

# Student Activity Handbook



NORTH FORK LSD

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## AUTHORITY

### Legal Authority and Establishment

Ohio Revised Code Section 3315.062 permits a board of education to expend funds for student activity programs. This section states:

1. The board of education of any school district may expend monies from its general revenue fund for the operation of such student activity programs included in the program of each school district as authorized by its board of education. Such expenditures shall not exceed five-tenths of one percent of the board's annual operating budget.
2. If more than fifty dollars (\$50) a year is received through a student activity program, the monies from such a program shall be paid into an activity fund established by the board of education of the school district. The board shall adopt regulations governing the establishment and maintenance of such fund, including a system of accounting to separate and verify such transactions and to show the source from which the fund revenue is received, the amount collected from each source, and the amount expended for each purpose. **Expenditures from the fund shall be subject to the approval of the board.**

### Principles of Student Activity Programs

A good student activities program is a necessary facet of the total educational program of each school district in the State of Ohio. The board of education may provide its students with an activities program that is attractive, meaningful, and worthwhile. A well-planned program will ultimately enrich the curriculum, provide new learning experiences, promote interest in classroom work, and improve morals and discipline.

The successful operation of any co-curricular program is dependent upon the formation of a sound policy and effective guidelines. These elements give the program a sound base that will enable it to expand and flourish while keeping it within those parameters that are part of a good educational system. All student activities programs must function within the framework of the educational and organizational policies of the board of education and the state of Ohio.

In view of the large amounts of monies received from and expended for student activities, a demand was developed for efficient, thorough, and safe management of these funds. Every board of education should have in effect rules, regulations, and procedures for accountability of student activity funds.

The raising and expending of activity money by student bodies should have but one purpose; to promote the general welfare, education, and morale of all students; and to finance the normal legitimate co-curricular activities of the student body organization.

## **Administrative Responsibilities**

### **Board of Education**

The board of education shall adopt, by resolution in its official board minutes, rules, regulations, and policies to govern the establishment and operations of the student activity funds (Fund 200 and 300) – see Public Purpose – 1986 O.A.G. No. 86-013. The board should also approve the individual purpose clauses submitted by each student activity group. Fund 018 will follow these same guidelines.

The board of education shall adopt, by resolution in its official board minutes, the approval and authorization of related organizations (non-school, separate legal entities that operate as non-profit entities as defined by the Internal Revenue Code). The board of education should also adopt, by resolution, rules, regulations, and policies to govern the participation of students and school district employees in fund raising programs of these outside related organizations.

In adopting policies, the board must consider all applicable legal requirements including court cases, Ohio Revised Code requirements, Ohio Administrative Code requirements, and Attorney General Opinions.

### **Treasurer**

The treasurer of the board of education shall be the custodian of all funds (Ohio Revised Code Section 3313.51). The enforcement of accounting procedures and internal control procedures shall be the sole responsibility of the treasurer. The treasurer may delegate an employee to receive custody of student activity funds. The custodian must deposit monies, with the treasurer or properly designated depository, on the business day following the day of receipt. The Treasurer's fiscal responsibilities related to co-curricular activities include, but are not limited to Staff, Bonding, and Auditing.

All board of education employees designated to collect monies shall have a surety bond in an amount commensurate with the responsibility of the position.

The Auditor of State has adopted and required, within each school district, the use of a uniform system of accounting, prescribed in Chapter 117-2 of the Ohio Administrative code, whereby the direct and indirect costs of all school district activities can be analyzed, including athletic and non-instructional activities regardless of the source of funding. This system, known as the Uniform School Accounting System (USAS), can be found in Ohio Administrative code Chapter 117-6. Non-School organizations are not covered by these guidelines.

### **Superintendent**

The superintendent is responsible for administering all board policies, except those required of the treasurer (Ohio Revised Code Section 3319-01).

## **Principal**

The principal or the authorized administrator is responsible for the approval of requisitions for the expenditure of funds and any other duties as assigned by the superintendent of the school district.

## **Advisors/Sponsors**

The duties and responsibilities of the advisors/sponsors are at the direction of the board of education and consist of the following:

1. Preparing annual budgets and purpose clauses of the activity group.
2. Supervising the activities of the activity group, including preparation of fund raising potentials, proofs of cash, and other appropriate documentation, and
3. Attend all functions and meetings, in or out of school, scheduled for their organization for the duration of the requested activity and building use time. If an advisor is unable to attend an activity functions, substitute coverage must be obtained.
4. Compare records kept for club purchases/receipts and make corrections as needed and submit same to the treasurer's office.
5. Maintain copies of club meetings minutes (these provide proof of student involvement in student activity decisions).
6. Complete fundraising sales potential and actual sales & reconciliation forms for each fundraiser.

