

NON-INSTRUCTIONAL SERVICES: NON-INSTRUCTIONAL SERVICES [Fiscal Services]

[Accounting and Cash Management:]School Activity Funds

I. PURPOSE

TO PROVIDE GUIDELINES FOR THE PROPER MANAGEMENT AND HANDLING OF SCHOOL ACTIVITY FUNDS.

II. Management of Funds

- A. [1.]The financial management of all school activity funds shall be the responsibility of the school principal. Financial management shall include:
 - 1. Maintaining sound accounting practices.[,]
 - 2. Recording the receipt and expenditure of funds using a uniform chart of accounts.[,]
 - 3. Authorizing expenditures.[,]
 - 4. Reporting to school administration, parents, and students on the use of student activity funds.[, and]
 - 5. COMPLYING [compliance] with regulations issued by the Internal Revenue Service and the Comptroller of Maryland, Sales and Use Tax Division.

- B. [2.]All funds collected by school employees and by student treasurers shall be receipted, accounted for, and directed, without delay, to the proper location of deposit on a daily basis. All schools shall MAKE ARRANGEMENTS [provide] for making bank deposits after regular banking hours in order to avoid leaving money in the school overnight. In no case shall funds be left overnight in schools, except in safes provided for safekeeping of valuables. School activity funds may not be disbursed as cash payments under any circumstances.

- C. [3.]Schools are encouraged to maintain school activity funds in a single checking/savings account. Funds not needed to meet current obligations may be invested by the Department of Fiscal Services.

- D. [4.]Funds belonging to external organizations such as parent-teacher associations and booster clubs are not considered school activity funds and shall not be commingled with school funds.

- E. [5.]External organizations may not conduct fundraising activities or establish an admission fee schedule that supersedes or diminishes a school's claim to receipts generated by school sponsored activities.
- F. [6.]External organizations may contribute funds to schools, which are then deposited into school activity funds.
- G. [7.]Cafeteria funds are not considered school activity funds and shall be maintained by the Office of Food and Nutrition Services.
- H. [8.]Guidelines for judging the appropriateness of any fundraising activity shall include the following:
 - 1. [a.]The activity shall be open to all students.
 - 2. [b.]The activity should not be held on school time.
 - 3. [c.]The activity shall not use students to sell products in the community.
 - 4. [d.]The activity shall not involve physical competition (contact sports) between students and faculty.
 - 5. [e.]Activities must not place undue burdens on students or staff.
 - 6. [f.]Cost of participation in the activity must be nominal.

III. RESPONSIBILITIES

- A. The Department of Fiscal Services shall maintain the *Accounting Manual for School Activity Funds* to guide the management of these funds.
- B. THE DEPARTMENT OF FISCAL SERVICES SHALL PROVIDE TRAINING RELATED TO THE PROPER MANAGEMENT OF SCHOOL ACTIVITY FUNDS INCLUDING ACCOUNTING PROCEDURES AND RESPONSIBILITIES.

Related Policies: BOARD OF EDUCATION POLICY 3000, *NON-INSTRUCTIONAL SERVICES*
BOARD OF EDUCATION POLICY 3160, *SCHOOL-SPONSORED ACTIVITIES*
BOARD OF EDUCATION POLICY 8400, *INTERNAL AUDIT: GENERAL*

[Policy 2211, School Personnel, School-Based Administrators: Principal]

Rule
Approved: 07/11/06
Revised: 09/18/07
REVISED: _____

Superintendent of Schools