coach, athletic director, PTO member, booster member, etc. have a fiduciary responsibility to act in good faith and handle/use funds as intended for non-instructional student-centered activities.
- ECA, PTO/booster, and fundraiser monies must be used for intended purposes only.
- Transfer of monies must be approved by the Finance Department.
- Funds may not be used for any of the following:
 - Any purpose representing an accommodation, loan, or credit to a school board employee or other than students.
 - School board employees, or others, may not purchase through a student activity account to take advantage of purchasing privileges.
 - No funds will be retained on hand for cashing personal checks.
- All monies received must be deposited and processed through the school's correct ECA, PTO/booster account.
 - Collected monies must never be deposited to a personal account.
- Double signatures are required for all cash and check deposits.
 - Prenumbered receipts must be provided for all cash payments.
 - ECA Treasurer and representative should count cash together and both initial reports.
 - The receipt book should then be used to reconcile monies.
- Each ECA or PTO/booster shall keep accurate records of all receipts and disbursements to ensure a clear and concise accounting of each fund at all times.
- Proper procurement procedures should be followed.
 - Personal reimbursements should be the exception, not the norm.

By signing below, I acknowledge that I have read and reviewed all the guidelines above. I acknowledge that failure to follow correct policies and procedures can result in disciplinary actions up to and including termination and/or civil action. I acknowledge that failure to follow correct policies and procedures for purchases may result in the inability for SBCSC to reimburse me for expenses.

Signature: _____

Date: _____

Submit signed copy to:

- auditor@sbcsc.k12.in.us and
- ECA Supervisor in the Finance Department