## **MANAGEMENT OF STUDENT ACTIVITY PROGRAMS FUNDS**

### **Fund 200-Student Managed Student Activity Programs**

Fund 200 consists of those student activity programs in which students participate in the management of the program. This includes those student activities, which consist of a student body, student president, student vice-president, student treasurer, and faculty advisor. Fund 200 is an agency fund fiduciary fund type.

### **Guidelines**

As part of effective management of the 200 funds, the authorized administrative employee has established the following guidelines:

1. The board of education has authorized, by resolution recorded in the official board minutes, the student activity programs that will be offered.
2. All groups with transactions of \$50 or more shall establish an account on the records of the school district.

3. All funds generated by the student activities shall follow district policies regarding timely deposit of funds.
4. Membership or participation in the organization or operation of any fraternity, sorority, or other secret group as described by law is prohibited throughout the school district. In particular, the board of education shall not tolerate any type of gang or gang-related activities occurring on district property or while students are under the auspices of the board of education.
5. Projects for raising student activity monies shall, in general, contribute to the educational experience of the pupils and shall not conflict with but add to the instructional program.
6. Student participation is an important factor in the democratic management of monies raised by the student body and expended for its benefit. The appropriate student activity group shall approve expenditures.
7. Student activity monies shall, to the extent possible, be expended in such a way that it benefits those currently in school who have contributed to the accumulation of those monies.
8. Monies derived from the student body, as a whole shall be expended to benefit the student body as a whole and not benefit a special group.
9. Student activity monies shall not be used for any purpose, which represents an accommodation, loan, or credit to the board of education employee or other persons. Post-dated checks shall not be accepted, and checks shall not be cashed for anyone. Board of education employees or others shall not make purchases through a student body order to take personal advantage of the student body purchasing privileges.
10. No gifts or compensation shall be received by anyone participating with student activities from private vendors in accordance with Ohio Ethics Law.
11. No student body organization shall be obligated for purchases made by students, faculty, and others unless pre-authorized by school officials.
12. Prior to any financial transactions by an authorized student activity, a budget shall be submitted and approved for the current school year.
13. All sources of revenue shall be approved by the board of education and shall be included in the student activity group's current year budget. Receipts must be identified by USAS classification as prescribed by Ohio Administrative Code Section 117-6-01.
14. All expenditures by the student activity program shall be in accordance with the approved budget of the group. The authorization for the expenditure will be a fully executed, approved purchase order.
15. Investment procedures and the allocation of interest earnings shall be handled in accordance with the Ohio Revised Code and board policy.
16. Monthly and annual financial reports for student activity funds shall be prepared by the treasurer, or the treasurer's designee, and submitted to the board of education as part of the treasurer's report. Funds are accounted for on a fiscal year basis (July to June).
17. A system of internal controls shall be implemented in order to safeguard the assets of the student activity programs to provide reasonable assurance that the students will receive the benefits attained. Funds are accounted for by fund, function, object, and special cost center in accordance with Ohio Administrative Code Section 118-2-02.
18. Tickets used for any events, excluding sporting events, shall be specific preprinted, pre-numbered tickets. Tickets will be stored, tracked, and inventoried.

Ohio Constitution Article VIII, Section 4, provides: “(t)he credit of the state shall not, in any manner, be given or loaned to, or in aid of, any individual association or corporation whatever....”. The doctrine that public funds may only be expended for a public purpose is based upon this constitutional provision; Article VIII, Section 6, has extended this restriction to political subdivisions. The Attorney General has determined that this doctrine applies to student activity funds as well. 1986 O.A.G. No. 86-013 states:

“(A)lthough no statutory guidelines have been written, it must be remembered that student activity funds in question here are public funds having been received by public officials under color of law (Ohio Revised Code Section 117-10). Thus, the limitation that public funds may only be spent for a public purpose must be observed.”

It has been consistent policy of the Auditor of State that findings for recovery shall be issued for any expenditure, which fail to serve a public purpose. The determination of whether an expenditure serves a public purpose will be based on the policy adopted by the board of education. This policy should be set forth in the minutes of the board of education. The policy may be in the form of a separate resolution for each expenditure, or one resolution, which identifies specific types or classes of expenditures, which the board considers to be for a public purpose. The resolution should be specific enough to clearly define the type of expenditure being authorized. Rather than generalizing expenditures as “supplies” or “services”, the resolution should specify “refreshments at meeting” or “meals and lodging for club participants at state convention”. In either case, the Auditor of State will not overrule the board’s determination unless it constitutes an abuse of the board’s discretion. Such an abuse occurs when precedent, such as a court decision or Attorney General Opinion, prohibits the expenditure or when it is clearly unreasonable under the circumstances.

