

**To:** School Committee

**From:** David Bloom, BPS Chief Financial Officer

**Date:** June 17th, 2025

**Subject:** Student Activities Authorization and Policy

In compliance with [Massachusetts General Law Chapter 71, Section 47](#), as amended by Chapter 66 of the Acts of 1966, BPS asks the School Committee to vote in favor of the five items below:

1. Authorize the City of Boston's Collector-Treasurer to establish and maintain Student Activity Agency Accounts. Any interest that is earned on such accounts shall be maintained in the Agency Accounts and distributed annually among the Student Activity Accounts for further expenditure or used to pay for fees associated with the Agency Accounts in accordance with policies set forth by the Superintendent.
2. Authorize School Leaders to accept money for recognized student activity organizations or activities that currently exist, which from time to time may be revised. Monies collected in connection with these activities must be deposited into the Student Activity Agency Accounts for the express purpose of conducting the specific activity for which the funds were collected. All deposits should be made with accompanying information in the form determined by the City's Collector-Treasurer, documenting the source and designated use of the funds.
3. Authorize School Leaders to accept Gifts to recognized student activity organizations or activities that currently exist, which from time to time may be revised, to be deposited into the Student Activity Agency Accounts and expended in accordance with the terms of the Gift. Gifts up to \$10,000 may be accepted by the Superintendent. Gifts of and exceeding \$10,000 shall be accepted by the School Committee. Any Gifts without a designated purpose (or "undesignated") may be deposited and expended as further set forth below.
4. Authorize School Leaders to request/authorize disbursements for recognized student activity organizations and activities from deposits for the specific activity for which the funds were collected or from undesignated funds with the prior approval of the Superintendent or Chief Financial Officer. Requests for disbursement of monies in connection with these activities must be accompanied by appropriate support documents (i.e. sign off for receipt of goods or services, vendor invoice, etc.).
5. Authorize that Student Activity Account balances that cannot be reconciled or are otherwise undesignated to be transferred to a SNDRY line item for that School in the Student Activity Agency Account.

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In addition these authorizations, the Superintendent and/or Chief Financial Officer will:

6. Create a comprehensive guidance document that outlines the responsibilities of School Leaders for managing these accounts. (Currently Superintendent's Circular Fin-04)
7. Reinforce that School Leaders have the direct responsibility to ensure that the statute, School Committee Policies, and administrative procedures are fully adhered to in all aspects of operating student activities.
8. Review insurance coverage to ensure that all employees who handle the student activity monies are covered either by an endorsement to a liability policy or through a separate bond issued by an insurance company.
9. Conduct ongoing internal reviews of the Student Activity Agency Account. This will include reviews of monthly reconciliation reports prepared by the individuals having daily oversight over the accounts and account activity reports from the BPS Financial System.
10. Work with the City of Boston Auditor to arrange for an annual audit of each school's student activity account operations. The audit may be an internal audit performed by a BPS or City of Boston employee(s) independent of the individual school or an independent third party. Documentation from these audits will be maintained for 3 years. At least once every three years, the audit must be performed by independent audit for those accounts maintaining balances in excess of \$25,000.

Attached to this memo are a report with balances in School Accounts as of 5/29/25 and the Superintendent's Circular for FY24-25.