



**BCIT & BCSSD
STUDENT ACTIVITY FUNDS
STANDARD OPERATING PROCEDURE**

I. Purpose:

Student Activity Funds are operated and managed by the club/athletic advisor under the guidance and direction of the building principal for educational-related purposes. The building principal is ultimately responsible for accurate accounting and proper usage of these funds.

Student Activity Funds are accounted for in the Student Activities Account. The account is intended to be used primarily for activities such as field trips, yearbook, student clubs, class years, etc., which occur during a school year;; however, funds may be used to support participation in national Career and Technical Student Organization competitions (i.e., SkillsUSA, HOSA, FFA, FBLA, FCCLA, etc.) that may occur in the summer following the end of the school year. The balance at year's end should be minimal, with the exception of the Class Year accounts, which are outlined in more detail below.

The Principal is responsible for establishing and maintaining an internal control structure to ensure student assets are protected from loss, theft, or misuse. The Student Activities Account is audited by an independent auditing agency annually. The principal and advisor are responsible for addressing any questions raised by the auditing agency regarding the Student Activity account(s). However, the Principal, the principal of each school, is ultimately responsible for the collection of, accounting for, and disbursement of any and all Student Activity funds.

Student Activity Funds are for the sole use to support student activities. Funds cannot be used to support adults who may be participating in a related student activity. Funds cannot be used to supplant school funds.

Student Activity funds are not to be commingled with funds generated by outside organizations (PTAs, PTOs, Booster Clubs, etc.) Any and all outside organizations are responsible for administering their own funds.

II. Related SOPs:

Procurement and Cash Receipts Standard Operating Procedures apply to Student Activity Funds, along with the BCIT Purchasing Manual. The following links to these SOPs are provided below:

Procurement SOP
Cash Receipts SOP
Purchasing Manual

III. Recordkeeping:

1. All financial and membership records must be accurately and contemporaneously maintained.
2. All records must be maintained on campus and be readily accessible for examination at any time.
3. The Advisor is responsible for all record-keeping. This task cannot be delegated to a parent or another person.
4. Records include but are not limited to the following:
 - a. Fundraiser Approval Forms
 - b. Tally Sheets
 - c. Deposit Slips
 - d. Rosters
 - e. Requisitions/Purchase Orders
 - f. Receipts/Vouchers
 - g. Field Trip Request Forms
 - h. Financial Spreadsheets
 - i. Meeting Minutes

*The minutes should clearly state how the funds raised will be allocated for the student(s) who raised them.

5. Reconciliation of Financial Records

- a. Advisors shall reconcile their financial records on a monthly basis.
- b. Reconciliation Process
 - i. Close books at the end of each month;
 - ii. Start with the Beginning Balance for the month
 - iii. Subtract Expenditures
 - iv. Add Revenues
 - v. Calculate the Ending Balance for the month
 - vi. Obtain balance from Business Office
 - vii. Compare Organization Records against Business Office Records
 - viii. Notify the principal immediately if there is a discrepancy
 - ix. Principal notifies Asst. Superintendent for C/I immediately regarding the discrepancy
 - x. Principal examines the reason for the discrepancy and reports the outcome of the investigation to the Assistant. Superintendent for C/I
 - xi. The Business Administrator is notified at all times.
 - xii. Appropriate corrective action is taken.

6. Recordkeeping format for financial records:

- a. It is recommended that a spreadsheet like "Google Sheet" be used to track and maintain the records.
- b. Viewing rights to these records should be provided to the Building Principal and/or select District administration.
- c. Editing rights should reside only with the Advisor of the Student Activity Organization.
- d. A contemporaneous detailed explanation of any issues must be maintained in a log.

IV. Receipt of Funds: (See Cash Receipt SOPs)

1. All funds will be collected by the Advisor, subject to prior BOE approval and in conformity with Policy #5830 Fundraising. Locked in a secure place. Then the funds will be tallied on a tally sheet and submitted to the Building Principal/designee. The Building Principal/designee will count and certify the accuracy of the tally sheet. Once confirmed, the funds and tally sheet will be sealed in a bank bag.
2. Deposited within 24 Hours of receipt, unless on a Friday or Saturday, then done on Monday or the next business day.