There are two common methods of defining public purpose. The first method involves adopting a policy outlining specific expenditures that are permitted and those expenditures that are not permitted. The other method involves requiring very explicit information on the group’s budget, which is then approved by the board to indicate their concurrence with the group’s plan. Under this method, it is important that the detail be specific enough to limit misinterpretation by board of education employee. ***See Administrative Guidelines 5830***

## **Fund 300-District Managed Student Activity Programs**

Fund 300 consists of those student activity programs in which students do not participate in the management of the program. These activities usually include athletic programs but could also include the band, cheerleaders, flag corps, and other similar types of activities. Fund 300 is a special revenue governmental fund type.

As part of effective management of the 300 funds, the authorized administrative employee has established the following guidelines:

1. The board of education has authorized, by resolution recorded in the official board minutes, those programs that will be offered.
2. All sources of revenue shall be approved by the board of education and included in the board's current year budget.
3. All fundraising activities shall be in accordance with district policies regarding fundraising and student participation.
4. All expenditures shall be in accordance with the budget (appropriations) as approved by the board of education.
5. All disbursements of funds from the 300 funds shall be in accordance with district policies regarding purchasing.
6. No gifts or compensation shall be received by anyone participating with student activities from private vendors in accordance with Ohio Ethics Law.
7. An adequate system of internal controls has been implemented in order to safeguard the assets of these programs. Funds must be budgeted and accounted for at the legal level of control established by the board in accordance with Ohio Administrative Code Section 117-6-02.
8. Tickets used for any events, excluding sporting events, shall be specific preprinted. Tickets will be stored, tracked, and inventoried.



## Purpose Statement

Prior to any financial transactions by an authorized student activity, a purpose clause for the activity must be submitted by the group and approved by the board of education. The purpose clause must encompass the reason for the activity's existence, its aspirations, its future goals, and the means through which the goals and aspirations may be achieved. Any amendment to an approved policy statement should also be approved by the board of education.

The student group should establish how the revenue of the group is going to be raised and how the group is going to expend these funds to accomplish its goals and aspirations. The budget, as submitted by the activity group, will be approved by the board of education as part of the purpose clause. Before approving these budgets, however, the board shall determine whether the proposed expenditures will serve a public purpose.

### PREPARATION OF PURPOSE STATEMENTS

#### Purpose

- Every club or activity must have a purpose statement. Under District policy, the content of this statement is what legitimizes expenditures and revenues.
- A purpose statement for a Club or Activity should answer the following questions:
  - What is the reason for the club's existence?
  - What is the purpose of the activity?
  - What are the goals of the activity or club?
  - What can the club/activity spend money on?

#### Example:

*Publication of the annual yearbook to provide record of student's activities and memories for resale to students and general public, and to provide training for students in organizational skills / business process.*

- Purpose statements should be specific enough yet broad enough to cover all possible revenues and expenditures.
- Purpose statements can be amended throughout the year, if necessary.
- Purpose statements must be completed annually.

NOTE: If the expenditure does not agree with the purpose statement, the expenditure will NOT be approved

## **Budgetary Process**

The school district is required to include all activities related to District Managed Student Activity Funds (Fund 300) in their formal budgetary process. This includes incorporation into the tax budget (if required by the County Budget Commission), certificate of estimated resources, and the appropriation process.

The school district is not required to formally include activities of the Student Managed Student Activity Funds (Fund 200) in the formal budgetary process required of other school district funds. This exclusion results from classifying these funds as “agency funds”, which are considered to be custodial in nature. However, the same budgetary process is to be followed by the activity advisors for either the 200 or 300 fund as well as the 018 funds.

1. The attached budget and statement of purpose are the required forms to be used for all student activity funds.
2. Each student activity budget and statement of purpose is required to be submitted to the principal or supervisor with final submission to the treasurers’ office no later than September 15.
3. All activity budgets and purpose statements will be approved by the North Fork board of education
4. If this is a new student activity program, after board approval, the treasurers’ office shall set up the proper cash, revenue, and expense accounts in accordance with USAS.
5. Revisions to the student activity budget or purpose statement needs to be submitted to the principal or supervisor with final submission to the treasurers’ office prior to any actual change being made by the activity.
6. If a fund deficit results, for any reason, this deficit will be resolved in the following manner:
  - a. The 018 Principals Fund of that building will assist with the resolution of the deficit.
  - b. The participants of that organization, including the advisor, will be responsible for resolving the deficit.

## Purchasing Procedures

The school district must follow standard required purchasing procedures for all student activities related to Fund 018, Fund 200, and Fund 300. These procedures include the use of purchase orders, certification by the treasurer of available funds, proper authorization procedures, and using the encumbrance system of accounting.

