LENAPE AREA VOCATIONAL TECHNICAL SCHOOL

SECTION: FINANCES

TITLE: STUDENT ACTIVITY FUNDS

ADOPTED: December 20, 2007

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February 18, 2016
August 21, 2025

618. STUDENT ACTIVITY FUNDS

Purpose

It is the purpose of this policy to establish financial supervision and controls for administering various activities that comprise student activity funds.

Definition

For purposes of this policy, student activity funds shall include the funds of the student groups approved by the Joint Operating Committee.

Authority
SC 511, 1850.1

The Joint Operating Committee adopts this policy to ensure proper supervision of student activity funds under the school's responsibility.

Student activity funds are not part of school funds but must be approved by the Joint Operating Committee and supervised by the Administrative Director or appropriate personnel designated by the Administrative Director, who shall countersign all checks drawn upon them.

Guidelines

- Each student activity covered by this policy must be recognized and budgeted by the student organization before funds can be collected or disbursed in the name of the group.
- All student activities shall be on a self-sustaining basis, except for situations approved by the Joint Operating Committee.
- The business office shall maintain an internal account for applicable school organizations in a bank approved by the Joint Board as a depository for school funds.
- Such bank account shall honor checks written on the internal fund and signed by any employee authorized by the Joint Operating Committee.
- Each employee authorized to handle funds or to sign checks shall be bonded. They must be jointly signed by the sponsor and treasurer.
- Cash and other receipts shall be deposited in the business office or in the bank so that no funds will be taken home by an individual overnight.

- Custodians of funds are authorized and directed to make use of night depository services offered by banks to take care of funds received after banking hours.
- The faculty-approved sponsor is to ensure that all funds are raised and disbursed in compliance with the bylaws of the organization. S/He will ensure that the organization's secretary maintains meeting minutes to document all decisions, particularly in regard to fundraising and expenditure activities.
- The student treasurer of the organization and the faculty-approved sponsor will maintain complete and accurate records of all funds raised and disbursed.
- No funds from the student activities account will be used to provide gifts, loans, or credit accommodations to any persons or organizations.
- As a general rule, Lenape Technical School is not required to pay sales tax on services or tangible personal property purchased for district use. Conversely, the district, including student activity organizations, must pay sales tax on tangible personal property purchased for resale, e.g. fundraisers. To comply with sales tax requirements, when sales tax must be collected and paid to the state, the club must pay the vendor sales tax on the taxable materials purchased for resale.
- Student activities funds cannot be used to circumvent other management or purchasing decisions made for the district. No salaries are to be paid from student activity funds. They may be expended for contracted services as related to particular extracurricular projects.
- Activities fund balances should be deposited in interest-bearing accounts or otherwise invested in interest-earning investments permitted by the School Code and in accordance with Board policy. Earned interest shall be allocated to the various accounts on a prorated basis.

<u>Career & Technical Student Organizations</u>

- A specified amount shall be allotted to the career and technical student organization SkillsUSA depending upon the student membership.
- The Joint Operating Committee may pay the student's dues in their respective student organization and the total costs for the local and district competitions.
- The Joint Operating Committee shall pay at least half of the cost per student attending the state and national competitions. In addition, the Joint Operating Committee will pay for transportation for the students attending and the cost of the chaperons attending the state and national competitions. The student's share

of the expenses must be paid before the scheduled event, with this share being paid by the student directly or from money secured during fund raising activities.

Procedures to Establish an Account

- A written request to open an activity account must be submitted to the Business Manager by the activity advisor and the student treasurer. The Business Manager shall forward the request to the Administrative Director for approval.
- Upon approval, the activity advisor and the student treasurer shall meet with the Business Manager to establish the account and review required procedures for accounting and financial transactions.

Dissolving an Account

- When interest or membership in a student club/activity declines to a point where organizational activities cease and there is an unexpended balance, a decision shall be made concerning the disposition of those funds. A disbanding organization must use fund balances for a proper school-related purpose the unexpended balance of its funds prior to dissolution, if possible, but in no case longer than thirty (30) days subsequent to the dissolution.
- All funds accumulated in the name of the specific organization must be closed out annually, and any residual funds shall revert to the same group for the following school year. Club funds that have been dormant for two (2) years or longer should be considered for closure.
- **Deposits**
- All deposits must be accompanied by a deposit voucher indicating the following information:
    - Name of the organization
    - Project
    - Amount of Deposit
    - Date
    - Breakdown of checks, currency, and coins.
    - Total Deposit
- The deposit voucher must be signed by the faculty-approved sponsor and the student treasurer. If for any reason the student treasurer is not available, it is acceptable for another club officer to complete the task.
- Cash/Checks to be deposited must be counted and bagged with a copy of the deposit slip. Deposits must be counted by the faculty-approved sponsor and the

student treasurer. If for any reason the student treasurer is not available, it is acceptable for another club officer to complete the task.

- All funds to be deposited shall be verified by the Business Office or designee prior to a receipt being issued.
- All cash/checks shall be deposited to the Business Office on the day of collection, whenever possible. If not deposited that day, deposits must be made the following day. In the case of the latter, cash/checks shall be secured by the faculty-approved sponsor in a locked location which only the sponsor has access to. No cash/checks shall be left in the building or retained by the faculty-approved sponsor, student treasurer, or any student.
- Any funds lost or stolen due to improper handling or failure to follow established procedures defined in this policy shall be the responsibility of the faculty-approved sponsor.

Payment of Invoices

- All invoices must be paid by check through the activities account. No invoices shall be paid through the use of collected cash receipts.
- Requests made by an organization for withdrawals from an account must be accompanied by a withdrawal voucher signed by the faculty-approved sponsor and student treasurer. All requests for withdrawals must be supported by a motion and membership vote which is documented in the organization's minutes and is accompanied by a receipt or invoice.
- All vouchers submitted must contain the following information:
    - Name of organization
    - Check Payable to and reason for payment
    - Date
    - Amount of expenditure

Conducting Fundraising Projects

- Individual faculty-approved sponsors shall formally request approval to conduct a specific fundraising activity through the Principal prior to the initiation of the activity.
- All items being distributed to students must be accounted for at all times. If a student is given items to sell, s/he must sign for them when received or a record must be kept by each club or organization of the items sold. If a student is instructed to take orders for items to be sold, s/he must sign an order form

School Code 440.1, 511, 623, 1850.1	indicating a commitment for the retail value of the merchandise. ▪ All funds collected from students must be recorded and initialed by the faculty-approved sponsor and student treasurer. ▪ Proper security of all sale merchandise will be the responsibility of the faculty-approved sponsor. Any inventory security problems shall be reported to the faculty-approved sponsor. ▪ If individual students are to be credited with a portion of the funds collected from them, records shall be kept by elected officers, supervised by faculty-approved sponsors, and funds dispersed in accordance with those records. **Audits** ▪ Each activity account will be audited by an external auditing firm at the end of each school year. Officers' cards, voucher books, and club minutes will be submitted at the end of each year, to the Business Office, by the faculty-approved sponsor. ▪ All initialed records for any funds collected from students shall be available to the faculty-approved sponsor at all times. Any other pertinent records must be submitted upon request. Under no condition should organizational records of any type be destroyed, discarded, or taken home. ▪ Should a change of faculty-approved sponsor or student treasurer occur at any time during the school year, the account will be subject to an internal audit conducted by the faculty-approved sponsor and the Business Manager. ▪ The faculty-approved sponsor and the Business Manager will audit the books of any activity account at times other than noted above at the request of the Principal or in cooperation with the Principal.