3. Money should not be raised or collected unless there is a definite purpose for doing so. Funds received for a specific function shall be disbursed ONLY for that function.
4. All deposited funds will be recorded in a simple Google Sheet Receipts Ledger, including the date of receipt, source of receipt, amount of receipts, and the total amount of the deposit and will be maintained by the Student Activity Advisor in the school.
5. Post-dated checks will not be accepted
6. Checks from payers with out-of-state addresses will not be accepted

V. Disbursement of Funds:

1. Advisors can submit requisitions for materials and supplies to the building principal for approval in accordance with all procurement policies and procedures.
2. No educational materials may be purchased from these funds.
3. All disbursements must be supported by a receipt, invoice and will be attached to a "School Accounts Requisition Form" and a Student Activity Fund voucher. Vouchers are not to be pre-signed and/or pre-dated.
4. All checks written will be recorded in a simple Google Sheet Disbursement ledger to include the date of the check, payee, amount of the check and activity or class to which it is to be charged.
5. Each month, an account reconciliation must be prepared and this balance is compared with the individual activity or class balance in comparison to the school's records.
6. A financial report of each general organization fund will be kept on file for review by the District Auditor and/or Administration.
7. Any person receiving \$600.00 or more for services provided shall be sent an IRS Form 1099.
8. Deferred payment contracts are prohibited.

VI. Class Accounts: The following procedure pertains to treasury balances for graduating classes.

1. The treasury balance of each graduating class will be maintained at the high school for a maximum of five (5) years.
2. After five years, the balance remaining will be deposited in the general account of the Student Activities Account. The President of the class will receive a written notification of such action at least sixty (60) days before the account is closed.
3. A class may liquidate its account prior to the five-year period if it so desires, but the account cannot be liquidated prior to September 30th, following June graduation (to cover financial responsibilities of the class during the summer).

VII. Fundraising Activities 5830 Student Fundraiser Policy

1. Sources of funds in the Student Activities accounts may be from students' dues/fees, as well as proceeds from fundraisers. The Board of Education will limit the solicitation of funds by and from the pupils of this district in order to protect pupils from unnecessary pressures and the instructional program from disruption.
2. "Student fundraising" means the solicitation and collection of money by students, on or off school premises, for any purpose associated directly or indirectly with the school district or under circumstances in which the solicitors are identified as students of this district.
3. Students may solicit and collect money on behalf of approved school organizations, provided the fundraising has been pre-approved by the Superintendent/designee and the Board of Education.
4. Door-to-door solicitation by students is prohibited.

5. No fundraising is allowed for activities other than: approved cocurricular activities, athletic teams, an entire class, or Field trips
6. All funds raised must be used within the school and may not be raised for use by related organizations outside the school, including local, state, or national branches, or parents of the fundraising organization. Students/Parents are responsible for funds and records until turned over to the Advisor.
7. The Board will allow in in-school sale of articles by student body organizations to support the approved activities of such organizations. Such Sales should not interfere with the educational program and are to be conducted at the discretion of the Principal, and are subject to the pre-approval of the Superintendent. The Superintendent shall develop regulations regarding student fundraising. The building principal shall distribute this policy and the Superintendent's regulations to each organized student organization.
8. Fundraiser Approval Process:
 - A. Complete the Fundraiser form and submit it to the building principal for approval
 - B. The principal shall submit the Fundraiser form to the Assistant Superintendent for Curriculum and Instruction for review and approval. If more information is needed or the fundraiser is denied, the building principal will be notified. The principal will notify the organization advisor.
 - C. If approved, the Assistant Superintendent will place it on the board agenda for approval
 - D. Once board approval is granted, the Principal will be notified and the Fundraiser can commence as scheduled.
 - E. Fundraisers for the first semester are to be submitted for the August agenda; second-semester fundraisers are to be submitted for the January agenda.
 - F. Fundraising opportunities can be submitted to the Superintendent at other times during the year for consideration.
9. Types of Fundraisers not allowed include, but are not limited to the following:
 - A. Raffles or games of chance
 - B. Food sales during the school day that would compete with the cafeteria
 - C. Borrowing of Funds