1. The documents to be used to process a purchase include: requisition, purchase order, receiving document, invoice, and advisor okay to pay. **No purchase may be made prior to the purchase order being signed by the treasurer and purchasing agent.**
2. Purchases can be approved based on anticipated revenues and/or Purchases can be approved based on cash fund balances. The use of "blanket purchase order process" may be used for specific purposes approved by the treasurer's office, and may only be held open for the period of time for an individual fundraiser/event.
3. The following are specific procedures to be followed to execute a purchase.
  - a. Originator prepares requisition and submits it to the building secretary for entry into the electronic requisition processing program for principal or the supervisor for approval.
  - b. Principal reviews requisition; if approved, it is forwarded to the Superintendent.
  - c. The Treasurer or designee approves and completes pre-numbered purchase order and encumbrance and distributes the document.
  - d. Originator verifies receipt, compares with purchase order, and submits itemized shipping invoice to treasurer's office as correct and proper for payment. (Please mark invoice 'ok to pay' and sign name).
  - e. Treasurer's office compares billing invoice and shipping invoice to purchase order for costs and adjustments.
  - f. Treasurer's office issues check for payment.
4. All disbursements are to be made by check prepared by the treasurer's office and supported by documentation authorizing the purchase and verified by a receipt for the purchase. They also should be verified for mathematical accuracy.
5. Identifying the process to track outstanding obligations. The encumbrance system is the required method of handling this process.

**EXAMPLE OF EXPENDITURES THAT ARE PROHIBITED**

1. All items for personal use, (Ohio Constitution Article VIII, Section 4; O.A.G. 75-008)
2. Voluntary gratuities (tips). (1912 O.A.G No. 217)
3. Gambling and games of chance.
4. Alcohol and tobacco.
5. Contributions to promote a tax levy or bond issue.
6. Installment of lease purchases.
7. All other expenditures not included in the Purpose Statement/Budget and approved by the Board of Education.

## Collection and Deposit of Cash

Student activity programs have the ability to generate a significant amount of revenue. These procedures are designed to ensure accountability over cash receipts.

1. Pre-numbered student activity group receipts, cash registers supplying cumulative readings, specific preprinted/pre-numbered tickets, or other auditable records, should substantiate all monies collected from any source. ***A well-documented audit trail is crucial.***
2. In all cases where tickets are used, specific/pre-numbered tickets shall be used. Unsold tickets shall be verified, when they are returned, with the ticket accountability form and shall be available for audit.
3. Where it is not practicable to collect the cash in a central office, collections from various classes may be collected by advisors/coaches and turned into the Building Secretary for deposit within the business day following the day of receipt.
  - a. Perpetual inventory should be maintained on pre-numbered collection forms, receipts, tickets, etc. Any discrepancies shall be investigated and resolved.
  - b. Advisor shall keep records of collections by source.
  - c. A pre-numbered receipt shall be received for all money turned over to the cashier.

## **Fund Raiser Process**

### ***Beginning of School Year:***

Complete and submit Purpose statement and Activity Budget to the treasurer.

### ***In Preparation for a Fund Raiser:***

Complete and submit Fund Raising Request Form attaching requisitions for all expenditures required in the course of the fundraiser.

### ***During the Course of a Fund Raiser:***

Funds must be deposited within **24 hours** of receipt (per Ohio Revised Code guidelines). This can be accomplished two ways:

1. Funds can be deposited directly to the bank with a deposit recap sheet sent to the treasurer's office (building secretary may assist you with this).
2. Funds can be submitted to the building secretary for deposit, with a deposit recap report.

Accurate records of the following must be kept (if applicable):

1. Number of items on hand to be sold (i.e. cases of candy bars)
2. Number and type of tickets sold (i.e. adult or child)
3. Disbursement of items to be sold to students (i.e. John Jones received one case of candy bars on 8-29-16)
4. Receipt of money from students (i.e. John Jones returned \$40 for one case of candy bars on 9-1-16)
5. Explanation for shortage of items (i.e., lost, stolen) and attempts made to retrieve these items. Also, a description of how this can be avoided in future sales may help if the auditors look at your fund.

### ***Upon Completion of a Fundraising Project:***

Complete and submit Profit and Loss Statement and Ticket Accountability Recap if applicable.

Maintain all forms of record keeping used during the course of the sales project – these may be needed if the auditor chooses your fundraiser to be audited.

## THE DO'S OF FUNDRAISING

~Do check to be sure the fundraiser fits your district's fundraising guideline.

~Do check and closely follow any Board policies regarding contracts and expenditures of funds for the procuring of goods and service.

