

ELMWOOD PARK PUBLIC SCHOOLS

Procedure Manual

Student Activities

Effective Date: 12/19/07

Procedure Description

Elmwood Park Public Schools provides schools the ability to create and manage student activities accounts. District expectations are that funds are used to support student activities goals and objectives and that the school staff conduct respective financial affairs responsibly. It is the responsibility of the faculty advisor, building principal and respective supervisors, to monitor and ensure that the general business and accounting procedures are appropriate and accurately detailed. The activity advisor will be held responsible for the accuracy and legitimacy of all vouchers submitted for payment.

Procedure Detail

Deposit of Funds:

1. All fund deposit must use the Deposit Form (Exhibit A). The Deposit Form will be complete and clearly specify the activity, date held, a detailed breakdown of cash received, and a listing of checks received showing individual names and amounts.
2. All actual cash collected for the student activity will be deposited. Activity advisors will not collect cash and then write a personal check for the amount collected.
3. All coins, if collected, will be wrapped and sealed. Wrappers are available in the Business Office.
4. Paper money (bills) must be grouped together and arranged so they all face in the same direction with the largest denomination on top.
5. Cashing of personal checks will not be permitted at any school activity. All checks should be made out for the event or related expenditure.
6. Checks should be made out to Elmwood Park Board of Education – Student Activities. Copies of all checks will be attached to the Deposit Form.
7. All funds (cash & checks) must be delivered by hand to the Business Office within forty eight (48) hours of the event. The subject deposit should be verified by both the Business Office and person delivering funds by hand.
8. The Business Office, once in receipt of the funds, will be responsible to deposit the funds into the student activities account.

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Request for Payment:

1. All requests for payment must use the Requisition/Purchase Order form (Exhibit B). The Requisition/Purchase Order form will be complete and signed by the by the faculty advisor and the building principal.
2. The signed Requisition/Purchase Order form will be accompanied by a copy of sales receipt, invoice or other forms of item and amount verification.
3. Receipts for purchases must accompany reimbursement requests. The amount of any purchase can only be verified by a receipt such as a cash register tape, credit card billing copy, written sales slip, etc. No other documentation is adequate.
4. No payment requests will be made out to cash.
5. For payments greater that \$150.00, a signed purchase order voucher form in the section marked Claimant's Certification (Exhibit C) from the vendor must be presented to the Director of Student Finances prior to a check being processed. The student activity advisor is not to sign the Claimant's Certification.
6. Allow at least five (5) business days for check requests to be processed.
7. Reimbursements to advisors for out of pocket expenses are acceptable and require valid receipts. No reimbursements are to be issued without accurate receipts.

General:

1. A quarterly report will be sent to the building principal. If you think there is a discrepancy, please contact the Director of Student Finance or the Business Office.
2. Activity advisors are not to sign contracts. Contracts must be signed by the building principal.
3. Any contract/check to pay for goods or services in the total amount to one vendor of more than \$21,500, the Board of Education must pass a resolution approving the payment before it can be made. Please notify the Director of Student Finance or Business Office for assistance.
4. If a contract is used as part of the payment process, the contract is to be provided to the Director of Student Finance or Business Office as support for the subject payment.
5. All funds will be maintained in the student activities accounts in the bank approved by the Board of Education.

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Auditing:

The district's auditors will review all transactions of the student activities accounts. They will be concerned with the following:

1. Conformity and consistency in advisor authorization for purchases and payments.
2. Proper substantiation for all payments.
3. Proper approval by the Principal.
4. Proper accounting records for all deposits and payments for each activity.

Correction of records or the providing of necessary documentation during the annual audit is the responsibility of the building principal.

Payments for Athletic Officials:

1. All payments to individuals serving in the capacity of an athletic official, including gatekeepers, scorers, timekeepers, referees, are to be made by check from a student activities account.
2. Signed vouchers must be approved by the building principal and submitted to the Business Office in order for payment to be made.
3. The treasurer must keep an accurate accounting of the monies paid to each athletic official to determine proper income tax accounting.
4. Any individual who is paid \$600 or more in any calendar year (January 1st through December 31st) will be issued a 1099 federal tax form.