~Do review contracts carefully prior to having an authorized person sign:

- a. Check quantities ordered carefully
- b. Check prices; be sure they are the same as quoted
- c. Be sure all verbal commitments are in the written contract.

~Do be sure a responsible party has signed or does sign the contract on behalf of the company or group providing service/materials for your fundraising project.

~Do provide for the return of unsold merchandise in the contract.

~Do check the delivery slip and count, count, count!

~Do require strict accounting for all goods and funds for all projects:

- a. Do set up stringent safeguards on the quantity and total value of merchandise that may be signed out
- b. Do require students and other sellers to sign for the materials they take.
- c. Do give receipts for all goods or money received from students or other sellers.
- d. Remember – YOU as the Advisor are responsible for all funds/merchandise and the loss of the same.

~Do make safety of participants a major concern:

- a. Do provide for actual physical supervision of "activity" fundraiser (such as car washes)
- b. Do establish safety precautions to prevent injury to students and property during event
- c. Do require a check for instruction of the involved students in the safety precautions pertinent to the activity and to the use of any equipment involved in the activity.
- d. Do provide for a safe check of any equipment to be used in the project
- e. Do check to see that safety precautions have been followed
- f. Do monitor events and institute further safety and or disciplinary precautions as experience suggests.

~Do consider providing parent/volunteer supervision for door-to-door sales/collecting:

- a. Use maps and assigned areas.
- b. Schedule check-in times and places.

~Do deposit funds collected within 24 hours.

~Do use your student conduct code and normal school discipline to collect money or goods owed by a student.

## THE DON'TS OF FUNDRAISING

~Don't allow an activity to be school sponsored unless you, as the Advisor, can control all aspects of the event/sale.

~Don't sign for goods that may make you personally liable for payment under the terms of the contract.

~Don't allow students to take more foods than they can reasonably sell quickly.

~Don't allow the acceptance of "special gifts" or "special bonuses" for undertaking the fundraiser or for achieving certain quotas by yourself or your staff.

~Don't allow supervisors of physical activities to encourage students to perform beyond their level of training and experience.

~Don't cash checks for anyone – YOU ARE NOT A BANK AND ANY DIVERSION OF FUNDS CAN BE CAUSE OF LOSS OF LICENSE!



### **Auditing**

At the end of each fiscal year an internal audit should be conducted in order to verify compliance with board policies, receipts, expenditures, cash on hand, and to balance all ledgers and journals with the depository. A copy of this audit shall be on file in the treasurer's office. All organizational records and internal audit working papers shall also be retained in the treasurer's office so the Auditor of State may audit them.

Each activity fund established under Ohio Revised Code Section 3315.062 is subject to be audited at the same time the audit of the records and accounts of the school district is made, or at such other times as needed or as requested by the board of education. The audit will include an assessment of whether legal requirements, including those requirements imposed by the board of education, are being followed.

### **Dormant Funds**

Appropriate methods of disposition include authorized expenditures, donation of remaining funds to another student activity program, or transfer of funds in accordance with legal requirements.

### **Inactive Activity Accounts**

The funds shall be used in a manner that will enable the account to be closed after no more than two succeeding school years.

Prior to the termination of a student organization (not only Senior Classes), all funds remaining in the treasury must be disposed of in one the following ways:

1. Expended by vote of the organization controlling these funds as provided for in bylaws.
  2. Transferred to another student organization following the standard withdrawal/transfer procedure.
  3. Transferred to the school district for specific and designated purpose.  
When the student organization votes to dispose of funds in this manner the following procedure will be applied:
    - a. A signed statement from the organization authorizing the school district to use the funds in a specific manner agreed upon by the student organization
    - b. The funds shall be held in a trust agency fund until the proper expenditures have been made. Any balance remaining after this expenditure will be transferred to the general fund for use by the school district.
- B. Transferred by motion of the Board if none of the preceding ways has been implemented.

## **Internal Control**

### **Management Objectives**

Establishing and maintaining an internal control structure is an important administrative responsibility. Internal control policies and procedures concerning the ability to record, process, summarize, and report financial data are as follows:

1. Transactions are to be executed in accordance with management's general or specific authorization.
2. Transactions are recorded as necessary to (1) permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (2) to maintain accountability for assets.
3. Access to assets is permitted only in accordance with administrative authorization.
4. The recorded assets are compared with existing assets on a yearly basis and appropriate action is taken with respect to any differences.

The district's internal control structure consists of three elements: the control environment, the accounting system, and the control procedures.

### **Control Environment**

The control environment represents the collective effect of various factors on establishing, enhancing, or mitigating the effectiveness of specific policies and procedures. Such factors include the following:

1. Administration's philosophy and operating style,
2. The organization structure,
3. The functioning of the board and its committees, particularly the audit committee,
4. Methods of assigning authority and responsibility,
5. Administration's control methods for monitoring and following up on performance, including internal auditing,
6. Personnel policies and practices, and
7. Various external influences that affect operations and practices, such as examinations by bank regulatory agencies.

The control environment reflects the overall attitude, awareness, and actions of the board, administration, and others concerning the importance of control and its emphasis in the entity.

## **Accounting System**

The accounting system consists of the methods and records established to identify, assemble, analyze, classify, record, and report transactions and to maintain accountability for the related assets and liabilities. An effective accounting system gives appropriate consideration to establish methods and records that:

1. Identify and record all valid transactions,
2. Describe on a timely basis the transactions in sufficient detail to permit proper classification of transactions for financial reporting,
3. Measure the value of transactions in a manner that permits recording their proper monetary value in the financial statements,
4. Determine the time period in which transactions occur to permit recording transactions in the proper accounting period, and
5. Present properly the transactions and related disclosures in the financial statements.

## **Control Procedures**

Control procedures have various objectives and are applied at various organizational and data processing levels. They may also be integrated into specific components of the control environment and the accounting system. Control procedures are categorized as procedures that pertain to:

1. Proper authorization of transactions and activities,
2. Segregation of duties that reduce the opportunities to allow any person to be in a position to both perpetrate and conceal errors or irregularities in the normal course of their duties; assigning different people the responsibilities of authorizing transactions, recording transactions, and maintaining custody of assets,
3. Design and use of adequate documents and records to help ensure the proper recording of transactions and events, such as monitoring the use of pre-numbered documents,
4. Adequate safeguards over access to and use of assets and records, such as secured facilities and authorization for access to computer programs and data files, and
5. Independent checks on performance and proper valuation of recorded amounts, such as clerical checks, reconciliations, comparison of assets with recorded accountability, computer programmed controls, management review of reports that summarize the detail of account balances (for example, an aged trial balance of accounts receivable), and user review of computer reports

## **Non-School Organizations**

A board of education of North Fork Local School District recognizes, by board resolution, the following groups as non-school organizations.

Music Boosters

Athletic Boosters

Elementary Parent Teacher Organizations

The board has adopted a policy establishing the parameters within which these groups should operate.

These organizations are separate legal entities from the district and shall not utilize the district's tax-exempt status.

Note should be made of the Ohio Ethics Commission Advisory Opinion No. 2008-01, April 11, 2008 (Supplemental Compensation). The Ethics Law and related statutes prohibit a school district employee from receiving compensation from any other source in exchange for the performance of the duties that the district board of education has authorized the employee to perform. The law does not prohibit a booster group, school support organization, or other source that supports activities of a school district, from making a voluntary gift to the district. The district can use the donation in whatever way it chooses, within the limitations in the Ethics Law discussed in this opinion. (<http://www.ethics.ohio.gov/opinions/2008-01.html>)

According to Ohio Revised Code Section 3313.811, the State Board of Education has established the following guidelines to be used by the board of education in determining the appropriateness of the sale of school supplies by organizations other than a school district.

1. The organization has a purpose, which will benefit the school district and its students.
2. The organization's planned activities are clearly in the best interest of the school district and its students.
3. The organization has submitted the following information and assurances:
  - a. A statement noting the purpose of the organization, including but not limited to:
    - i. Organization name,
    - ii. Stated purpose,
    - iii. Provisions for student involvement, and
    - iv. Names and terms of officers.
  - b. Financial accountability assurances that the organization:
    - i. Utilizes a proper bookkeeping procedure,
    - ii. Has identified persons who have financial responsibilities,
    - iii. Will not commingle funds with student activities accounts,
    - iv. Will use funds within the framework of the purpose of the organization whereby funds will not be considered public monies, and
    - v. Will guarantee that at least seventy percent of funds collected will be spent on student activities.
  - c. Use of facility assurances that the organization:
    - i. Will obtain permission to use school property,
    - ii. Will have a faculty member or principal on the advisory board,
    - iii. Will use teacher volunteers, students, or members to conduct activities only if approved by the superintendent or his or her designee, and
    - iv. Will be willing to pay for any or all additional expenses incurred by the activity.
4. The fiscal officer of the non-school organization rather than the school district treasurer will account for any funds generated by the above activities.

## ACTIVITY PURPOSE STATEMENT - example

### Activity Purpose Statement

School Year:	
Today's Date:	
Activity Fund:	
Activity Name:	
No. of Participants:	
No. of Meetings:	

Activity Purpose:

Formal Activities Sponsored By Club:

#### ACTIVITY BUDGET

Last Year's Balance:

\$
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PLANNED FUNDRAISERS	INCOME
Total Revenue Anticipated:	
Total Balance and Revenue:	

ACTIVITIES	ESTIMATED EXPENDITURES
Total Estimated Expenditures:	
Anticipated Balance at the End of the Year:	

Student Activity Programs  
Authority, Policy Development and Management

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## FUND RAISER REQUEST – example

P.O. Number \_\_\_\_\_

\_\_\_\_\_  
(Treasurer Approval)

### SALES PROJECT POTENTIAL

The Sales Project Potential is a form designed to account for the income (actual and projected) from sales projects conducted by student activity and athletic programs.

The purpose is to provide information to sponsors and administrators of the various projects and whether they are functioning in accordance with adopted board policies.

NAME OF ORGANIZATION:

Proposed Sales Project:

Company and Address

Name of Representative

Contact # for Representative

Date of Sales Promotion:

Beginning

Ending

Quantity to be ordered

Cost per Unit

Proposed sale price per unit

Requested by:

Approved by:

Sponsor's Signature

Principal's Signature

Date

Date

Superintendent

Date

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### THIS SECTION IS TO BE COMPLETED WHEN PROJECT IS COMPLETED

Purchases: \_\_\_\_\_ @ \$ \_\_\_\_\_ Subtotal \$ 0.00

\_\_\_\_\_ @ \$ \_\_\_\_\_ Subtotal \$ 0.00

Less Returns \_\_\_\_\_ @ \$ \_\_\_\_\_ Subtotal \$ 0.00

**Use Negative amounts for returns!**

Total to be

Accounted for \_\_\_\_\_ @ \$ \_\_\_\_\_ Total \$ 0.00

Total Deposited with Treasurer \$ \_\_\_\_\_

Quantity Unaccounted for  
(Explain on reverse side)

Sponsor's Signature

Date

Principal's Signature

Date

Superintendent

Date

Student Activity Programs  
Authority, Policy Development and Management

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**TICKET ACCOUNTABILITY FORM – example**

\_\_\_\_\_ SCHOOLS  
**STUDENT ACTIVITY**

**EVENT TICKET SUMMARY**

SCHOOL _____	YEAR _____
EVENT/PROJECT # _____	CLUB ADVISOR _____

PRICE OF TICKETS (3) \$  

DATE	BEG. TICKET # (1)	END TICKET # (2)	# OF TICKETS SOLD (1)-(2)	AMOUNT DUE	AMOUNT COLLECTED

EXPLANATION OF DIFFERENCE BETWEEN DUE AND COLLECTED:
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PRICE OF TICKETS  

DATE	BEG. TICKET #	END TICKET #	# OF TICKETS SOLD	AMOUNT DUE	AMOUNT COLLECTED

EXPLANATION OF DIFFERENCE BETWEEN DUE AND COLLECTED:
--

SIGNATURE \_\_\_\_\_

## ADVISOR'S CHECK LIST

- \_\_\_ 1. Event is on school calendar
- \_\_\_ 2. Calendar Date/: Building Use Request Form: approved?
- \_\_\_ 3. "Request to Have Student Activity of Fundraising Project" and Sales Potential" forms prepared and approve?
- \_\_\_ 4. **All** Purchase Orders pertinent to activity prepared?
- \_\_\_ 5. Chaperones and/or police confirmed and notified of time to arrive?
- \_\_\_ 6. Chaperones responsibility guidelines distributed?
- \_\_\_ 7. Is the Band/DJ contract signed by an administrator and confirmed? Please submit a copy of the contract to the Building Principal.
- \_\_\_ 8. Concessions needed: i.e. pop, snacks, etc.
- \_\_\_ 9. Have "Service Contract Voucher" prepared and ready for signatures
- \_\_\_ 10. Ticket/admission prices set, tickets printed (if applicable) and arrangements made for pre-sale and/or collecting admission at gate.
- \_\_\_ 11. Publicity for event planned? i.e. poster, P.A. announcements, building marquee, Smoke Signals, website
- \_\_\_ 12. Have the Cash box, bank lock bag, and necessary change for admission and concessions secured?
- \_\_\_ 13. Set up plans arranged? (Head Custodian to be notified one week in advance)
- \_\_\_ 14. Clean up plans arranged?
- \_\_\_ 15. Final check made with Building Principal one week before event. (Name chaperons, security personnel, decorating, seating and table arrangements, dance format)
- \_\_\_ 16. Arrangements made for depositing event money?
- \_\_\_ 17. Checks on hand for payment of band and security?
- \_\_\_ 18. Have Service Contract signed.



**FUNDRAISER CHECK LIST – Prior to Sale**

\_\_\_ 1. See Building Principal for information on fundraiser companies, products and sales representative as needed.

\_\_\_ 2. Submit for approval completed fundraiser request forms to Building Principal at least two weeks in advance of event.

\_\_\_ 3. Enter a requisition. If your requisition is rejected or returned to you for maintenance, please contact the treasurer's office for assistance. **DO NOT PLACE YOUR ORDER UNTIL AN APPROVED P. O. NUMBER IS ASSIGNED.**

\_\_\_ 4. Instruct Fundraiser Company to include PO number on all invoices.

\_\_\_ 5. Check fundraising company for their policy on returning unsold or defective items.

\_\_\_ 6. Prepare (or have sales representative prepare) a fundraiser information sheet PRIOR to the sale. Include the following:

- Reason for fundraiser
- Monetary goals for group and for each participant
- Sale date(s)
- Advisors name
- Due date of order forms
- Date merchandise will be available
- Money collection dates, times and location
- Student responsibility for money and merchandise
- Prize information

Distribute the information sheet to each student and include information about the fundraising activity with parent information.

\_\_\_ 7. Use receipt book with duplicate copies – one for student and one for club.

\_\_\_ 8. Define responsibilities of student officers during fundraiser.

\_\_\_ 9. Appoint one person, preferably the Club Treasurer, to be responsible for keeping accurate record of all fundraiser payments, deposits and expenditures.

\_\_\_ 10. Provide order forms for each student.

\_\_\_ 11. Devise a record keeping system to account for individual student sales.

\_\_\_ 12. Organize an inventory procedure to account for the amount of product delivered by the company, amount of product issued to each student, amount of product left over to be returned for credit.

**FUNDRAISER CHECK LIST – During the Sale**

- \_\_\_ 1. Document or scan to an electronic file, a copy of all individual order forms presented by students. Return original order forms to student along with merchandise to be distributed.
- \_\_\_ 2. Inventory all merchandise upon receipt.
- \_\_\_ 3. Have students sign for all merchandise received and have person(s) designated to distribute the merchandise should initial the transaction. The advisor should oversee this process to insure that distribution occurs in a calm and orderly manner.
- \_\_\_ 4. Maintain daily records of merchandise distributed, money received and merchandise returned.
- \_\_\_ 5. Record all incoming money per student and issue a duplicate receipt to each student per deposit.
- \_\_\_ 6. Deposit incoming money with building secretary daily.  
DO NOT KEEP CASH IN YOUR DESK OR CLASSROOM  
DO NOT USE CASH TO PAY ANY EXPENSES  
DO NOT USE CASH TO AWARD ANY SALES PRIZES
- \_\_\_ 7. End the sale on the assigned date. Stick to order taking, distribution and money collection deadlines

**FUNDRAISER CHECK LIST - Following Sale**

- \_\_\_ 1. GIVE ALL INVOICES TO THE ACCOUNTS PAYABLE OFFICE IMMEDIATELY!
- \_\_\_ 2. Clean up the details of the fundraiser sale quickly (i.e. return unsold items, distribute prizes, handle student delinquencies).
- \_\_\_ 3. Contact by telephone within one week of money due date, the parents of those students who have not yet paid or returned merchandise.
- \_\_\_ 4. After making phone contact, give a list of student names still owing money or merchandise to the Building Principal. This list should be turned in within two weeks of the end of the sale.
- \_\_\_ 5. Scan all related sales documentation including receipts of money deposited, the receipt book, to your electronic files. Finalize the lower portion of the "Sales Project Potential" form.
- \_\_\_ 6. Instruct Club Treasurer to compare Club monthly revenue records. These records are available to the Advisor in USAS. Using USAS, the Advisors and Club officers will know their approximate account balance at all times.

## **FINANCIAL ACCOUNTABILITY**

### **READ CAREFULLY BEFORE SIGNING**

1. I understand that I, as Advisor of the Student Activity Club (Organization) named below, am responsible for preparing the annual Purpose Statement and Budget for our organization for supervising activities, including the preparation of fundraising potentials, cash deposits and any other duty assigned by the proper administrative authority.
2. I certify that our organization will not co-mingle funds with any other student organization.
3. I certify that our organization's funds will be used within the framework of the Purpose Statement.
4. I certify that I have received a copy of the Student Activity Handbook, which outlines the student activity procedures for the current year.
5. I understand that the Treasurer must sign any contract for the purchase of service, supplies or equipment.
6. I understand that any merchandise/equipment purchased with funds from this activity is the property of North Fork Board of Education.
7. I understand that all records for this activity are the property of the North Fork Board of Education.  
  
They must be turned in to the Building Principal at the conclusion of this school year for auditing purposes, and kept for three years (two years after being audited).
8. I understand that if any of the above stipulations are not followed, I could be responsible for repayment and/or replacement of funds and/or property.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Activity Club/Organization